

**CANADIAN STANDARDS DEVELOPMENT**  
Requirements & Guidance –  
National Adoptions of  
International/Regional Standards and  
Other Deliverables

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# 1. Introduction

This document specifies the Canadian requirements and guidance to adopt International Standards, regional standards, and other international/regional deliverables. For the purposes of expediency, the acronym R&G – Adoptions will be used.

This document aligns with ISO/IEC Guide 21-1:2005, *Regional or national adoption of International Standards and other International Deliverables – Part 1: Adoption of International Standards*; and ISO/IEC Guide 21-2:2005, *Regional or national adoption of International Standards and other International Deliverables – Part 2: Adoption of International Deliverable other than International Standards*.

This document was prepared for, and approved by, the Governing Council of the Standards Council of Canada (SCC) on April 5, 2017.

# 2. Normative References

In addition to the requirements specific within this document, the following references are essential for the application of this document and shall be followed when applicable. For dated references, only the edition cited applies. For undated references, the latest edition of the referenced document (including any amendments) applies.

Canadian Standards Development - Program Overview (CSD – POV)

IEC Sales Policy

ISO POCOSA 2012 Policy for the Distribution of ISO Publications and the Protection of ISO's Copyright

ISO/IEC Guide 21-1:2005 - Regional or national adoption of International Standards and other International Deliverables – Part 1: Adoption of International Standards

ISO/IEC Guide 21-2:2005 - Regional or national adoption of International Standards and other International Deliverables – Part 2: Adoption of International Deliverables other than International Standards

ISO/IEC TR 10000-1:1998 - Information technology – Framework and taxonomy of International Standardized Profiles – Part 1: General principles and documentation framework

ISONET Manual, 1998

## 3. Definitions

In addition to the terms and definitions provided in this document, the terms and definitions provided in the *Requirements and Guidance for Accreditation of Standards Development Organizations* also apply.

### **Endorsement**

A method of adoption (only applicable to identical adoptions) that is compliant to the Standards Council of Canada's Requirements & Guidance documents for a) accreditation of SDOs, and for b) national adoptions. The endorsement method requires the publication of a separate endorsement notice, and does not require a reprint of the text of the International Standard or other deliverable.

### **International Standardized Profile (ISP)**

An internationally agreed-to, harmonized document that describes one or more profiles.

### **International Workshop Agreement (IWA)**

An ISO document prepared through a workshop mechanism and not through the technical committee process in order to respond to urgent market requirements.

### **Other international/regional deliverable (other deliverable)**

A Technical Specification, Technical Report, Publicly Available Specification, International Standardized Profile, or International Workshop Agreement 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.

### **Profile**

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

### **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.

### **Reprint**

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

### Republication

An identical or modified adoption of an International Standard or other deliverable that is compliant to the Standards Council of Canada's Requirements & Guidance for a) accreditation of SDOs, and for b) national adoptions. For clarity, a new document is issued. Methods of republication include reprint and translation.

### 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 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.

### Translation

A method of republication. When a regional standard, International Standard, or other international/regional deliverable is translated, and the translation is the sole deliverable adopted. It may be published in a bilingual or monolingual form.

## Requirements & Guidance

TABLE 1: REQUIREMENTS & GUIDANCE		
Clause	SCC Requirement	SCC Guidance
<b>4. General Requirements</b>		
<b>4.1</b>	<b>Eligibility</b> The SDO shall be accredited by SCC to adopt an international/regional standard or other deliverable.  To distribute ISO/IEC standards, SDOs shall sign the SCC Licensing and Distribution Agreement.	No guidance
<b>4.2</b>	<b>Documents for Adoption</b> A standard or other deliverable for adoption shall fall into one of the following categories:	No guidance

