

**CANADIAN STANDARDS DEVELOPMENT**

# National Technical Specifications

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# Table of Contents

- 1. Introduction ..... 4
- 2. Definitions ..... 4
- 3. Guidance..... 5

# 1. Introduction

A Technical Specification (TS) is a document which has been developed without using the full consensus process normally associated with a National Standard of Canada (NSC). A Technical Specification may be developed in a field where the technology, or a related aspect such as the regulatory environment, is undergoing rapid change and where speed of delivery, rather than full consensus, is of paramount importance. Another possible application may be where the required level of stakeholder consensus to support an NSC may not be possible; however the national interest may be better served by providing the public with access to information which has achieved a certain degree of stakeholder agreement, in a document that has a lesser status than a standard. A Technical Specification can fulfil this function; and while it may include normative language, it does not purport to be a standard and the title page contains information to this effect. In such cases, it would normally be expected that a National Standard of Canada would eventually be developed to supersede the Technical Specification.

The content of a Technical Specification is developed by selected technical subject matter experts and/or interested parties, under the direction of a developer which has sufficient understanding of the subject matter to oversee the process. A new project to develop a Technical Specification requires a sound project approval process. At a minimum, a Technical Specification is subject to limited peer review with the option of going to full public comment if it is deemed to be warranted. Comments are considered by the technical subject matter experts and/or interested parties.

## 2. Definitions

### **Authority Having Jurisdiction (AHJ)**

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.

### **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 participants.

### **Developer**

An organization that brings together technical experts for the development of a Technical Specification following the steps outlined in this document.

### **international standard**

An international standard published by any international standards organization and made available to the public.

### **Maintenance**

The action by the developer to review a TS to keep it technically relevant which results in its revision/amendment, reaffirmation, publication as a new edition, or withdrawal.

## National Standard of Canada (NSC)

A standard developed by an SCC-accredited Standards Development Organization (SDO) compliant to SCC's Requirements & Guidance for a) accreditation of SDOs and for b) adoptions.

### 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, adoptions and existing published Consensus SDO Standards.

## 3. Guidance

Clause	Guidance
3.1	<b>Circumstances for use of a TS:</b> <ul style="list-style-type: none"><li>a) If an existing National Standard of Canada or international standard is not available</li><li>b) When a fast solution is required</li><li>c) The subject matter is still under technical development</li><li>d) There is another reason precluding immediate publication of a standard</li></ul>
3.2	<b>New Work Item Proposal</b>
3.2.1	<u>Need for the TS</u> The developer should document the need for the TS (e.g., innovators, industry, Authority Having Jurisdiction [AHJ]).
3.2.2	<u>Notice of Development</u> The developer should inform the public/stakeholders through its communication channels when it has taken the decision to develop a TS (e.g., this can be done on the developer's website).
3.3	<b>Technical Experts</b>
3.3.1	<u>Technical Expertise</u> The developer should identify technical experts in the subject matter of the TS to participate in the drafting process.
3.3.2	<u>Drafting Process</u> The identified technical experts should draft the TS in accordance with the outlined process.
3.4	<b>Technical Approval</b> The approval should be based on evidence of consensus reached by the technical experts. If a vote is needed, the developer should consider approval as a minimum of 2/3 of affirmative votes.  The developer is asked to sign off on the final document to confirm that the appropriate process has been followed and the required consultations and peer

Clause	Guidance
	<p>review have occurred. This may be done informally by a “letter of no objection” and unanimity is not essential; however, if one or more members of the group containing the technical subject matter experts and/or interested parties disagree with publishing the final document, the developer is required to generate a report justifying the decision to publish.</p>
<p><b>3.5</b></p>	<p><b>Publication</b> The developer should publish the TS promptly and make it available under reasonable terms and conditions.</p>
<p><b>3.6</b></p>	<p><b>Maintenance</b></p>
<p>3.6.1</p>	<p><u>Lifecycle</u> The developer should identify a suitable lifecycle for the TS that addresses market needs.</p>
<p>3.6.2</p>	<p><u>Technical Currency</u> The developer should ensure the technical currency of the TS is maintained through adherence to the identified lifecycle.</p>