



ULC STANDARDS MANUAL 1: PROCEDURES FOR STANDARDS DEVELOPMENT

Approvals
(Name and Title)

<p>Document Owner</p> <p>Mark Ramlochan Standards Engineer 2017/2/14</p>	<p>Approver</p> <p>Mahendra Prasad Standards Manager 2017/2/14</p>
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Document Revision History

Originator		Issue Rev #	Date						
Brian Murphy	<p>This controlled document is based on a new series of publications by the Standards Council of Canada for Canadian standards development. This document replaces the following corporate SharePoint documents:</p> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr> <th style="width: 20%;">Document #</th> <th style="width: 80%;">Title</th> </tr> </thead> <tbody> <tr> <td>05-ST-P0825</td> <td>ULC Standards Manual Part 1: Administration Manual</td> </tr> <tr> <td>05-ST-P0826</td> <td>ULC Standards Manual Part 2: Procedure for Standards Development</td> </tr> </tbody> </table>	Document #	Title	05-ST-P0825	ULC Standards Manual Part 1: Administration Manual	05-ST-P0826	ULC Standards Manual Part 2: Procedure for Standards Development	1.0	2015/09/29
Document #	Title								
05-ST-P0825	ULC Standards Manual Part 1: Administration Manual								
05-ST-P0826	ULC Standards Manual Part 2: Procedure for Standards Development								
John Wade	New Clauses added to Subsections 8.9.3 and 8.10 to address 'mandatory 5-year renewal' changes in SCC R&G documents of 2015.	2.0	2016/02/04						
Brian Murphy	Updated Normative references. Revised Clauses 8.9.3.8 and 8.9.3.9 in Reaffirmation section to include withdrawals.	3.0	2016/09/08						
Kevin HF Wu	New Clauses 9.3 and 9.4 added to address voting members representing the same organization on a Committee.	3.0	2016/09/08						
Gillian Ottley	Reference to Proposals made throughout text.	4.0	2017/02/22						
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Mark Ramlochan	New Clauses added to 8.8.4 to clarify when publication process is to commence	4.0	2017/02/22						



ULC Standards
Normes ULC

**Quality &
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Kevin HF Wu	Clarify 9.3 to address Committee member representation of an Association Mark Ramlochan replaced Brian Murphy as document owner	4.0	2017/02/22
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1 Introduction

- 1.1. This document applies to all activities related to standards development within ULC Standards. It covers requirements for ULC Standards, National Standards of Canada, and National Adoptions of Canada. These requirements are based on the following SCC Requirements and Guidance documents:
- A. Accreditation of Standards Development Organizations
 - B. Approval of National Standards of Canada Designation
 - C. Approval of National Adoptions of Canada Designation
- 1.2. This document is to be reviewed and approved on cycle not to exceed 2 years, as required by the UL Document Control System.

2 Normative References

- CAN-P-7, Canada’s Policy on International Standardization Participation
- CAN-P-1005, Operational Requirements for Granting and Maintaining SCC/SDO Harmonization
- SCC Requirements & Guidance – Committee Accreditation and Financial Assistance
- Canadian Standards Development – Program Overview
- SCC Requirements & Guidance – Accreditation of Standards Development Organizations
- SCC Requirements & Guidance – Approval of National Standards of Canada Designation
- SCC Requirements & Guidance – Approval of National Adoptions of Canada Designation

3 Definitions

ACCREDITATION: The formal recognition of the competence of an organization to carry out specific functions in accordance with established criteria. Where such accreditation has been accorded by SCC, the SDO is a component of Canada’s standardization network.

AMENDMENT: Modification, addition or deletion of specific parts of the normative content of a standard.

BALANCED REPRESENTATION: A representation of interest groups in a technical committee such that no single category of interest can dominate the voting procedures. Commonly used

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interest categories may include, but are not limited to, general interests, producers, regulators and users.

CANADA’S STANDARDIZATION NETWORK: The people and organizations involved in the development, promotion and implementation of standards.

CENTRALIZED NOTIFICATION SYSTEM (CNS): Public notice portal on SCC’s corporate website of SDO Notices of Intent (NOI) to develop or adopt a new standard or other deliverable; new edition, amendment, reaffirmation or withdrawal of an already published standard; Work Program; and a listing of published standards under SCC’s accreditation.

COMPLAINT: Expression of dissatisfaction, other than an appeal, by any person or organization, against SCC, SCC’s Service Delivery Partner or an accredited or applicant organization, where a response is expected.

CONFLICT OF INTEREST: Is a situation in which a person or organization is involved in multiple interests (financial or otherwise) , one of which could possibly corrupt the motivation of the individual or organization.

CONFORMITY ASSESSMENT: Demonstration that specified requirements of a particular standard relating to a product, service, process, system, person or body are fulfilled.

CONSENSUS: General agreement characterized by the absence of sustained opposition to substantial issues by a concerned interest, and by a process that takes into account the views of all parties concerned, and reconciles any conflicting arguments.

DUPLICATION RESOLUTION MECHANISM (DRM): SCC’s process intended to address cases of identified duplication of standards and effort involving a collaborative discussion between concerned SDOs.

GENERAL INTEREST: Those on a technical committee with a demonstrated interest and relevant expertise not associated with the production, distribution, direct use, or regulation of the product(s), material(s) or service(s).

HARMONIZATION: The integration of work related to standards development activities involving the preparation of Canadian standards and International Standards with the objective of achieving the greatest practicable degree of commonality in accordance with policies and procedures of SCC and the applicable SDO.

INTERNATIONAL STANDARD: An international standard published by any international standardizing/standards organization and made available to the public.

INTERNATIONAL STANDARD: An International Standard published by ISO or IEC.

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INTERNATIONAL ELECTROTECHNICAL COMMISSION (IEC): A non-governmental organization whose membership is composed of national committees and which is responsible for preparing and publishing International Standards for the electrical and electronic fields.

INTERNATIONAL ORGANIZATION FOR STANDARDIZATION (ISO): A non-governmental organization whose membership is composed of national standards bodies and which is responsible for preparing and publishing International Standards in fields other than electrical, electronic and telecommunication.

INTERNATIONAL STANDARDIZED PROFILE (ISP): An internationally agreed-to, harmonized document that describes one or more profiles.

ISONET: The ISO Information Network is an agreement between standardizing bodies to combine their efforts in order to make information on standards, technical regulations and related matters readily available whenever it is required.

JOINT CANADA –U.S. NATIONAL STANDARD: A Standard that is published as a single document for both countries that indicates compliance to Standards Council of Canada (SCC) and American National Standards Institute (ANSI) national standards requirements.

MAINTENANCE: The action by the technical committee of reviewing an international standard, regional standard, or other international /regional deliverable which results in its reaffirmation, amendment, publication as a new edition or withdrawal.

NATIONAL ADOPTION OF CANADA (NAC): An International Standard, regional standard, or other international/regional deliverables approved by SCC as meeting SCC’s requirements for National Adoption of Canada designation.

NATIONAL STANDARD OF CANADA (NSC): A standard developed by an SDO, and approved by SCC, as meeting SCC’s requirements for National Standards of Canada designation.

NEW EDITION: A standard that has been revised and is issued with the same designation number as its predecessor, but with a new publication date, and incorporates previous amendments and other changes.

OTHER REGIONAL/INTERNATIONAL DELIVERABLE: A Technical Specification, Technical Report, Publicly Available Specification or International Standardized Profile developed by a regional standards body or ISO or IEC. ISO/IEC Guide 21-2 defines each of these deliverable types in detail in an international context, except International Standardized Profiles, which is defined in ISO/IEC TR 10000-1.

PERFORMANCE REQUIREMENTS: Requirements that concern the behaviour of a product, process or service in or related to use.

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PRODUCER: Those on a technical committee who are predominantly involved in production (i.e., manufacture), promotion, retailing, or distribution of the subject product(s), material(s) or service(s).

PROFILE: A set of one or more base standards and/or ISPs. This may include, where applicable, the identification of chosen classes, conforming subsets, options and the parameters of those base standards, or ISPs necessary to accomplish a particular function.

PROPOSER: A person who puts forward a proposal for the development of a standard.

PROPOSAL: A suggested amendment, deletion, or addition to a ULC standard.

Note: For proposals suggesting the development of a new standard, see Clause 5.1.1.1

PUBLIC REVIEW: An opportunity for the public to comment on a draft standard before final approval by the technical committee.

PUBLICLY AVAILABLE SPECIFICATION (PAS): Document published by ISO or IEC to respond to an urgent market need, representing either a consensus in an organization external to ISO or IEC, or consensus of the experts within a working group.

REAFFIRMATION: The declaration by the SDO that the technical committee confirms that the standard continues to be valid without necessitating any technical change and that it is still in conformance with applicable requirements.

REDRAFTING: A regional standard, International Standard, or other regional/international deliverable published as a national adoption where the regional or international deliverable is not a reprint or identical translation of the source deliverable.

REGIONAL STANDARD: A standard that is developed or adopted by a regional SDO and made available to the public.

REGIONAL STANDARDS DEVELOPMENT ORGANIZATION: An organization whose membership is open to the relevant national standards body from each country within one geographical, political or economic area.

REGULATION: A document specifying mandatory rules created by an authority through the powers established under legislation.

REGULATOR: An interest category of those on a technical committee representing any federal, provincial, municipal, other government body, or body/authority designated by a government responsible for regulating the acceptability, sale or use of the subject product (s), material(s) or service(s), and those bodies that enforce these rules and regulations.

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REPRINTING: A regional standard, International Standard, or other regional/international deliverable published and printed as a national adoption by direct reproduction of the published regional/international deliverable (e.g. by photography, scanning or from an electronic file).

SAFETY MARKING: Text or graphical symbol instruction on a product designed to prevent unacceptable risk.

SCC MIRROR COMMITTEE: A national technical committee established by SCC which mirrors an international committee that facilitates Canadian participation within international standardization activities.

SECOND LEVEL REVIEW: Verification, conducted by the SDO at the end of the technical approval stage, to ensure compliance with the standards development process requirements.

STANDARD: A document, established by consensus and approved by a recognized body that provides for common and repeated use, rules, guidelines or characteristics for activities or their results, aimed at achievement of the optimum degree of order in a given context. For the purpose of this document this includes National Standards of Canada and National Adoptions of Canada.

STANDARDIZATION: The processes of formulating, issuing, and implementing standards to establish provisions for common and repeated use, aimed at the achievement of the optimum degree of order in a given context to address actual or potential needs. .

STANDARDS DEVELOPMENT: Process based on the principles of the Canadian standards development system which includes the policies and procedures of an SCC-accredited SDO for the preparation, approval, publication and maintenance of standards.

STANDARDS DEVELOPMENT ORGANIZATION (SDO): An organization, or part thereof, accredited by SCC, that accepts responsibility for the development, approval, publication and maintenance of standards.

TECHNICAL COMMITTEE: A committee responsible for developing, approving and maintaining the technical content of a draft or published standard in accordance with the policies and procedures of the SDO.

TECHNICAL DEVIATION: Any difference between the technical content of the International/regional standard or other deliverable and that of the national standard or other deliverable.

TECHNICAL REGULATION: A regulation that provides technical requirements, either directly or by referring to or incorporating the content of a standard, technical specification or code of practice. The technical regulation may be supplemented by technical guidance that outlines some means of compliance with the requirements of the regulation (i.e., deemed-to-satisfy provision).

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TECHNICAL REPORT (TR): A document published by ISO or IEC containing collected data of a different kind from that which is normally published as an International Standard or Technical Specification.

TECHNICAL SPECIFICATION (TS): A document published by ISO or IEC for which there is the future possibility of agreement on an International Standard, but for which at present: the required support for approval as an International Standard cannot be obtained; there is doubt on whether consensus has been achieved; the subject matter is still under technical development; or there is another reason precluding immediate publication as an International Standard.

ULC STANDARDS: Standards development organization accredited by the Standards Council of Canada the develops and published standards on products and test methods having a bearing on fire, electrical, plumbing, security, environmental or accident hazards, crime prevention, and energy efficiency, among others.

ULC STANDARD: A standard developed and published by ULC Standards but is not a National Standard of Canada.

USER: An interest category of those on a technical committee who predominantly represent end users of the subject product(s), material(s), or service(s) and who are not involved in any way in production and/or distribution of the subject product(s), material(s) or service(s). Consumers are one type of end user, and may be defined as individual members of the general public, or consumer organizations, purchasing or using property, products or services for private purposes.