Clause	SCC Requirement	SCC Guidance
	<ul style="list-style-type: none"> <li>a) International Standard</li> <li>b) Regional Standard</li> <li>c) Other international/regional deliverable:               <ul style="list-style-type: none"> <li>i. Technical Specification</li> <li>ii. Technical Report</li> <li>iii. Publicly Available Specification</li> <li>iv. International Standardized Profile</li> <li>v. International Workshop Agreement</li> </ul> </li> </ul>	
<p><b>4.3</b></p>	<p><b>Methods of Adoption</b>            International/Regional Standards and other deliverables shall be adopted as NSCs by endorsement or republication (Annex A).</p> <p>When an other deliverable is adopted as a NSC it shall comply with the R&amp;G – SDO Accreditation (including the R&amp;G – Adoptions) and be indicated in the introductory pages.</p> <p>When an other deliverable is adopted as the same national deliverable type it shall comply with the applicable R&amp;G – SDO Accreditation and adoption requirements for that deliverable type.</p> <p>Existing amendments and technical corrigenda shall be included in the national adoption.</p>	<p>To ensure coordination of national and international activity, the relevant SCC-accredited SDO technical committee should be harmonized with the SCC mirror committee within the applicable scope, in accordance with SCC’s harmonization requirements.</p> <p>National adoptions should parallel the development process of the relevant International Standards (see Annex C) and be published at the same time.</p> <p>Standards that conflict with adopted international or regional standards should be withdrawn.</p> <p>The current version of an International Standard, regional standard, and/or other deliverable should be used as the basis for the corresponding national adoption.</p>
<p>4.3.1</p>	<p><u>Endorsement Method</u>            The SDO shall lead the international development to ensure that appropriate technical content suitable for Canadian needs is in the published International Standard.</p> <p>The SDO shall ensure the availability of a separate endorsement notice (clause 6.3) with the International Standard publication.</p>	<p>The endorsement method should be used to:</p> <ul style="list-style-type: none"> <li>a) facilitate Canadian innovation to lead internationally;</li> <li>b) support the objectives of “One standard, One test”, accepted everywhere, and “First to Market”;</li> <li>c) foster international/regional/national alignment of requirements.</li> </ul>
<p>4.3.2</p>	<p><u>Republication Method</u></p>	<p>No guidance</p>

Clause	SCC Requirement	SCC Guidance
	The SDO shall indicate the method of republication (reprint or translation) in the introductory pages of the national adoption.	
4.4	<p><b>Degrees of Correspondence</b> The SDO shall identify if the adoption is identical (no change to technical content) or modified (national technical deviations).</p> <p>The level of correspondence of the adoption shall be identified as follows:</p> <ul style="list-style-type: none"> <li>a) “identical” or “IDT”; or</li> <li>b) “modified” or “MOD”.</li> </ul>	See ISO/IEC Guide 21-1 and 21-2 for additional details on degrees of correspondence.
4.5	<p><b>Technical Deviations</b> Required technical deviations shall be identified and explained.</p>	<p>Technical deviations should be kept to a minimum. When 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.</p> <p>National deviations should include how technical deviations are identified in the text, and national deviations or advice (with suitable cross-reference).</p> <p>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.</p>
<b>5. Process Requirements</b>		
5.1	<p><b>Public Review</b> A public review shall be conducted for the national adoption of an international/regional standard.</p>	A public review may be conducted for other deliverables.
5.2	<b>Technical Committee Approval</b>	No guidance



