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# **Model Procedure for the Development of Standards**



**Sponsored and Published by  
STANDARDS ENGINEERING SOCIETY  
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# Model Procedure for the Development of Standards

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**Standards Engineering Society**  
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## Abstract

This standard provides a model standards development procedure that contains all of the essential requirements of due process that a credible standards development organization should consider. The procedure is in a readily adoptable format of options for the use by any size and type of organization.

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**Standards Engineering Society**  
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## FOREWORD

(This Foreword is not an official part of this standard. It is included for information purposes only.)

This standard was developed to provide guidance to standards development organizations, trade associations, government agencies, companies, and any others involved in the development of standards. The model procedure in this standard is in a form that can be used by any standards development organization. Compliance with this standard conforms to the principles and practices of:

- World Trade Organization Agreement on Technical Barriers to Trade (TBT) Annex 3 *Code of Good Practice for the preparation, adoption and application of standards.*
- International Social and Environmental Accreditation and Labeling Alliance *Code of Good Practice for Setting Social and Environmental Standards, Section 5, Procedures for the development of standards.*
- ISO/IEC Guide 59 *Code of Good Practice for Standardization.*

Suggestions for improvement of this standard are welcome. They should be sent to the Chairman of the SES Standards Committee, c/o Standards Engineering Society (SES) 13340 SW 96<sup>th</sup> Avenue, Miami, Florida 33176.

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The following members of the SES Standards Committee participated in the review and approval of this standard. The affiliated organizations are listed to demonstrate the openness and balance of the committee. Approval of this standard by the individuals listed does not imply endorsement by the affiliated organizations.

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## **MODEL PROCEDURE FOR THE DEVELOPMENT OF STANDARDS**

### **1 Scope, purpose, and application**

#### **1.1 Scope**

This standard addresses all of the essential due process requirements for the development, revision, reaffirmation, and withdrawal of standards in the form of a model procedure. It addresses the following model procedure elements:

- a) openness
- b) balance
- c) dominance
- d) views and objections
- e) voting
- f) appeals
- g) maintenance

#### **1.2 Purpose**

This standard assists those that need or desire a model procedure that they can rely upon for their standards development program.

#### **1.3 Application**

This standard is suitable for all types of standards documents and all types of organizations involved in the development of those documents. The wording in the model procedure options may be easily adopted in the documents of a particular organization.

### **2 Referenced publications**

The following document is referenced in this standard. Users are encouraged to apply the most recent edition of the reference indicated below:

SES 1:2002, Recommended Practice for Designation and Organization of Standards<sup>1</sup>

### **3 Definitions**

For the purposes of this standard, the following definitions apply:

#### **3.1 Balance**

Extent of evenness of numbers of individuals among the various interest categories on the consensus body, so that no single interest category can dominate by having a majority of the voting members.

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<sup>1</sup> Available from the Standards Engineering Society (SES), 13340 SW 96<sup>th</sup> Avenue, Miami, Florida 33176.