WORK PROGRAM: A document that meets the requirements of the WTO/TBT Code of Good Practice for the Preparation, Adoption and Application of Standards. The Work Program is published by the SDO. Requirements for the content and notice of the existence of the Work Program are included in the WTO/TBT Annex 3.

WITHDRAWN STANDARD: A standard discontinued by an SDO and its responsible technical committee as it is no longer valid, represents the most current, reliable, and/or available information.

4 Cross Reference Tables

SCC R&G Accreditation of SDOs Reference	ULC Standards Manual 1 Reference	Title
4.1	6.1	Consensus Process
4.2	6.2	Canadian Interest
4.3	6.3	Avoiding Duplication
4.4	6.4	Work Program
4.5	6.5	International/Regional Harmonization
4.6	6.6	Standards Harmonization with International Community – SDO Participation
4.7	6.7	Performance Based Standards
4.8	6.8	Trade
4.9	6.9	Place of Origin
4.10	6.10	Price Fixing
4.11	6.11	Protection Against Misleading Standards
4.12	6.12	Patents
4.13	6.14	References to Certification or Administrative Requirements
4.14	6.13	Standards for Conformity Assessment
4.15	8.3.3	Safety Markings
4.16	6.15	Conflict of Interest
4.17	6.16	Compliance to Accreditation Requirements
4.18	8.8.6	Provision of Published Standards
5.1	5.1	Canadian Relevance
5.2	5.2	Legal Responsibility
5.3	5.3	Separation of Management Activities
5.4	5.4	Continuity of Operations
5.5	5.5	Staff Competence
5.6	5.6	Facilities
5.7	5.7	Record Keeping
6.1	7.1	Documented Processes Based on Consensus
6.2	8.2	Proposals for Development of Standards
6.3	7.6	Equal Access and Effective Canadian Participation to the Standards Development Process by Concerned Interests
6.4	7.5	Balance of Interests
6.5	7.7	Use of ISONET: International Harmonized Stage Codes and International Classification for Standards
6.6	8.2.2, 8.5.4, 8.8.5, 8.10.2	Notification Requirements
6.7	8.5.2	Technical Committee Approval Process
6.8	8.6	Second Level Review

6.9	8.8	Publication Process
6.10	8.9.1	Maintenance of Standards
6.11	8.10	Withdrawal of Standards
6.12	7.2	International Inquiries on Code of Good Practice
6.13	7.3	Information Requests
6.14	7.4	Complaints and Appeals Mechanism

SCC R&G NSC Designation Reference	ULC Standards Manual 1 Reference	Title
4.1	Appendix A	Organizational Status
4.2	22	Availability in Both Official Languages
5.1	18.1	Geographical Representation
5.2	18.2	Technical Committee Approval
5.3	19	Maintenance of NSCs
5.4	20	Withdrawal of NSC Designation by the SDO
6.1	21.3	Normative Content
6.2	21.4	Units of Measurement
6.3	21.5	Date and Time
6.4	21.1	Front Cover Page
6.5	21.2	Introductory Pages
7.1	23	NSC Evidence

SCC R&G NAC Designation Reference	ULC Standards Manual 1 Reference	Title
4.1	Appendix A	Organizational Status
4.2	24.1	Eligibility
4.3	24.2	Adopted International/Regional Standards and Other Deliverables
4.4	24.3	Methods of Adoption
4.5	24.4	Degrees of Correspondence
4.6	24.5	Technical Deviations
4.7	24.6	Availability in Both Official Languages
5.1	25.1	Geographical Representation
5.2	25.2	Public Review
25.3	25.3	Technical Committee Approval
5.4	25.4	Maintenance of NACs
5.5	25.5	Withdrawal of NAC Designation by the SDO
6.1	25.6.5	Units of Measurement
6.2	25.6.6	Date and Time
6.3	25.6.1	Content and Structure Clarity
6.4	25.6.2	Front Cover Page
6.5	25.6.3	Introductory Pages

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6.6	25.6.4	Back Cover Page
7.1	25.7	NAC Evidence

PART 1 – ACCREDITATION OF STANDARDS DEVELOPMENT ORGANIZATIONS

5 Structural and Resource Requirements

5.1 Canadian Relevance

5.1.1 Need for a Standard in the Canadian Marketplace

5.1.1.1. In order to determine the need for a Standard in the Canadian marketplace, a New Work Item Proposal (NWIP) form shall be completed by the proponent requesting the Standard. The information that is required on the form includes:

- A. Date of Proposal;
- B. Name of Proponent;
- C. Affiliation of the proponent;
- D. Proponent's mailing and email addresses;
- E. Telephone number;
- F. Title and scope of the proposed standard;
- G. Purpose and justification;
- H. Target date of publication;
- I. Relevant documents to be considered;
- J. List of liaison organizations;
- K. Name of the industry body(s) and /or industry association providing the financial support for the development of the standard;
- L. Commitment anticipated from users for the NWIP;
- M. Funding; and
- N. Preparatory work.

5.1.1.2. The NWIP is reviewed and approved by ULC Standards and the Technical Committee (if one exists) before any work is started on the standard.

5.1.1.3. The need for the standard shall take into account the subjects of Canadian Interest as per 6.2.1.

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5.1.2 Appropriate participation of Canadian experts in technical committees

- 5.1.2.1. The standards committee shall have balanced representation of interest categories. Typical interest categories are general interest, producer, regulator and user (see Subsection 7.5)
- 5.1.2.2. ULC Standards exists to be of service to inspection authorities, insurance inspection agencies, manufacturers, plant operators, architects, utilities, consulting engineers, consumers, and others across Canada by developing standards and supplying authoritative information on products.
- 5.1.2.3. The standards of ULC Standards cover the following subject areas, as described by their respective committee scopes:
- A. Committee on Fire Test: ULC-S100A
 - i. To develop test methods for the evaluation of building materials and assemblies and furnishings used in buildings when exposed to fire conditions;
 - ii. To develop standards based on the performance of building materials and assemblies and furnishings when subjected to test conditions; and
 - iii. To develop standards for the engineering design of assemblies and structural elements for exposure to fire conditions.
 - B. Committee on Security and Burglar Alarm Equipment and Systems: ULC-S300A
 - To develop standards, test methods and other pertinent requirements for burglar equipment and systems and to develop classification requirements involving installation, operation and maintenance for this equipment and systems.
 - C. Committee on Physical Security Equipment: ULC-S300B
 - To develop and maintain standards governing the performance, under specified test conditions, of physical security equipment.
 - D. Committee on Automobile Theft Deterrent Equipment & Systems: ULC-S300V

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To develop and maintain standards governing the performance and installation, under specified test conditions, of automobile theft deterrent equipment and systems.

E. Committee on Live Working: ULC-S400A

To develop and maintain standards for Live Working based on IEC/TC78 standards as National Standards of Canada or National Adoptions of Canada.

F. Committee on Solid State Lighting (SSL): ULC-S400B

To develop standards addressing safety requirements applicable to solid state lighting devices, components, accessories, and equipment that may be integrated with or intended to be interoperable with luminaires.

G. Committee on Field-Replaceable Light Emitting Diode (LED) Light Engines: ULC-S400C

To develop standards containing requirements pertaining to the construction, performance, and safety of field-replaceable light emitting diode (LED) light engines and their holders, bases and connectors. These requirements cover LED light engines rated up to 347 V provided with integral lamp bases of other than the screw, bayonet, or pin type configurations typically found on incandescent or fluorescent light sources. These requirements only cover lamp holders of a configuration not typically found on incandescent or fluorescent light sources.

H. Committee on Batteries for Use in Electric Vehicles (EV): ULC-S400D

To develop standards containing requirements covering electrical energy storage assemblies such as battery packs and combination battery pack-electrochemical capacitor assemblies and the subassembly/modules that make up these assemblies for use in electric-powered vehicles and requirements that cover nickel, lithium ion and lithium ion polymer batteries and battery packs for use in light electric vehicles (LEVs), with a maximum output of 60V DC.

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I. Committee on Temporary Lighting Strings: ULC-S400E

To develop standards containing requirements pertaining to the construction, performance, and safety of temporary lighting strings, intended for indoor and outdoor use to provide illumination during construction, repair, or demolition of buildings or structures, or similar activities. These lighting strings shall consist of a factory assembly of flexible cord, or cable, incorporating at least two light sources provided with mechanical protection suitable for the application.

J. Committee on Portable Fire Extinguishers: ULC-S500A

To develop standards for the construction, performance, fire rating and classification of portable (hand and wheeled) fire extinguishing equipment, the media used, and the servicing of portable fire extinguishing equipment.

K. Committee on Fire Protection Equipment and Systems: ULC-S500B

To develop Standards pertaining to but not limited to the construction and performance of fire protection equipment such as firefighting apparatus, municipal and forestry hoses and couplings, valves, etc.

L. Committee on Fire Alarm and Life Safety Equipment and Systems: ULC-S500F

To develop standards, guidelines, methods of tests, installation, building/facility commissioning, and other pertinent requirements for life safety related to fire protection, detection and signaling equipment and systems, and to interact with other ULC Committees as applicable.

M. Committee on Fire Fighting Foams: ULC-S500G

To develop and maintain standards pertaining to the performance of firefighting foams.

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N. Committee on Stationary Steel Storage Containers for Flammable and Combustible Liquids: ULC-S600A

To develop and maintain standards containing requirements pertaining to the design, construction and protection of shop fabricated steel storage containers of the non pressure type, used for the storage aboveground and underground of flammable and combustible liquids, such as gasoline, fuel oil, and similar products; and matters related thereto.

O. Committee on Stationary Non-Metallic Storage Containers for Flammable and Combustible Liquids: ULC-S600B

To develop standards containing requirements pertaining to the design, construction and performance under field conditions, of shop-fabricated stationary nonmetallic storage containers for the storage aboveground and underground of flammable and combustible liquids.

P. Committee on Factory-Built Fireplaces, Chimneys and Vents: ULC- S600E

To develop standards containing requirements pertaining to the, construction, performance, and safety of factory-built solid-fuel fired fireplaces designed primarily for heating purposes in stationary and mobile buildings; and factory-built chimneys and vents designed primarily for conveying flue-gases, powered by, gas-, liquid-, and solid-fuel fired appliances, to the exterior of stationary and mobile buildings.

Q. Committee on Fittings for Flammable and Combustible Liquids: ULC-S600H

To develop standards, methods of tests and other pertinent requirements for devices and fittings, including components, associated with the containment and dispensing of flammable and combustible liquids.

R. Committee on Kitchen Exhaust Equipment and Systems: ULC-S600K

To develop standards and methods of tests and other pertinent requirements for equipment for smoke and vapour removal from commercial, industrial,

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institutional, and other similar applications and to develop installation, performance and fire suppression requirements for this equipment.

S. Committee on Oil-Water Separators: ULC-S600L

To develop and maintain standards pertaining to the design, construction, and performance of assemblies used for the separation of non-emulsified and non-soluble hydrocarbons from water.

T. Committee on Thermal Insulation Materials and Systems: ULC-S700A

To develop and maintain a single series of performance based material and application Standards, guidelines, methods of tests, and other pertinent requirements for thermal insulation materials and systems intended for use in residential, commercial and industrial construction, and other applications with the users' end needs in mind. Insulating systems are those assemblies that have as their primary function, the resistance to the flow of heat energy.

U. Committee on Air Barrier Materials and Systems: ULC-S700B

To develop and maintain a single series of performance based material and application Standards, guidelines, methods of test and other pertinent requirements for air barrier materials and systems intended for use in residential, industrial, commercial and institutional construction and other applications with the users' end needs in mind. An air barrier system is comprised of assemblies that are designed and installed to provide a continuous barrier to the movement of air through the building envelope.

V. Committee on Electric Utility Workplace Electrical Safety: ULC-S800A

To develop and maintain standard(s) pertaining to electric utility workplace electrical safety for generation, transmission, and distribution.

W. Committee on Sustainability of Products and Services: ULC-S1100A

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To develop and maintain standards pertaining to environmentally preferable products and services.

X. Committee on Prevention of Storm and Sanitary Backflow: ULC-S1200A

To develop and maintain standards pertaining to the design, construction, and performance of devices and methods for the prevention of backflow for sanitary drainage and storm systems.