Clause	SCC Requirement	SCC Guidance
	The following voting rules shall constitute technical committee approval of an adoption.	
5.2.1	<p><u>Voting rules</u></p> <p>a) International/Regional Standard:</p> <ul style="list-style-type: none"> <li>i. More than 50 % (simple majority) of the members who are eligible to vote cast affirmative votes;</li> <li>and</li> <li>ii. A minimum of 2/3 of the votes cast are affirmative.</li> </ul> <p>b) International/Regional Technical Specification: A 2/3 majority of the votes cast by the technical committee members are affirmative.</p> <p>c) International/Regional Technical Report: 50% + 1 (simple majority of the members who are eligible to vote) cast affirmative votes.</p> <p>d) Publicly Available Specification: 50% + 1 (simple majority of the members who are eligible to vote) cast affirmative votes.</p> <p>e) International Standardized Profile: In accordance with the voting rules of the international deliverable.</p> <p>f) International Workshop Agreement: Chair determination that the best possible consensus has been obtained.</p>	For International Standardized Profile (ISP) at least 75% of the members who are eligible to vote cast affirmative votes. See ISO/IEC TR 10000-1 for additional details on the development of ISPs internationally.
5.3	<p><b>Maintenance of Adoptions</b></p> <p>The international/regional maintenance review cycles for adoptions shall be followed. This includes IEC “Best Before Date” and JTC “Stabilized Standards”. This applies to standards and their respective amendment(s).</p>	No guidance
5.3.1	<p><u>Adoption of Amendments</u></p> <p>When the SDO adopts an amendment of an international or regional standard it shall</p>	No guidance

Clause	SCC Requirement	SCC Guidance
	<p>comply with the following R&amp;G – SDO Accreditation clauses:</p> <ul style="list-style-type: none"> <li>a) Equal Access and Effective Canadian Participation to the Standards Development Process by Concerned Interests, clause 6.3;</li> <li>b) Balance of Interests, clause 6.4;</li> <li>c) Availability in Both Official Languages, clause 4.2.2;</li> <li>d) Geographical Representation, clause 4.2.3;</li> <li>e) Avoiding Duplication, clause 4.3;</li> <li>f) Notice of Intent, clause 6.6.1;</li> <li>g) Work Program, clause 4.4;</li> <li>h) Technical Committee Approval Process, clause 6.7;</li> <li>i) Number and Title, clause 7.4;</li> <li>j) Front Cover Page, clause 7.5;</li> <li>k) Introductory Pages, clause 7.6; and</li> <li>l) Provision of Published Standards, clause 4.19.</li> </ul>	
<p><b>6. Format Requirements</b></p>		
<p><b>6.1</b></p>	<p><b>Number and Title</b>  The SDO shall use the following for national adoptions by method of republication:</p> <p>example 1 – identical national adoption of International Standard</p> <p style="padding-left: 40px;">SDO-ISO 6051:1998 - Photography — Processed reflection prints — Storage practices (ISO 6051:1997, IDT)</p> <p>example 2 – modified national adoption of International Standard</p> <p style="padding-left: 40px;">SDO-NNNN:YYYY, Current transformers (IEC 60185:1987, MOD)</p> <p>example 3 – identical national adoption of international technical report</p>	<p>No guidance</p>

Clause	SCC Requirement	SCC Guidance
	<p>SDO-ISO/TR 14971:2013 - Medical devices – Guidance on the application of ISO 14971 (ISO/TR 14971:2013, IDT)</p> <p>example 4 – dual numbering – identical national adoption</p> <p>SDO-NNNN:YYYY, Title</p> <p>ISO 13616:1996, Banking and related financial services — International bank account number (IBAN)</p> <p>The SDO shall use the “CAN” in front of its SDO descriptor when the SDO and its technical committee have deemed necessary to maintain the CAN designation.</p>	
<p><b>6.2</b></p>	<p><b>Content and structure clarity</b>  For republication of modified adoptions, 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.</p>	<p>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.</p> <p>The technical committee should review regional/national cited documents to ensure they are equivalent to the international standard(s) referenced and valid for the purposes of the national adoption.</p> <p>The following should be included in the national introductory pages:</p> <ul style="list-style-type: none"> <li>a) indicate referenced standards or other deliverables that are considered valid in their referenced state;</li> <li>b) identify and explain differences contained in added/substituted references;</li> </ul>

Clause	SCC Requirement	SCC Guidance
		<ul style="list-style-type: none"> <li>c) identify references adopted as national standards with reference numbers; and</li> <li>d) identify when there are no valid national documents.</li> </ul>
<p><b>6.3</b></p>	<p><b>Endorsement Notice Content</b>  The following items shall be included in the language(s) appropriate to the standard in the endorsement notice:</p> <ul style="list-style-type: none"> <li>a) Approved National Standards of Canada Symbol (NSC Symbol);</li> <li>b) International Standard number and title and where it can be obtained;</li> <li>c) confirmation that the following requirements have been met: <ul style="list-style-type: none"> <li>i. open consensus process</li> <li>ii. balanced technical committee</li> <li>iii. technical content validation</li> <li>iv. public review</li> <li>v. technical content approval</li> <li>vi. publication</li> <li>vii. maintenance to ensure technical currency</li> </ul> </li> <li>d) for other deliverables, confirmation that applicable requirements have been met;</li> <li>e) international review timeframe;</li> <li>f) declaration the standard meets Canadian needs; and</li> <li>g) reassurance of usability.</li> </ul>	<p>No guidance</p>
<p><b>6.4</b></p>	<p><b>Republication Content</b>  The following items shall be included in the language(s) appropriate to the standard:</p> <ul style="list-style-type: none"> <li>a) Front Cover Page <ul style="list-style-type: none"> <li>i. Logo of the originating organization(s); and</li> <li>ii. Copyright notice, short format (Annex B).</li> </ul> </li> <li>b) Introductory Pages <ul style="list-style-type: none"> <li>i. Reference to the originating organization(s);</li> <li>ii. Right to publish statement from the originating organization; and</li> </ul> </li> </ul>	<p>No guidance</p>

Clause	SCC Requirement	SCC Guidance
	<ul style="list-style-type: none"> <li>iii. If applicable:               <ul style="list-style-type: none"> <li>1. Explanation of technical deviations;</li> <li>2. Change in deliverable type statement; and</li> <li>3. For other deliverables, confirmation that applicable requirements have been met.</li> </ul> </li> <li>c) Back Cover Page The Copyright notice, long format shall be included on the back cover page (Annex B).</li> </ul>	

# Annex A – Degree of Correspondence/Method of Adoption (Normative)

Relationship between the degrees of correspondence and the methods of adoption/publication

Degrees of Correspondence	Adoption/ Publication Method	Permitted Changes		
		Editorial Changes as Specified	Structure	Technical Deviations
Identical	Endorsement	No	No	No
	Republication (reprint, identical translation only)	Yes	No	No
Modified	Republication (reprint, translation)	Yes	Yes <sup>a</sup>	Yes <sup>b</sup>
<sup>a</sup> Provided that there can be easy comparison of the content of the two standards (see clause 6.2). <sup>b</sup> Provided that the technical deviations are identified and explained (see clause 4.5).				

Source ISO/IEC Guide 21-1:2005.

# Annex B – Protection of Intellectual Property – Copyright (Normative)

International copyright guidance is contained in ISO POCOSA 2012.

As works involving a creative or intellectual effort, ISO, IEC and JTC standards are subject to copyright protection. Their copyrighted nature has been acknowledged in a number of jurisdictions through legislative or judicial actions.

The importance of asserting copyright over ISO, IEC and JTC standards is twofold: it guarantees their integrity, and their commercial exploitation secures the necessary revenues for pursuing the standardization activity.

The SDO shall inform SCC of any suspected unauthorized reproduction, distribution or sale of ISO, IEC or JTC standards.

- The following notice shall appear in legible form on the front cover of the national adoption in the language appropriate to the standard:

## **ENGLISH VERSION**

© ISO (or IEC, or ISO/IEC, as appropriate) + year of publication of that International Standard.  
© name of the SDO + year of publication of that national adoption. All rights reserved.  
Unauthorized reproduction is strictly prohibited.