Y. Committee on Stationary Engine Generator Assemblies: ULC-S2200A

To develop and maintain standards pertaining to the design, construction, and performance of stationary engine generator assemblies.

5.1.2.4. The need for standards for products or services falling within the above-mentioned subject areas exists on a broad national scale. Consequently, the associated ULC standards are correspondingly national in essence. Producers, users, regulators and general interests on a wide geographical basis throughout Canada are provided with an opportunity to contribute to the standards development process in their areas of concern.

5.1.2.5. ULC Standards has co-operative working relationships with the major national authorities and interests concerned with similar areas of activities including various levels of federal, provincial and municipal governments and the insurance industry. A large number of such bodies are represented on the various ULC Standards advisory councils, which provide representation from all provinces and territories of Canada and municipal jurisdictions.

5.1.2.6. ULC standards have been referenced in the National Building Code of Canada, the National Fire Code of Canada, the Canadian Electrical Code, Hazardous Products Act, Environmental Code, and all similar provincial and territorial codes and regulations for many years.

5.2 Legal Responsibility

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5.2.1. ULC Standards is a legal entity in Canada such that it is held responsible for all its standards development activities.

5.3 Separation of Management Activities

5.3.1. In 1966, as the activities of ULC continued to increase, it became evident that a separate department, independent of the Engineering Department, would be required to provide the necessary staff, knowledge and facilities needed to carry out the functions associated with the writing and servicing of standards. Accordingly, the Standards and Records Department was formed. In 1996, the Standards Department became completely independent from the Records Department. On April 1, 2010, a new not-for-profit corporation was established called ULC Standards.

5.3.2. ULC Standards was given general responsibility for the compilation, publication and distribution of all ULC standards.

5.3.3. Where necessary, ULC Standards makes use of data and knowledge available from the Engineering Department of ULC for use in standards and by the membership of standards committees.

5.3.4. Certification representatives who serve on standards committees are non-voting.

5.4 Continuity of Operations

5.4.1. The attributes of ULC Standards as a standards development organization that enhance the continuity of business operations include:

- A. A trained and competent staff dedicated to the task of serving the public of Canada;
- B. Highly developed facilities directed towards the aims and objectives of the organization;
- C. An independent, not-for-profit organization with a tradition of unbiased public service in the fields of standards writing and testing for safety;
- D. Knowledge and a co-operative working relationship with those concerned in the fields of life, electrical and fire safety across Canada;
- E. Published National Standards of Canada since 1973, the validity of which has been confirmed by long use; and
- F. Experience and knowledge extending over a large area of the field of activities.

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5.4.2. ULC Standards recognizes that the safety and well-being of employees, ongoing services to customers and survival of the mission are dependent on an effective and comprehensive business continuity program. The ULC Business Continuity Plan enables the ULC Standards sites to more effectively recover its business processes in the event of business interruption and is activated when events adversely impact ULC Standards staff, facilities, or IT systems.

5.4.3. In the event of a disaster, the electronic records backed up and stored off-site may be recovered by the ULC IT Department.

5.4.4. For the history of ULC Standards, refer to Appendix A.

5.5 Staff Competence

5.5.1. Formal Standards training is provided to project managers on the following major topics:

- A. ULC Standards Manuals;
- B. Electronic Publishing System (EPS);
- C. Collaborative Standards Development System (CSDS); and
- D. SCC Requirements and Guidance Documents.

5.5.2. Training of staff is monitored by the Standards Manager who maintains a list of training courses that staff have completed.

5.5.3. ULC Standards staff provides secretariat support to standards development committees. Secretariat support includes, but is not limited to the following:

- A. Ensure adherence to procedures prescribed in the standards manual published by ULC Standards;
- B. Support for committee members through guidance and training;
- C. Communication with organizations and individual experts on a national basis who are likely to have substantial concern and competence in the field of the committee's work;
- D. Review of requests for committee memberships;
- E. Determining that committee members participate actively and that all those having a substantial concern with the committee's activities have the opportunity to participate;
- F. Proposing work programs together with proposed completion dates and direction and guidance to the committee;
- G. Responsibility for the administrative work, including secretarial services, arrangements for meetings, preparation and distribution of draft standards,

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letter ballots, minutes of meetings, collations and follow-up of comments, proof-reading, etc;

- H. Processing of ballots;
- I. Reporting of results of voting and comments;
- J. Maintenance of standards within the scope of the committee, arranging for the publication, translation and distribution of standards;
- K. Providing technical information to be used in standards by committee members, wherever possible;
- L. Keeping abreast of associated standards and the activities of national or international standards development organizations in similar areas of interest;
- M. Ensuring that committee work proceeds as expeditiously as possible; and
- N. Maintaining of information on individuals, companies, organizations and agencies capable of contributing to the deliberations of the committee(s).

5.6 Facilities

- 5.6.1. ULC Standards is located in Ottawa. A minimum number of staff are also located in Toronto at the headquarters of ULC. ULC Standards is provided with computers, printers, scanners, fax machines and teleconference equipment. ULC Standards has facilities for holding standards committee meetings in Ottawa and Toronto. In addition, ULC Standards has use of office facilities in Vancouver and Montreal, with meeting space available for holding standards committee meetings.

5.7 Record Keeping

- 5.7.1. ULC Standards maintains electronic records of all committee meetings, subcommittee meetings, task group meetings, working group meetings, membership rosters, as well as records of all standard ballot drafts, ballots sent and received, comments and actions taken. Records are kept by ULC Standards for review by Standards Council of Canada, ULC officers, staff and committee members.

- 5.7.2. Records contain information such as:

- A. Agendas;
- B. Minutes of meetings;
- C. Membership rosters;
- D. Canadian interest statements;
- E. Preliminary and balloted drafts;
- F. Summary of comments and responses;

- G. Notices of intent, and public review;
- H. Work Programs;
- I. Voting;
- J. Distribution;
- K. Publication;
- L. Reaffirmation;
- M. Withdrawal;
- N. Proposals;
- O. Comments on Proposals; and
- P. ULC Standards Bulletins.

5.7.3. Records are stored for 10 years on CSDS and on the ULC Standards network drive on the ULC Server in Toronto and/or similar UL facilities such as Sharepoint.

5.7.4. Each subject area is assigned a number as follows:

- A. S100 - Building Construction;
- B. S200 - Accident Hazard;
- C. S300 - Security and Burglary Protection;
- D. S400 - Electrical Equipment;
- E. S500 - Fire Protection Equipment;
- F. S600 - Gas and Oil Equipment;
- G. S700 - Thermal Insulation and Air Barriers;
- H. S800 - Utility Safety
- I. S900 - Liquids and Materials;
- J. S1000 - Integrated Testing;
- K. S1100 – Sustainable Purchasing;
- L. S1200 – Plumbing; and
- M. S2200 – Power Generators.

5.7.5. Files for the SCC Mirror Committee of an International Standard Technical Committee for which ULC Standards holds the secretariat, are retained at the SCC Sitescape Forum and in the SCC filing system. These files are denoted by the technical

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committee's designation such as "CAC/ISO/TC92", Canadian Advisory Committee on ISO Technical Committee 92 on Fire Safety.

6 General Requirements

6.1 Consensus Requirements

6.1.1. All ULC Standards shall be developed and published through the ULC Standards consensus standards development process in accordance with this Manual.

6.2 Canadian Interest

6.2.1. The following primary subjects shall be considered to the extent possible as appropriate:

- A. Canadian Economy;
- B. Sustainable Development;
- C. Health, Safety and Welfare of Workers and the public; and
- D. Consumers.

6.2.2. Each committee under the auspices of ULC Standards shall have a defined member interest group and balance identified such that consensus is maintained in the development and ongoing maintenance of standards (see Subsection 7.5, Balance of Interests).

6.2.3. The balance of the Committee is to be maintained at all times (equal membership in each category achieved to the extent possible) to ensure that no single category of interest can dominate the voting procedures (not greater than 49 %).

6.3 Avoiding Duplication

6.3.1. ULC Standards shall make every effort to avoid duplication or overlap with the work of other standards development organizations or with the work of relevant international or regional standards development organizations.

6.3.2. The Central Notification System (CNS) of the Standards Council of Canada shall be monitored in order to identify any duplication. For further information on the CNS, refer to SCC document Canadian Standards Development Program Overview, which specifies the requirements to provide notices of intent, as well as published standards. The CNS is designed to provide a centralized search tool to identify the possible duplication of standards.

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6.3.3. In addition to monitoring the CNS, a search of published Canadian Standards and relevant international and regional standards shall be conducted prior to the development of a standard.

6.3.4. In the event that duplication is identified, ULC Standards shall use the Duplication Resolution Mechanism (DRM) described in SCC document Canadian Standards Development Program Overview, which specifies the requirements for the collaborative phase of the dispute resolution mechanism to address duplication of standards.

6.4 Work Program

6.4.1. On a monthly basis, the responsible ULC Standards staff member revises the work program on the ULC Standards website at <http://canada.ul.com/ulcstandards/> for each Standards Development Committee.

6.4.2. A copy of the Work Program shall be posted to the SCC's Central Notification System in accordance with the process steps found in the SCC document Canadian Standards Development Program Overview.

6.4.3. The work program gives information on the standard number and title, references to any international standards taken as a basis, status, stage code and date, public comment due date, publication target date and the international classification for standards (ICS) number system for each standard.

6.4.4. The work program demonstrates ULC Standards compliance to the World Trade Organization agreement on technical barriers to trade. The ULC Standards website at <http://canada.ul.com/ulcstandards/> is used to notify interested parties of the work program. In addition, the Standards Council of Canada, Canada's representative for International standards development, publishes the existence of this work program. Additionally, a web link to the ULC Standards Work Program is also provided from the SCC website.

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- 6.4.5. Copies of the most recent work program are available online, free of charge. Interested parties are referred to the ULC Standards website at <http://canada.ul.com/ulcstandards/>.

6.5 International/Regional Harmonization

- 6.5.1. Where international standards exist or their completion is imminent, they or their relevant parts shall be used as the basis for development of corresponding Canadian standards. Exceptions to this rule exist where such international standards or relevant parts would be ineffective or inappropriate because of insufficient levels of protection or fundamental climatic or geographical factors or fundamental technological problems as determined by the committee having responsibility.

6.6 Standards Harmonization with International Community

- 6.6.1. Wherever possible, ULC Standards participates in the development of international standards with participation by SCC mirror committees formed under ULC Standards.
- 6.6.2. ULC Standards provides support for SCC Mirror Committees which are harmonized or partially harmonized with corresponding National committees by providing SCC Mirror Committee secretariats and ensuring members from the corresponding National Committee represent Canada on the SCC Mirror Committee.
- 6.6.3. The policies, responsibilities, and procedures which apply to SCC Mirror Committee are defined in CAN-P-7, Canadian Policy on International Participation, CAN-P-1005, Operational Requirements for Granting and Maintaining SCC/SDO Harmonization and SCC Requirements & Guidance for Committee Accreditation and Financial Assistance.

6.7 Performance Based Standards

- 6.7.1. All standards committees shall be made aware that whenever possible, the requirements in standards shall be expressed in terms of performance rather than design, prescriptive or descriptive characteristics.
- 6.7.2. A rationale should be given when a standards committee determines it is not possible to express the requirements in terms of performance.

6.8 Trade

- 6.8.1. Standards should be developed to meet the needs of the market-place and should contribute to advancing trade in the broadest possible geographic and economic

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contexts. The standards committees are to be made aware that standards are developed so as not to create unnecessary obstacles to international or inter-provincial trade, or both. When a standard results in the impedance or inhibition of trade, ULC Standards shall take action to resolve an unjustified impediment or inhibition to trade.

6.9 Place of Origin

- 6.9.1. All standards committees shall be made aware that standards shall neither be developed nor adopted so as to discriminate among products on the basis of the place of origin.
- 6.9.2. Whenever evidence of instances of standards being developed with discrimination based on place of origin is brought to the attention of ULC Standards, the Standards Manager shall ensure that the relevant committee is advised and that the appropriate corrective action is taken.

6.10 Price Fixing

- 6.10.1. Standards shall not be developed as a means to fix prices, nor to exclude competition or otherwise inhibit commerce beyond that necessary to meet requirements of relevant technical regulations or other legitimate sector or local requirements for compatibility, environmental protection, health and safety.
- 6.10.2. All standards committees shall be made aware of these requirements to safeguard competition and open commerce. Whenever any concerns of this nature are brought to the attention of ULC Standards, the Standards Manager shall ensure that the relevant committee is advised and the appropriate corrective action is taken.

6.11 Protection Against Misleading Standards

- 6.11.1. All standards committees shall be made aware that standards should not be developed so as to allow them to be used to mislead consumers and other users of a product, process or service addressed by the standard.
- 6.11.2. Whenever evidence of instances of standards being used to mislead is brought to the attention of ULC Standards, the Standards Manager shall ensure that the relevant committee is advised and that the appropriate corrective action is taken.

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6.12 Patents

6.12.1. All standards committees shall be made aware that standards should not be drafted in terms that include the use of a patented item unless the use of such an item is justifiable for technical reasons, and the rights holder agrees to negotiate licenses with Interested Applicants, wherever located, on reasonable terms and conditions.

6.12.2. A published standard for which no patent rights are identified during the preparation thereof shall contain the following notice:

“Attention is drawn to the possibility that some of the elements of this Canadian standard may be the subject of patents rights. ULC Standards shall not be held responsible for identifying any or all such patent rights.”

6.12.3. A published standard, for which patent rights have been identified during the preparation thereof, shall include the following notice in the preface:

“ULC Standards draws attention to the fact that it is claimed that compliance with this Canadian standard may involve the use of a patent concerning (..subject matter..) given in (..subclause..).

ULC Standards takes no position concerning the evidence, validity and scope of this patent right.

The holder of this patent right has assured ULC Standards that he/she is willing to negotiate licences under reasonable and non-discriminatory terms and conditions with applicants throughout the world. In this respect, the statement of the holder of this patent right is registered with ULC Standards. Information may be obtained from:

[..name of holder of patent right]

[...address...]

Attention is drawn to the possibility that some of the elements of this Canadian standard may be the subject of patent rights other than those identified above. ULC Standards shall not be held responsible for identifying any or all such patent rights.”

6.12.4. All proposals submitted for comment shall include the following text:

“Recipients of this proposal are invited to submit, with their comments, notification of any relevant patent rights of which they are aware and to provide supporting documentation.”

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6.12.5. If technical reasons justify the preparation of a standard in terms which include the use of items covered by patent rights, the following procedure shall be complied with:

- A. The originator of a proposal for a standard shall draw the attention of the committee to any patent rights of which the originator is aware and considers covering any item of the proposal. Any party involved in the preparation of a standard shall draw the attention of the committee to any patent rights of which it becomes aware during any stage in the development of the standard;
- B. If the proposal is accepted as a standard on technical grounds, the originator shall ask any holder of such identified patent rights for a statement that the holder would be willing to negotiate licences under his/her rights with applicants throughout the world on reasonable and non-discriminatory terms and conditions. Such negotiations are left to the parties concerned and are performed outside of ULC Standards. A record of the right holders statement shall be placed in the registry of ULC Standards head office and shall be referred to in the introduction to the relevant standard (see Clause 6.12.3). If the right holder does not provide such a statement, the ULC Standards committee concerned shall not proceed with inclusion of the item covered by a patent right in the standard without authorization from ULC Standards;
- C. A standard shall not be published until the statements of the holders of all identified patent items have been received, unless ULC Standards gives authorization; and
- D. Should it be revealed after publication of a standard that licences under patent rights, which appear to cover items included in the standard, cannot be obtained under reasonable and non-discriminatory terms and conditions, the standard shall be withdrawn, and the subject referred back to the relevant committee for further consideration.

6.13 Standards for Conformity Assessment

6.13.1. All standards intended for conformity assessment shall have the following statement in the introductory pages:

“This standard is intended to be used for conformity assessment.”

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6.13.2. If a standard is NOT intended for conformity assessment, this shall be noted to SCC in the covering letter of the NSC/NAC submission.

6.14 Reference to Certification and Administration Requirements

6.14.1. All standards committees shall be made aware that administrative requirements relating to conformity assessment and marks of conformity or other non-technical issues should be presented separately from technical and/or performance requirements.

6.14.2. Standards committees shall be made aware that requirements for third party certification or requirements from authorities having jurisdiction should not be included within the normative content of a standard. This content may be provided as informative material.

6.15 Conflict of Interest

6.15.1. ULC Standards shall exercise due diligence to verify that committee members and ULC Standards staff involved in Standards development have no conflict of interest in carrying out their roles and responsibilities on the technical committee.

6.15.2. Members of ULC Standards Technical Committees, Subcommittees, Task Groups and Working Groups shall, at the start of each meeting, declare the interest that they represent in the Standards published by the Committee, or the work of the Committee. Where other interests or concerns may, or may be perceived to, result in the member voting, or contributing in the discussion, in a fashion other than to promote their declared interest, the member shall declare a conflict and withdraw from the discussion and voting on the item concerned.

6.16 Compliance to Accreditation Requirements

6.16.1. Standards prepared by ULC Standards shall indicate in the introductory pages that the standard has been developed in compliance to SCC's SDO accreditation requirements.

7 Consensus Requirements

7.1 Documented Process Based on Consensus

7.1.1. ULC Standards maintains documented policies and procedures for the development, publication, and maintenance of its standards.

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7.1.2. Upon request, ULC Standards shall make these documented policies and procedures available to interested parties.

7.1.3. In the event that policies and procedures have changed, ULC Standards shall inform SCC that these changes have occurred.

7.2 International Inquiries on Code of Good Practice

7.2.1. ULC Standards shall address, in a timely manner, inquiries and complaints from another SDO that has accepted the WTO/TBT Annex 3 Code of Good Practice for the Preparation, Adoption and Application of Standards.

7.3 Information Requests

7.3.1 General

7.3.1.1. ULC Standards shall provide standards development related information on request within the limits of applicable privacy legislation.

7.3.2 Formal Interpretations

7.3.2.1 General

7.3.2.1.1. Formal interpretations of ULC Standards shall be made by the ULC Standards Development Committee that is responsible for the particular Standard in question. Formal interpretations shall be published in a Standards Bulletin and issued to the requestor of the interpretation within 60 calendar days. A copy shall also be issued to the members of the relevant ULC Standards Technical Committee and others interested. A decision on a technical matter may not be appealed beyond the Technical Committee level.

7.3.2.2. Written Request

7.3.2.2.1. A written request for a formal interpretation of a requirement in a Standard may originate from any source. The request shall be addressed to the Manager of ULC Standards. For the purposes of compliance with this interpretation policy, any requests for interpretation not submitted as described above are not considered as official requests.

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7.3.2.3. Format for Interpretation Request

7.3.2.3.1. Requests for Interpretations shall be worded in such a manner as to permit a “yes” or “no” answer on the literal text of the requirement concerned. The request shall include the Standard number, title, latest revision date and the clause number in question. Any requests not submitted in the format described above will not be considered formal requests and will not be covered by this policy.

7.4 Complaints and Appeals Mechanism

7.4.1 General

7.4.1.1. The procedures for the handling of complaints concerning the development of standards by ULC Standards are described in Subsection 7.4.2 (Substantive Complaints) and Subsection 7.4.3 (Procedural Complaints).

7.4.1.2. All complaints shall be submitted in writing to the Standards Manager.

7.4.1.3. Records of all complaints received, their handling and disposition are kept by the Director of North American Standards.

Note: The Director of North American Standards provides a quarterly report of complaints received, resolution and responses to the Canadian Leadership Team.

7.4.2 Substantive Complaints

7.4.2.1. The established committee responsible for the standard shall develop responses to substantive complaints concerning the contents of a standard (proposed, draft or published).

7.4.2.2. At the time of making a complaint, the complainant shall be provided with a copy of ULC Standards Manual 1, Procedures for Standards Development.

7.4.2.3. The time to respond to a complaint shall not exceed 60 calendar days.

7.4.2.4. A decision on a technical matter may not be appealed beyond the technical committee level.

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7.4.3 Procedural Complaints

- 7.4.3.1. Complaints concerning the procedures used to prepare a standard (proposed, draft or published) shall be addressed by the Standards Manager.
- 7.4.3.2. At the time of making a complaint, the complainant shall be provided with a copy of ULC Standards Manual 1, Procedures for Standards Development.
- 7.4.3.3. The Standards Manager shall attempt to resolve the complaint within 15 calendar days through informal discussions with the concerned parties.
- 7.4.3.4. Failing informal resolution, the Standards Manager shall render a written decision to the complainant within a further 60 calendar days. This decision may be appealed (within 60 calendar days) to the Director of North American Standards for a final written decision within 60 calendar days of the appeal.
- 7.4.3.5. The final ULC Standards decision may be appealed within 90 calendar days to the Standards Council of Canada for disposition within 90 calendar days of the appeal.

7.5 Balance of Interests

- 7.5.1. The standards committee roster is subject to periodic review to ensure that the requisite balance of interests is being maintained. Refer to Clause 6.2.3.
- 7.5.2. The standards committee shall have balanced representation of interest categories, typically general interest, producers, regulators, and users. The interest categories shall reflect Canadian national interest. Foreign nationals are permitted to participate, (such as when there are few or no producers in Canada) as long as balance requirements are met.

Note: Some industries or regulatory jurisdictions are not structured so as to allow implementation of these 4 categories. In these cases only, the use of alternative categories may be applied.

- 7.5.3. Where consumer and public interest representation would provide the needed balance of interests, the standards committee shall identify and make efforts to secure support for equal access and effective participation of such interests. Evidence of this effort shall be retained.

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7.6 Equal Access and Effective Canadian Participation to the Standards Development Process by Concerned Interests

- 7.6.1. In all standards committees at ULC Standards, every effort shall be made to provide access to all concerned interests in Canada, and if appropriate, outside of Canada, where the scope of the standard has more than Canadian National Interest. Foreign nationals shall be permitted to participate (such as when there are few or no producers in Canada) as long as balance requirements are met.
- 7.6.2. Membership in all ULC Standards committees shall be open to all interested parties subject to the rules of committee balance established for each committee (See Subsection 7.5, Balance of Interests).
- 7.6.3. In instances where interested committee members (such as ‘consumer interest’ members) do not have sufficient financial resources to participate in the committee process (i.e. travel and living costs to attend meetings), ULC Standards may provide funding to assist the member. Such funding is limited to the budget approved by ULC Standards management for the particular standards development committee.

7.7 Use of ISONET Development Stage Codes and International Classification of Standards

- 7.7.1. ULC Standards uses the ISONET development stage code system in the regular publication of its standards committee work programs. The codes describe the stage of development for each of the standards. The stage codes are defined in Section 8 and Table 1.
- 7.7.2. The work program is updated on monthly basis, and is available for review on the ULC Standards website <http://canada.ul.com/ulcstandards/>. The nature of the timing of events, such as Committee meetings, where Standards are advanced through code stages, versus the monthly revision dates of the Work Program, results in ‘gaps’ or ‘skips’ in published stage codes for a given Standard. Nevertheless, for each Standard, work program records shall be maintained for every Standard subjected to the development process of stages 30.20 (if applicable), 40.20 and 60.60. Refer to the “ULC Standards Department Work Program”, latest edition, for details of the code status of each Standard.

8 Activities by ISONET stage Code

The standards development process for ULC Standards has been divided into stages as follows:

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8.1 Preliminary Stage (00)

8.1.1. The preliminary stage is the receipt of the proposal. A proposal request may originate from any source. When appropriate, it is preferred that requests originate from organizations and represent a coordinated group interest.

8.2 Proposal Stage (10)

8.2.1 General

8.2.1.1. This proposal stage step is to confirm that a new ULC Standard or a new proposal to an existing Standard is needed.

8.2.1.2. In the case of a new Standard, a new work item proposal (NWIP) is submitted to ULC Standards for review and approval. (See Subsection 5.1) ULC Standards will evaluate the request and provide a response to the requestor within sixty calendar days of the request. If ULC Standards agrees with the development of the standard, it is referred to the committee responsible for the subject matter. If a committee does not exist, then the process of formation of a committee takes place.

8.2.1.3. In order to evaluate the validity of a request, ULC Standards may solicit the views of capable individuals whose interests provide a balance of representation (See Subsection 7.5, Balance of Interests).