## **FRENCH VERSION**

© ISO (ou IEC ou ISO/IEC, selon le cas) + année de publication de la Norme internationale.  
© nom de l'OEN + année de publication de l'adoption nationale. Tous droits réservés. Toute reproduction sans autorisation est strictement interdite.

- The following notice shall appear in legible form on the back cover of the national adoption in the language appropriate to the standard:

## ENGLISH VERSION

### Copyright Notice

The Canadian adoption of this International Standard as a National Standard of Canada contains information copyright protected by **(name of SDO)**. All rights reserved. No part of this National Standard of Canada may be reproduced in any form without the prior permission of **(name of SDO)**. **ISO (or IEC, or ISO/IEC, as appropriate)** material is reprinted with permission.

Requests for permission to reproduce this National Standard of Canada or parts thereof should be addressed to:

SDO Contact

SDO Address

***Copyright violators will be prosecuted to the full extent of the law.***

## FRENCH VERSION

### Avis de droit d'auteur

La présente Norme nationale du Canada, qui est issue de l'adoption canadienne d'une Norme internationale, contient de l'information protégée par le droit d'auteur de **(nom de l'OEN)**. Tous droits réservés. Aucune partie de la présente Norme nationale du Canada ne peut être reproduite sous quelque forme que ce soit sans le consentement préalable de **(nom de l'OEN)**. Le matériel **ISO (ou IEC, ou ISO/IEC, selon le cas)** est réimprimé avec permission.

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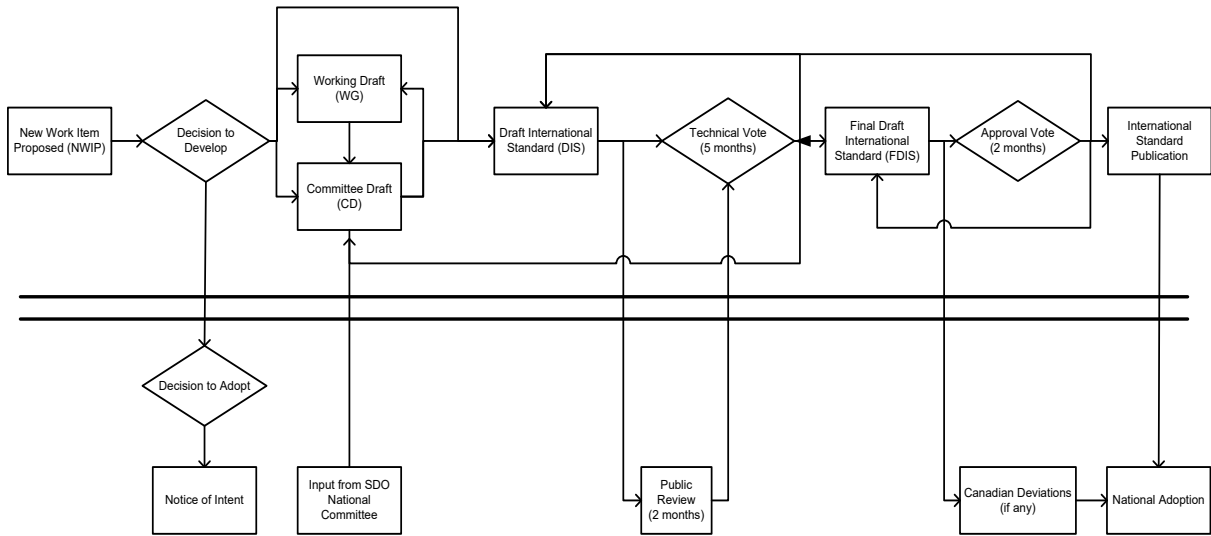
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***Les contrevenants au droit d'auteur seront poursuivis avec toute la rigueur de la loi.***



# Annex C – International Standards Parallel Adoption Process (Informative)

**International (SCC  
Mirror Committee)**



**National (SDO  
National  
Committee)**