8.2.2 Publication of Notice of Intent (NOI)

8.2.2.1. When ULC Standards and the technical committee (if one exists) has accepted a proposal to develop or adopt a new standard, new edition, or has decided to reaffirm or withdraw a previously published standard, a Notice of Intent (NOI) shall be provided to the Centralized Notification System (CNS). (See Subsection 6.3)

8.2.2.2. ULC Standards shall issue a new NOI when the International harmonized stage code 10, Proposal stage, has not been completed within a maximum timeframe of 12 months.

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8.2.3 Submission of Proposals to Existing Standards

- 8.2.3.1. Most standards covered under this Procedure are maintained using continuous maintenance. This means that any part of the standard is open for comment or proposals at any time and by anyone, within the constraints of any established revision cycle.
- 8.2.3.2. Each proposal should be submitted in electronic format using the Proposal Request function as found on the ULC CSDS website and shall include the following:
- A Identification of the submitter and his or her affiliation (i.e., Technical Committee, organization, company), where appropriate;
 - B Identification of the Standard and paragraph of the Standard to which the Proposal is directed;
 - C Proposed text of the Proposal, including the wording to be added, revised (and how revised), or deleted; and
 - D Statement of the problem and substantiation for Proposal (rationale).
- 8.2.3.3. If a submitted proposed addition or revision is not fully developed (i.e. specific text not included, rationale/justification missing, or other problem areas), the Chair may direct the Project Manager to return the proposal to the originator for further development. ULC Standards retains the right to edit the proposal as necessary to comply with its format and style guidelines.
- 8.2.3.4. A proposal received after an established cut-off date may be held until the next cycle and the submitter will be so notified.
- 8.2.3.5. All proposals submitted shall be reviewed by the Chair and Project Manager and processed in accordance with the following options (1) send the proposal out for preliminary review, (2) send the proposal out for ballot, (3) assign to a task group or submitter for further development, (4) send the proposal back to the submitter, or (5) hold for discussion at a meeting. The Chair also may add his/her comments to the proposal being sent out for preliminary review or ballot.

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8.2.3.6. Any proposal submitted at a meeting, when the Chair asks if there are any additional agenda items, can be discussed, time permitting. Any proposals submitted after that can be considered, contingent on approval for discussion and action by at least a majority of those at the meeting and time permitting. If a proposal submitted at a meeting is not approved for discussion, it will be considered as a new submittal and handled at the next revision project. It does not need to be balloted with the material discussed at the meeting.

8.2.4 Proposals with Legal or Safety Risks

8.2.4.1. ULC Standards reserves the right to reject a proposal submitted for a standard if, in the exercise of ULC Standard's judgment, the publication of the proposed requirements would pose an overriding safety hazard or a legal risk for ULC Standards. If the decision is made to reject a proposal, ULC Standards will respond to the request with a letter that explains the safety or legal reason for not processing the proposal.

8.3 Drafting Stage (20)

8.3.1 General

8.3.1.1. This drafting stage covers items to be considered in the development of a standard.

8.3.1.2. The following shall be considered during the drafting of proposals:

- A. Be expressed in terms of performance rather than design, prescriptive or descriptive characteristics;
- B. International Harmonization;
- C. Not be used to mislead consumers and other users of a product, process or service (See Subsection 6.11);

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- D. Not be developed as a means to fix prices, nor to exclude competition or inhibit commerce (See Section 6.10);
- E. Not be drafted in terms that include the use of patented items (See Subsection 6.12) ;
- F. Not be developed nor adopted to discriminate among products on the basis of the place of origin (See Subsection 6.9);
- G. Not include administrative requirements related to conformity assessment or other non-technical issues (See Subsection 6.14);
- H. Not to create unnecessary obstacles to international or inter-provincial trade or both (See Subsection 6.8);
- I. Avoiding Duplication (See Subsection 6.3);
- J. The national codes or regulations under which the class of products are to be installed and/or used;
- K. The general use of concepts and materials which the class of products may employ;
- L. Co-ordination with standards development works in other fields;
- M. Safety Markings identified and created in English and French; and

Note: A graphical symbol with no language is considered acceptable, such as symbols provided in the international standards series ISO 3864

- N. For a proposed new standard, a decision as to what type of document to publish:
 - i. ULC Standard
 - ii. National Standard of Canada (NSC) (See Part 3)
 - iii. National Adoption of Canada (NAC) (See Part 4)

8.3.2 Copyright Material

8.3.2.1. Project managers are responsible for obtaining authorization to republish and distribute material in which copyright is owned by a third party. In the case of

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International Standards, ULC Standards may use the ISO and IEC Standards for the purpose of developing National Standards of Canada since the Standards Council of Canada has been granted the copyright control within Canada of the ISO and IEC.

8.3.3 Safety Markings

- 8.3.3.1. When a standard contains requirements for cautionary text to address safety issues, this text shall be written in both of Canada's official languages.
- 8.3.3.2. Graphical symbols, such as those depicted in ISO 3864 series, are acceptable for use without supplementary text.

8.3.4 Project Plan

- 8.3.4.1. A project plan should be established that has clear and reasonable time limits for completing the project. The project plan shall be prepared by the project manager in consultation with the technical committee. The following target dates should be established to ensure the draft is ready by the target date :
 - A. Preliminary Review;
 - B. Ballot Approval;
 - C. Second Level Review;
 - D. Final Edit (including translation); and
 - E. Publication.

8.4 Committee Comment Stage (30)

- 8.4.1. The committee comment stage is a stage where the proposal is circulated to the technical committee for review and comment. The intent is to obtain the technical committees initial reaction and comments to the proposal.

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8.4.2. The proposal is distributed to the committee for comment for a specified time, usually 30 days.

Note: This preliminary review stage is not required but is recommended.

8.4.3. At the Chair's discretion, comment resolution shall be handled one of three ways: (1) recorded by the ULC Project Manager as a result of discussion by the ULC Committee, (2) assigned to a task group, or (3) assigned to the submitter of the proposal under consideration.

8.4.4. One of the following actions as described below shall be taken on each Comment:

- A. Accepting the Comment;
- B. Rejecting the Comment;
- C. Accepting the Comment in principle but with changes in the proposed wording;
- D. Accepting the Comment in part;
- E. Accepting the Comment in principle and in part;
- F. Acknowledging the comment (when the commenter agrees with the proposal); or
- G. Answering the comment (when the comment poses a question, but doesn't advocate a particular technical revision).

8.4.5. The action on Comments "accepted in principle," "accepted in part," "accept in principle in part," "rejected," "acknowledged", or "answered" shall include a statement, preferably technical in nature, on the reason for the action. Such statement shall be sufficiently detailed so as to convey the rationale for the action.

8.4.6. The comments together with responses are typically recorded in a Summary of Comments for review by technical committee.

8.4.7. The proposal shall be updated to reflect the disposition of the preliminary review comments.

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8.5 Committee Ballot Stage (40)

8.5.1. General

- 8.5.1.1. The committee ballot stage is when the proposal is circulated to the Technical Committee for vote. Although the 60 day public review can occur at any stage in the standards development process prior to final Technical Committee approval, the proposal is typically circulated for public review during this stage.
- 8.5.1.2. The Technical Committee Chair decides that the proposal is ready for Technical Committee balloting/voting. The minimum period for the return of completed Ballots/Votes shall be 14 calendar days.
- 8.5.1.3. At the Chair's discretion at end of the ballot period, if sufficient ballots/votes are not returned to achieve consensus, the ballot period can be extended to allow for additional ballots to be returned.

8.5.2. Technical Committee Approval Process

- 8.5.2.1. Standards are not formally approved for publication until all of the consensus process steps have been satisfied.
- 8.5.2.2. The following shall constitute technical committee ballot approval:
 - A. More than 50% (simple majority) of the members who are eligible to vote cast affirmative votes; and
 - B. A minimum of 2/3 of the votes are affirmative.

Note: For the voting rules of National Adoptions of Canada, refer to Part 4.
- 8.5.2.3. Negative votes without justification, negative votes based on material not under consideration, abstentions without justification, as well as unreturned and blank ballots shall be considered not cast.
- 8.5.2.4. Following a minimum 14 day recirculation of the draft standard to the Technical Committee, or a motion made to formally approve the draft standard for publication at

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a face to face meeting, the draft document has received final approval by the Technical Committee and can proceed to Second Level Review.

8.5.3. Comments

8.5.3.1. All cast ballots/votes and comments are addressed by the Technical Committee.

8.5.3.2. Comments shall be confined to proposals under consideration for action. The Chair has the discretion to determine if a comment is appropriate to the proposal:

- A Any comments not related to the proposal being balloted are considered non-germane. The submitter will be notified of this and asked to submit the comment as a new proposal via the proposal request form in CSDS. These ballots will not be circulated to the Technical Committee unless there are germane comments also accompanying the ballot, and then only the germane portion of the comments will be circulated.
- B Any comments on certification issues, including effective dates, related to the proposals under consideration are considered non-germane and outside the scope of the SCC accredited process. These comments will be addressed and responded to but will not be recirculated to the Technical Committee unless there are germane comments also accompanying the ballot, then only the germane portion of the comments will be circulated. The commenter will not be advised that there is no right to appeal the response to this type of comment. Examples of certification issues are issues that relate to conformity assessment services, such as comments on effective dates, file reviews, certification labeling, or ongoing conformity assessment services.
- C Any negative ballot submitted that does not have accompanying comments will be considered as a “negative without comments” without further notice to the voter. These ballots will not be circulated.
- D If the comments that accompany a negative ballot are considered non-germane (as defined in items A and B); the ballot will be considered as a “negative without comments.”

8.5.4. Public Review

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- 8.5.4.1. A Public Review period of at least 60 days shall allow interested parties outside, as well as within Canada to submit comments on the proposal. If an exception request is granted by SCC, this Public Review period may be shortened in cases where urgent problems related to health, safety, or the environment may be involved.
- 8.5.4.2. A notice is posted on the ULC Standards website announcing the period for commenting on the proposal.

8.5.5. Disposition of Comments

- 8.5.5.1. Before the Technical Committee begins comment resolution, the ballot results and comments, including public review comments, shall be made available to the Technical Committee members.

Note: If a Task Group has prepared draft responses to the comments, these shall be made available to the Technical Committee members, and reviewed and approved by the committee, with modifications as applicable.

- 8.5.5.2. The comments shall be discussed and an agreement reached on the disposition and any substantive changes. The resulting proposed Summary of Comments and Responses is distributed to the Technical Committee for review and comment.
- 8.5.5.3. All comments, other than those accompanying abstentions, received on the proposals under consideration, whether accompanying a Technical Committee member's ballot or from a public review participant, shall receive a written response (including electronic communication) indicating what action will be taken on the commenter's concerns. If a comment is not accepted, a reason shall be given.

8.5.6. Recirculation

- 8.5.6.1. All responses to negative comments are recirculated to the Technical Committee members, for review and an opportunity to change their votes. The response to all comments that result in a technical change shall be recirculated for a minimum 14 day period. Alternatively, in the case of a face to face meeting, all comments are addressed at the meeting and a motion is made to approve the draft proposal for publication.

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- 8.5.6.2. If a vote is changed to negative as a result of the recirculation activities described, then a reason for the negative vote shall be provided. If a reason is not provided then the vote will be considered as negative without comment.
- 8.5.6.3. If a voter does not respond to the recirculation activities within the stated period, the original vote shall stand.
- 8.5.6.4. If during the recirculation period, additional comments are received from Technical Committee members, a response shall be issued to the comments but no further recirculation is needed nor additional notification of right to appeal. This also applies to a public review participant who had previously commented.
- 8.5.6.5. At the end of the recirculation period(s), consensus must be maintained for the Proposal Document to be approved. In addition, the Technical Committee must be notified whether the proposal has failed or has consensus and will be adopted and published in the standard.

8.5.7. Notice of Right to Appeal

- 8.5.7.1. Public review participants with continuing objections shall be notified in writing (includes electronic communication) of their right to appeal. The notification of the right to appeal will normally be included in the recirculation documentation (but may also be included in other correspondence) and will notify the unresolved objectors that they have the right to appeal on procedural issues according to the appeals process outlined in the ULC Standards Manual on Procedure for Standards Development.

8.5.8. Discontinuance of a Proposal

- 8.5.8.1. For a proposal that is going through the consensus process and may have undergone balloting and public review, if ULC Standards determines that the proposal will present an overriding safety hazard or a legal risk, ULC Standards will cease processing the proposal and promptly notify the consensus body of the reasons for the action. If the proposal has already gone through public review, ULC Standards will notify SCC that it is abandoning the proposal. The decision by ULC Standards to abandon a proposal is final, but may be appealed to the SCC based on procedural noncompliance.

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8.6. Second Level Approval Stage (50)

- 8.6.1. The Second Level approval stage is for monitoring the general functions of the standards development process in accordance with the Standards Council of Canada criteria and the accredited standards development procedures of ULC Standards. The Second Level Review provides a procedural review of all standards beyond the technical development level.
- 8.6.2. A second level review shall be completed by ULC Standards before publication.
- 8.6.3. After final approval by the standards committee, and prior to the publication, the standard and related documents shall be forwarded for not more than a 14-day review and approval by the Manager of National Standards, or designate.
- 8.6.4. The Manager of Standards or designate shall review the second level review material and provide the project manager with comments and a completed sign-off form. Once all comments are addressed, the project manager shall proceed to the SCC approval stage.

8.7. SCC Approval Stage (55)

- 8.7.1. ULC Standards is an accredited Standards Development Organization by the Standards Council of Canada. As such, approval to publish a ULC Standard as a National Standard of Canada (NSC) or National Adoption of Canada (NAC) is granted by the Standards Council of Canada. This approval is requested by the project manager through the SCC website.
- 8.7.2. For National Standards of Canada or National Adoptions of Canada, the standard, which has been approved by both the technical committee and the Second Level Review is forwarded to the Standards Council of Canada for approval together with recommendations certifying that the standard conforms with the criteria for a National Standard of Canada or National Adoption of Canada and has been prepared or reviewed in accordance with the procedures agreed to by that organization. One copy

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of each of the English and the French version of the standard is forwarded to the Standards Council of Canada.

8.7.3. ULC Standards that are being processed as ULC Standards only do not require SCC approval and can proceed to the next stage.

8.7.4. In the case of adopted International identical Standards (IDT's), the National Adoption of Canada does not have to wait for the approval by the SCC.

8.8. Publication Stage (60)

8.8.1. The publication stage is a stage when the document is published in final form. Standards approved by the Standards Council of Canada shall be published and designated as National Standards of Canada (NSC) or National Adoptions of Canada (NAC).

8.8.2. Standards not submitted for Standards Council of Canada approval as NSC shall be published as ULC standards.

8.8.3. All standards should be published in final form within 90 days of the final approval, as applicable.

8.8.4. Publication Process

8.8.4.1. The Committee Secretary shall ensure that all revisions have been entered into a final draft. The draft is then carefully proofread. When an outside proofreader is utilized, the Committee Secretary is responsible for making the final check on the copy submitted for publication.

8.8.4.2. Copies of standards shall be readily available to any person, wherever located.

8.8.4.3. Fees charged for standards shall be the same for both domestic and foreign sales, exclusive of the cost of delivery.

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8.8.4.4. The Publication of the ULC Standard will commence following the approval of Second Level Review. Publication of the NSC or NAC will commence following the approval by the Standards Council of Canada. Publication of a reaffirmation or amendment of an NSC or NAC will commence following submission to the Standards Council of Canada.

8.8.5. Notice of Completion

8.8.5.1. Upon publication of a standard, a Standards Bulletin shall be issued to inform the public that the published document is available.

8.8.6. Provision of Published Standards

8.8.6.1. Electronic copies of published standards (new standards, new editions, amendments and reaffirmations) shall be provided to the SCC.

8.9. Review Stage (90)

8.9.1. Maintenance of Standards

8.9.1.1. National Standards of Canada shall be kept current and relevant by technical committee review of the entire document and action to revise or reaffirm it on a schedule not to exceed 5 years from the date of its approval as an NSC. Amendments do not eliminate the requirement for a 5-yearly review of the entire document.

8.9.1.2. The result of a 5-yearly review will be a decision to:

- A. Reaffirm the Standard;
- B. Prepare a New Edition; or
- C. Withdraw the Standard In the event that a New Work Item has remained on the work program of a Standards Committee for a complete 5-year cycle without being started, the Committee shall, at their next meeting, examine the need and available resources and either:
 - i. Decide to repeat the current stage (Stage Code XX.93); or
 - ii. Instruct the Secretary to record the project as abandoned on the work program (Stage Code XX.98).

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8.9.1.3. Revision Cycles for ULC only Standards - After consulting with the Technical Committee and other stakeholders, the Chair has the option to place a ULC Standard on a revision cycle. If an ULC Standard is placed on a revision cycle, the standard shall not be revised outside of that cycle unless there is an emergency issue, or other circumstance approved by the Director of North American Standards.

8.9.1.4. The revision cycle schedule shall include final dates for all critical events in a processing cycle. The cycle and schedule shall be distributed to the Technical Committee and shall be posted on the ULC Standards website.

8.9.2. Amendment

8.9.2.1. The procedures for the development of amendments shall follow the procedures for Standards development. Once the draft amendment reaches the Technical Committee Ballot/Vote Stage (Stage Code 40.00), the work program shall be updated from “closed” to indicate the proposed publication target date.

8.9.2.2. Each standard can have no more than three amendments, or no amendment(s), which in total, exceed one-third of the technical content of a standard before a new edition is required.

Exception: For National Adoptions of Canada, the ISO/IEC directives limit the number of amendments to two before a new edition is required.

8.9.3. Reaffirmation

8.9.3.1. Reaffirmation of an existing standard is permitted only where there are no changes to the normative content of the standard.

8.9.3.2. Reaffirmation includes all amendments up to the date of reaffirmation and includes applicable updates to the informative section of the Standard.

8.9.3.3. Reaffirmation of a standard is achieved by the standards committee using the same procedures as those for the preparation of a New Edition (Procedures for the Development of Standards).

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- 8.9.3.4. If, at a Committee meeting, a Task Group responsible for a Standard due for renewal proposes a Reaffirmation, the Committee shall discuss the proposal. If a subsequent motion to ballot or vote on the Reaffirmation is successful, the Project Manager shall proceed with the ballot, or vote tally, as applicable. If the motion is unsuccessful, the Project Manager shall proceed with a new Edition ballot in which only the referenced document edition dates in the draft have been updated, unless the Task Group provides a new Edition ballot draft prior to the agreed cut-off date for the start of the ballot. In the event of a tied vote, the Committee Chair shall cast the deciding vote.
- 8.9.3.5. If a Task Group responsible for a Standard due for renewal requests directly of a Project Manager that a Reaffirmation ballot commence, then the Project Manager shall poll the voting Committee members as to whether they are in agreement. If a simple majority of the votes received agrees to the proposed Reaffirmation, the Project Manager shall proceed with the ballot as proposed. If a simple majority of the votes disagrees to the proposed Reaffirmation, the Project Manager shall proceed with a new Edition ballot in which only the referenced document edition dates in the draft have been updated, unless the Task Group provides a new Edition ballot draft prior to the agreed cut-off date for the start of the ballot. In the event of a tied vote, the Committee Chair shall cast the deciding vote.
- 8.9.3.6. If the Project Manager receives no proposal from the Task Group prior to the agreed cut-off date for the start of the ballot, the Project Manager shall proceed with a new Edition ballot in which only the referenced document edition dates in the draft have been updated.
- 8.9.3.7. A Standard shall not be published as a Reaffirmation more than once, before a new Edition or Amendment is published at the conclusion of the subsequent development cycle.
- 8.9.3.8. Notwithstanding the requirements of Clauses 8.9.3.1 to 8.9.3.7, where the processing of a draft standard under maintenance status has been delayed to the point where the publication of the new edition will exceed 5 years from the date of publication of the previous edition, a Project Manager may initiate a reaffirmation or withdrawal ballot.
- 8.9.3.9. If, when a Standard is due for review, the responsible Technical Committee is no longer active and ULC Standards staff have determined that the Standard should be retained or withdrawn, a public review notice shall be issued advising that the Standard is being reaffirmed for a further five years or withdrawn.

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Note: As a minimum, inquiry should also be made of any available members of the Technical Committee and the ULC Standards Advisory Council and, as applicable, the regulatory authorities.

8.10. Withdrawal Stage (95)

8.10.1. Withdrawal of Standards

- 8.10.1.1. ULC Standards may withdraw a standard in conjunction with the standards committee at such time as it is established that a need for the standard has ceased to exist.
- 8.10.1.2. When considering the withdrawal of a Standard, ULC Standards shall notify the impacted government departments (whether municipal, provincial, territorial or federal) in particular where a standard may be referenced, as well as Code development organizations.
- 8.10.1.3. Withdrawal of a standard is achieved by a vote/letter ballot submitted by ULC Standards to the standards committee. Withdrawals shall be confirmed by Second Level Review and the Director, North American Standards.
- 8.10.1.4. Withdrawn Standards should be removed from all listings of Standards for sale. If a withdrawn standard is maintained in the listing of standards, it shall bear a clear mark within the listing itself indicating its withdrawn status. If a withdrawn standard is sold, a clear mark indicating the withdrawn status shall be included on the cover page.
- 8.10.1.5. Refer to Clauses 8.3.9.8 and 8.3.9.9 for activities that may result in the withdrawal of a Standard where a delay in the processing of a draft standard under maintenance status has occurred to the point where the publication of the new edition will exceed 5 years from the date of publication of the previous edition.

8.10.2. Notice of Withdrawal

- 8.10.2.1. When a standards committee has decided to withdraw a standard, ULC Standards shall notify both the SCC and the public.

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PART 2 - SERVICES AND PROCEDURES OF ULC STANDARDS

9 Committees

- 9.1. The selection of committee members takes the following into account:
- A. The requirement for a representative balance of the membership (See Subsection 7.5, Balance of Interests);
 - B. The technical knowledge and competence of each person in the work of the committee – a curriculum vitae (CV) is required; and
 - C. The ability of each person to participate actively in the work of the committee.
- 9.2. The balance of the Committee is maintained at all times (equal membership in each category is achieved to the extent possible) to ensure that no single category of interest can dominate the voting procedures (not greater than 49 % of the membership).
- 9.3. A Committee member who represents an Association shall not also be employed by an organization that is already represented on the Committee.
- 9.4. An organization should not be represented by more than one voting member on the Committee. However, the Committee may sometimes be better served by having more than one representative from the same organization. In such cases, each representative shall be from a separately identifiable segment of that organization and the organization shall notify ULC Standards and provide the Project Manager with its rationale for having multiple representations. The Chair and Project Manager shall review the justification and render a decision. Membership may be denied if there is reason to believe the applicant does not meet the intent of the requirements for membership.
- Note: An organization may be, for example, an association, a corporation, or an institution.
- 9.5. Non-Voting associate members may also be included in the Committee. Associate members may include, but are not limited to, members of SCC Mirror Committees (SMCs) to ISO and IEC standards development committees, and certification representatives.

- 9.6. Standards committee members may be selected on the basis of being representatives of qualified national or regional interests in order to secure representation of a large number of interested groups. Refer to Subsection 7.5, Balance of Interests.
- 9.7. In addition, efforts should also be made to achieve a broad representation of the interests of the Provinces and Territories of Canada.

10 Responsibilities of a Standards Committee

- 10.1. The responsibilities of a standards committee include the following:
- A. Review of the need for new standards and the continuation of existing standards;
 - B. Development of a standard or standards, whether as original ULC standards, binational, and/or NSCs, or the adoption of other international, regional or national standards;
 - C. Consideration of all proposals or requests for revisions or amendments to existing standards;
 - D. Development of the form and wording of such revisions or amendments;
 - E. Interpreting the standard; and
 - F. Periodic review of the applicable standard(s) to ensure that they are kept current.

Note: Guidance documents are also the responsibility of the Standards Committee.

11 Committee Secretariat Support

- 11.1. ULC Standards provides secretariat support for all committees under its responsibility. Such support consists of:
- A. Supporting the Committee Chair by performing specific tasks related to Chair responsibilities;
 - B. Assisting the Committee with workflow, acting as a central starting point for all incoming questions and need for assistance with any Standards related activity;
 - C. Preparing proposal documents in accordance with ULC Standards guidelines;

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- D. Issuing proposal documents (in ULC CSDS) to Committee members for voting and commenting;
- E. Coordinating Committee CVs and maintaining Committee membership rosters;
- F. Communicating with the Chair on changes in Committee membership, the availability of meeting dates and places, and the like;
- G. Maintaining voting records and other relevant documents or records;
- H. Developing agendas for, and Minutes of, Committee meetings;
- I. Preparing all required forms;
- J. Coordinating meeting details;
- K. Maintaining the Work Program at least every six months in accordance with ISONET rules; and
- L. Maintaining knowledge of SCC procedures and serving in an advisory capacity and assisting the Committee with maintaining compliance with these procedures.

12 Review of Balance of Interests

- 12.1. The standards committee roster is subject to periodic review to ensure that the requisite balance of interests is being maintained. Refer to Subsection 7.5, Balance of Interests.

13 Subcommittees/Task Groups/Working Groups

- 13.1. The standards committee may appoint a subcommittee/ task group/working group as may be desirable for a specific purpose. A subcommittee/ task group/working group member may be a specialist or other qualified person from outside the membership of the standards committee.

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14 Public Access to Committee Membership Rosters

14.1. Public access to committee membership rosters is available from the ULC CSDS home page (this material is available to users without a log-in ID).

15 Life of a Standards Committee

15.1. Each standards committee will continue in existence for interpretation of their standards and for their future revision unless all of their standards are withdrawn, at which time the committee shall be dissolved.

16 Meetings

16.1 General

16.1.1. Secretariat services are provided by ULC Standards.

16.1.2. Attendance at standards committee meetings is limited to committee members, their alternates, associate members, and where necessary or desirable, special guests who, in the opinion of the committee, are qualified to contribute significantly to the deliberations of the meeting.

16.2 Guests

16.2.1 Upon specific request, guests may be permitted to attend, provided that :

- A. The project manager is notified in writing;
- B. The chair provides permission, with the concurrence of the project manager; and
- C. The request shall explain who the proposed guests are, their affiliation, and the reason for their request.

16.2.2 Guests may contribute to the discussion after being recognized by the chair. The guest contribution shall be limited to the subject under discussion.

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16.2.3 Guests shall be made aware that the meeting is held to serve the purpose of the ULC Standards development process, and the meeting material and results shall not be shared beyond their own organization or publicized in any way.

16.3 Meeting Activities

16.3.1 Though it is not necessary for the Committees to meet for business to be conducted, chairs may call meetings at such times as may be necessary and convenient for the transaction of business.

Note: Other means available for the conduct of Committee business include CSDS Work Areas and teleconferences.

16.3.2 At the time of the first meeting and periodically thereafter, the committee shall review its scope and the applicable ULC Standards Manuals, prepare a schedule for the various phases of the development and completion of the standard(s), and consider whether additional technical expertise is required in a specific area.

16.3.3 Much of the work of the committee is carried out via CSDS with meetings arranged as necessary to complete the work expediently. Meeting agendas consist basically of provision for the consideration of comments arising from a review of the draft document by the members. At all stages of the process leading to final acceptance of a standard, every effort is made to reach decisions by consensus, without the taking of undue time to reach conclusions.

16.4 Quorum

16.4.1 In order for decisions taken at a standards committee meeting to be valid, a quorum of at least one-third of the committee membership shall be in attendance.

16.5 Alternates

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16.5.1 An alternate may attend a meeting on behalf of a member provided that the Committee Secretary is so advised by the member prior to the meeting. Such alternates are given the privileges of a member.

16.6 Proxies

16.6.1 Any member of a committee may appoint any other member of the same committee to be a proxy and authorise, in writing to the chair and the Committee Secretary no later than 2 weeks before the meeting that proxy to vote on any question raised during a committee meeting. Proxies are not considered in determining whether or not a quorum is present. No member shall hold or exercise proxies for more than one member in any committee.

17 Development of a Standard

17.1 Types of Standards

17.1.1. ULC Standards develops the following types of standards:

- A. National Standards of Canada;
- B. ULC standards;
- C. National Adoptions of Canada;
- D. Bi-national standards; and
- E. Joint North American Standards.

17.2 Request and Evaluation

17.2.1. A request for the development of a first edition of a standard may originate from any source. When appropriate, it is preferred that requests originate from organizations and represent a coordinated group interest. The request should be accompanied with evidence to substantiate that the requested action would make a significant contribution to the national interest. The requestor shall complete a ULC Standards New Work Item Proposal Form (refer to clauses 5.1.1 and 5.1.2).

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17.2.2. ULC Standards will evaluate the request and provide a response to the requestor within 60 calendar days of the request. If ULC Standards agrees with the development of the standard, it is referred to the committee responsible for the subject matter. If a committee does not exist, then the process of formation of a committee takes place (see Subsection 17.3).

17.2.3. In order to evaluate the validity of a request, ULC Standards may solicit the views of capable individuals whose interests provide a balance of representation (see Subsection 7.5, Balance of Interests).

17.3 Establishment of a Standards Committee

17.3.1. At such time as the evaluation of a request for a new standard(s) has been completed and the request accepted, a title, scope, and committee structure shall be established for the development of the standard(s).

17.3.2. When the standards development committee is established or assigned, work on developing the new standard is initiated.

PART 3 – APPROVAL OF NATIONAL STANDARDS OF CANADA (NSC) – ADDITIONAL REQUIREMENTS

18 NSC Process Requirements

18.1 Geographical Representation

18.1.1. Technical committees shall be structured to contain geographical representation appropriate to subject area covered by standard.

18.2 Technical Committee Approval

18.2.1 Voting Rules

18.2.1.1. The following shall constitute Committee approval:

- A. More than 50 % (simple majority) of the members who are eligible to vote cast affirmative votes; and
- B. A minimum of 2/3 of the votes cast are affirmative.
For Example, with a committee of 30 voting members:
 - i. If all members cast ballots, 20 of the 30 votes would have to be affirmative
 - ii. If 25 members cast ballots, 17 of the 25 votes would have to be affirmative
 - iii. If 16 members cast ballots, 16 would have to be affirmative.

18.2.2 Negative Votes

18.2.1.2. Negative votes without justification, negatives based on material not under consideration, abstentions without justification, as well as unreturned and blank ballots shall be considered not cast.

18.2.1.3. The technical committee is to address negative votes based on technical merit. If the comment associated with the negative vote is not accepted, a rationale should be provided to the comment provider

19 Maintenance of National Standards of Canada

19.1. All published National Standards of Canada shall be kept current and relevant by the technical committee such that the action to revise or reaffirm shall not exceed 5 years from the date of its approval as a NSC. The review should be underway at most 4 years after the last publication date or reaffirmation date. Amendments do not eliminate the requirement for a 5-yearly review of the entire document.

20 Withdrawal of NSC Designation

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- 20.1. When a National Standard is to be withdrawn or downgraded to a ULC only standard, a request shall be sent to the SCC to remove the NSC designation.

21 Format of National Standards of Canada

21.1 Front Cover Page

- 21.1.1. The following items shall be included in the language(s) appropriate to the standard on the front cover page of the NSC:

- A. “National Standard of Canada”;
- B. Standards designation as follows, CAN/ULC-SNNN:YYYY, where “NNN” denotes the standard number and “YYYY” denotes the four digits of the year in which the SCC approved the Standard as an NSC;
- C. Title of the standard;
- D. “Prepared by” with the ULC Standards logo; and
- E. “Approved by” with the SCC logo, in both of Canada’s official languages format.

- 21.1.2. The following item shall also be included in the language(s) appropriate to the standard on the front cover page of Joint National Standards: “ Approved by” with the ANSI logo.

21.2 Introductory Pages

- 21.2.1 The NSC shall be prepared using the appropriate SGML template to ensure that the introductory pages contain the following content in the language(s) appropriate to the standard:

- A. The established timeline for review of the standard;
- B. SCC foreword as provided in the Program Overview;

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- C. ULC Standards contact information;
- D. The names of the technical committee members or the number of technical committee members representing the interest categories described in the SCC Requirements & Guidance – Accreditation of Standards Development Organizations;
- E. Instructions for purchase;
- F. Statement of availability of the NSC, English text in the French version, French text in the English version;
- G. Statement indicating it is the responsibility of the user to judge the suitability of the NSC for the user’s purpose; and
- H. International Classification for Standards (ICS) number(s).

21.3 Normative Content

21.3.1 The normative content of a National Standard of Canada shall include the scope, normative references, terms and definitions, and technical requirements (including normative annexes).

21.4 Units of Measurement

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21.4.1 The international system of units (SI) shall be the official unit of measurement in a National Standard of Canada. When no SI unit equivalent exists, such as trade sizes used in Canada, the trade size unit may be used.

21.4.2 If equivalent Imperial units are included, they shall be shown in brackets. Conversions expressed in the standards should be approved by the technical committee.

21.4.3 ISO 80000 series of standards shall be used to apply SI units, including conversions to and from other systems of measurement.

21.5 Date and Time

21.5.1 Numeric date and time units shall comply with ISO 8601.

22 Availability in Both Official Languages

22.1. All National Standards of Canada are to be available in both official languages and published at the same time.

22.2. Translation services are provided by an independent translation service.

23 National Standards of Canada Evidence

23.1. To obtain the NSC designation for a standard (including reaffirmations and amendments), evidence of standards development activity conducted under the ULC Standards' accreditation and NSC requirements shall be submitted for verification by SCC.

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PART 4 – APPROVAL OF NATIONAL ADOPTIONS OF CANADA (NAC) – ADDITIONAL REQUIREMENTS

24 General Requirements

24.1 Eligibility

24.1.1. A standard, or other deliverable, submitted for NAC approval shall fall into one of the following categories:

- A. International Standard
- B. Regional Standard
- C. Other international/regional deliverables:
 - i. Technical Specification (TS)
 - ii. Technical Report (TR)
 - iii. International Publicly Available Specification (PAS)
 - iv. International Standardized Profile (ISP)

24.2 Adopted Standards and Other Deliverables

24.2.1. Before undertaking the adoption activity, the relevant ULC Standards committee should be harmonized with the SCC mirror committee within the applicable scope, in accordance with SCC's harmonization requirements.

24.2.2. Where possible, national adoptions should follow the parallel adoption process and be published at the same time as the relevant International Standards or other deliverables.

24.2.3. National adoptions should parallel the development of the relevant regional standards, if possible, and agreed to, with the regional standards body.

24.2.4. For transparency and traceability, it is strongly recommended that a national standard adopt only one single International Standard, regional standard or other deliverable.

24.2.5. The current version of an International Standard, regional standard, and/or other deliverable should be used as the basis for the corresponding national adoption. Existing amendments and technical corrigenda shall be included in the national adoption. New editions, amendments and technical corrigenda published after the adoption should be adopted as soon as possible.

24.2.6. National Standards of Canada (NSC) or ULC standards that conflict with adopted international or regional standards should be withdrawn.

24.2.7. Any suspected unauthorized reproduction, distribution or sale of an International Standard, regional standard, or other deliverable shall be reported to SCC.

24.3 Methods of Adoption

24.3.1. International and regional standards shall be adopted as national standards of the same deliverable type and shall be identified as CAN/.

24.3.2. Other deliverables shall be adopted as either the same national deliverable type or as national deliverables of another type and shall be identified as follows:

- A. International technical specification = CAN/TS
- B. International technical report = CAN/TR
- C. International publically available specification = CAN/PAS
- D. International standardized profile = CAN/ISP
- E. Regional technical specification = CAN/TS
- F. Regional technical report = CAN/TR

24.3.3. If the adoption is a change in the deliverable type it shall be indicated in the introductory pages of the national adoption.

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24.4 Degrees of Correspondence

24.4.1. The level of correspondence of the adoption as an identical or modified adoption shall be identified as follows:

A. Identical national adoption of International Standard

EXAMPLE: CAN/ULC-ISO 6051:1998 - Photography — Processed reflection prints — Storage practices (ISO 6051:1997, IDT)

B. Modified national adoption of International Standard

EXAMPLE: CAN/ULC-2345:1993, Current transformers (IEC 60185:1987, MOD)

C. Identical national adoption of international technical report

EXAMPLE: CAN/TR/ULC-ISO/TR 14971:2013 - Medical devices – Guidance on the application of ISO 14971 (ISO/TR 14971:2013, IDT).

D. Dual numbering – identical national adoption

EXAMPLE: CAN/ULC-NNNN:YYYY, Title

ISO 13616:1996, Banking and related financial services – International bank account number (IBAN)

24.4.2. The “not equivalent” (NEQ) adoption option is not permitted.

24.5 Technical Deviations

24.5.1. Technical deviations should be kept to a minimum. When required, technical deviations shall be identified and explained.

24.5.2. Where technical deviations (and reasons for them) or editorial changes are few, they may be placed in the introductory pages. Alternatively, they may be included in the text or in a special national annex.

24.5.3. National deviations should include how technical deviations are identified in the text, and national deviations or advice (with suitable cross-reference).

24.5.4. If an error in an International Standard, regional standard, or other deliverable has been detected, a national footnote should provide correct reference information, and the relevant international organization should be informed.

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24.6 Availability in Both Official Languages

24.6.1. NACs shall be published simultaneously in both of Canada’s official languages.

24.6.2. Drafts made available for public review should be available in both of Canada’s official languages.

25 NAC Process Requirements

25.1 Geographical Representation

25.1.1. The technical committee shall include Canadian geographical representation appropriate to the subject area covered by the standard.

25.2 Public Review

25.2.1. A 60-day public review shall be conducted when the NAC is an adoption of an International/regional standard.

25.2.2. A 60-day public review may be conducted when the NAC is an adoption of an other deliverable.

25.3 Technical Committee Approval

25.3.1 Voting Rules

25.3.1.1. The following voting rules shall constitute technical committee approval of an NAC:

- A. International/Regional Standard: More than 50 % (simple majority) of the members who are eligible to vote cast affirmative votes. A minimum of 2/3 majority of the votes cast by the technical committee members are affirmative;
- B. International/Regional Technical Specification: A 2/3 majority of the votes cast by the technical committee members are affirmative;
- C. International/Regional Technical Report: 50 % + 1 (simple majority of the members who are eligible to vote) cast affirmative votes;
- D. Publicly Available Specification: 50 % + 1 (simple majority of the members who are eligible to vote) cast affirmative votes; or

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- E. International Standardized Profile: In accordance with the voting rules of the international deliverable.

25.3.2 Negative Votes

25.3.1.2. Negative votes shall be addressed.

25.3.1.3. Negative votes without justification, abstentions without justification, as well as unreturned and blank ballots, shall be considered not cast.

25.4 Maintenance of National Adoptions of Canada

25.4.1. The international/regional maintenance review cycles for adoptions shall be followed.

25.4.2. The maintenance review cycle shall be identified for published NACs. The review of each NAC shall be initiated by ULC Standards and conducted by the technical committee within the established maintenance review cycle.

25.5 Withdrawal of NAC Designation

25.5.1. When a standard or other deliverable fails to meet an NAC requirement, ULC Standards shall request from SCC that the NAC designation be removed.

25.6 Format of National Adoptions of Canada

25.6.1 Content and Structure Clarity

25.6.1.1. Changes to the structure of the International Standard, regional standard, or other deliverable shall be permitted if an easy comparison of the content and structure with the national adoption continues to be possible.

25.6.1.2. Bilingual editions that contain the text of the standard in another language and in an official language of the international organization by which it was issued may contain a statement concerning the validity of the original or of the translation. Where no statement is made, both versions are equally valid.

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25.6.1.3. If the title of the national adoption is different from the International Standard, regional standard, or other deliverable, the title of the International Standard, regional standard, or other deliverable, should be indicated on the front cover page and an explanation included in the introductory pages of the national adoption.

25.6.1.4. Included international or regional amendments and/or technical corrigenda in a national adoption may either be incorporated into the text, and identifiable by a suitable means such as a marginal bar (single or double), or bound together at the end of the national adoption, excluding the back cover page.

25.6.1.5. The committee preparing the national adoption should review cited documents to ensure they are equivalent and valid for the purposes of the national adoption and the following should be included in the national introductory pages:

- A. indicate whether the referenced standards or deliverables are to be considered valid in their referenced state;
- B. identify any differences contained in added standards referenced in the adoption;
- C. identify and explain any substituted references; and
- D. identify referenced International Standards, regional standards, or other deliverables that have been adopted as national standards, reference numbers should be given. Where there are no valid national documents, this should be indicated.

25.6.1.6. Normative references should be left unchanged within the International Standard, regional standard or other deliverable text, regardless of the validity or status of those standards.

25.6.2 Front Cover Page

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25.6.2.1 The following items shall be included in the language(s) appropriate to the standard on the front cover page of the NAC:

- A. “National Adoption of Canada”;
- B. NAC Designation;
- C. Title of the standard;
- D. “Prepared by” with the logo of the originating organization(s);
- E. “Reviewed by” with the ULC Standards logo;
- F. “Approved by” with the SCC logo, in both of Canada’s official languages format; and
- G. Copyright notice, short format.

25.6.3 Introductory Pages

25.6.3.1 The NAC shall have introductory pages with the following content in the language(s) appropriate to the standard:

- A. The established timeline for review of the standard;
- B. SCC foreword as provided in Appendix B of the SCC Requirements and Guidance – Approval of National Adoptions of Canada Designation;
- C. Explanation of technical deviations, if applicable;
- D. ULC Standards contact information;
- E. The names of the technical committee members or the number of technical committee members representing the interest categories described in SCC Requirements & Guidance – Accreditation of Standards Development Organizations clause 6.4;
- F. Instructions for purchase;
- G. Statement of availability of the NAC, English text in the French version, French text in the English version, French and English text in a bilingual version;
- H. Statement indicating it is the responsibility of the user to judge the suitability of the NAC for the user’s purpose;

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- I. International Classification for Standards (ICS) number(s).
- J. Reference to the originating organization(s); and
- K. Right to publish statement from the originating organization.

25.6.4 Back Cover Page

25.6.4.1 The Copyright notice, long format shall be included on the back cover page (refer to Annex D of the SCC Requirements and Guidance – Approval of National Adoptions of Canada Designation).

25.6.5 Units of Measurement

25.6.5.1 The international system of units (SI) shall be designated as the official unit of measurement. If included, equivalent Imperial/U.S. units shall be shown in brackets.

25.6.5.2 ISO 80000 series of standards shall be used to ensure clear and concise application of SI units, including conversions to and from other systems of measurement.

25.6.6 Date and Time

25.6.6.1 All-numeric date and time units shall comply with ISO 8601.

25.7 National Adoption of Canada Evidence

25.7.1. To obtain the NAC designation, evidence of standards development activity conducted under ULC Standards accreditation and NAC requirements shall be submitted for verification by SCC. This includes amendments/technical corrigenda and reaffirmations.

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TABLE 1 – ISOnet Stage Codes

ULC PROJECT STAGES (ADAPTED ISO GUIDE 69-1999 HARMONIZED STAGE CODE SYSTEM)							
STAGE	EVENT						
	00 Registration	20 Start of main action	60 Completion of main action	70 Completion of further action	90 Decision		
					93 Repeat Phase	98 Abandon	99 Proceed
00 Preliminary Stage	00.00 Concept for New Work Item registered	00.20 Initiation of discussions	00.60 Completion of review of concept		00.93 Decision to redefine concept	00.98 Concept for New Work Item abandoned	00.99 Decision to investigate New Work Item
10 Proposal Stage	10.00 New Work Item Proposal (NWIP) registered	10.20 Proposal review initiated	10.60 Completion of evaluation	10.70 Result of evaluation dispatched	10.93 Proposal returned to requester for further definition	10.98 New Work Item abandoned	10.99 New Work Item approved to register for next applicable stage
20 Drafting Stage	20.00 NWIP registered in committee work program and public notification of intent	20.20 Working Draft (WD) initiated	20.60 WD completed		20.93 Decision made to redraft or redefine work item	20.98 Work Item abandoned	20.99 WD approved to register for next applicable stage
30 Committee Comment Stage	30.00 Committee Draft (CD) registered	30.20 Circulation of CD for comment	30.60 Close of comment period	30.70 Comments dispatched	30.93 CD referred back to drafting stage	30.98 Work Item abandoned	30.99 CD approved to register for next applicable stage
40 Committee Ballot and Public Comment Stage	40.00 Committee Draft for Vote (CDV) registered	40.20 Committee Vote initiated and notification that draft is available for public comment	40.60 Close of committee vote and public comment period	40.70 Comments and results dispatched	40.93 Decision made to repeat ballot with revisions	40.98 Work Item abandoned	40.99 CDV approved to register for next applicable stage
50 Second Level Approval Stage	50.00 Final Committee Ballot Draft (FD) registered	50.20 Second Level Review initiated	50.60 Close of Second Level Review	50.70 Comments and results dispatched	50.93 FD referred back to committee	50.98 Work Item abandoned or converted to another type of document	50.99 FD approved for publication as ULC Standard or for submission to SCC as a draft NSC
55 SCC Approval Stage	55.00 Draft NSC registered	55.20 Draft NSC and documentation forwarded to SCC	55.60 SCC review completed	55.70 Comments dispatched	55.93 Draft NSC referred back to committee	55.98 Work Item abandoned or converted to another type of document	55.99 Draft NSC approved for publication as NSC
60 Publication Stage	60.00 Standard under publication	60.20 Publication process initiated	60.60 Standard Published	-	-	-	60.99 Proceed to review stage
90 Review Stage	-	90.20 Standard under period of regular review	90.60 Review completed	90.70 Comments dispatched	90.93 Standard to be revised or re-approved (reaffirmed)	90.98 Standard to be withdrawn	90.99 Register for next applicable stage - Stages 20, 40 or 95
95 Withdrawal Procedure	95.00 Withdrawal Ballot registered	95.20 Withdrawal ballot initiated and public notification of intent to withdraw	95.60 Committee and Second Level Ballot Completed	95.70 Comments dispatched	-	-	95.99 Proceed to Withdrawal Stage
99 Withdrawal Stage			99.60 Approval of Withdrawal	-	-	-	

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APPENDIX A (Informative)

HISTORY OF ULC STANDARDS

Underwriters Laboratories of Canada (ULC) was incorporated in 1920 by Letters Patent issued by the Government of Canada. The organization maintains and operates laboratories and a Certification Service for the examination, testing and certification of devices, constructions, materials and methods to determine their relation to life, fire, electrical safety, casualty hazards, public and environmental safety and protection, or their value in the prevention of crime. Underwriters Laboratories of Canada was transitioned into two new entities on April 1, 2010. Under the new structure, ULC activities related to certification testing and inspections were transferred to a new corporation called Underwriters Laboratories of Canada Inc. while Standards development activities were transferred to a new not-for-profit corporation called ULC Standards.

ULC Standards was initially accredited as a Standards Development Organization by Standards Council of Canada on June 4, 1973. ULC Standards develops and publishes standards on products and test methods having a bearing on fire, electrical, plumbing, security, environmental or accident hazards, crime prevention, and energy efficiency, among others.

The origin of the organization can be traced back to the year 1894 at which time a group of fire insurance companies operating in the United States established an organization called Underwriters Laboratories Inc. with headquarters in Chicago and thereby initiated a testing, inspection and standards writing service that was made available to manufacturers in the United States and Canada who wished to have their products rated, classified or approved. The benefits of that service soon found much utility among the governmental inspection authorities and the insurance industry in Canada with the resultant increasing demand for an “Underwriters Approval” on Canadian-made products.

This led to the formation of a separate Canadian organization under the name of “Underwriters Laboratories of Canada” in 1920, first as an affiliate of UL in Chicago, then from 1949 to 1974 as a completely separate Canadian entity under sponsorship of a Board called “Canadian Underwriters Association”, a group of fire and casualty insurance companies operating in Canada. From 1974 to 1995, ULC operated as a

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completely separate Canadian entity without sponsorship. In 1995, ULC affiliated with Underwriters Laboratories Inc.

ULC's first operating facilities in Canada were opened January 1, 1950 on Richmond Street, Toronto. On October 4, 1954 operations moved into a new facility in Toronto (formerly Scarborough), where the ULC head office is currently located. The Toronto location has extensive test facilities. ULC also has laboratory and office space in Montreal and Vancouver. ULC Standards is located in Ottawa. A minimum number of Standards staff are also maintained in Toronto.

ULC's first technical advisory body, now called the ULC Advisory Council, was formed in 1952 with representation from the Dominion Fire Commissioner, all provincial fire marshals, managers of territorial insurance associations, and a building commissioner. The Council has since been expanded to include provincial and municipal building and electrical authorities, National Research Council of Canada, and UL. This Council meets annually and discusses at meetings and through correspondence matters pertinent to standards preparation and their revisions.