

SRI LANKA STANDARD 0 : 2013
UDC : 006.053

**STANDARD FOR STANDARDS –
THE DEVELOPMENT OF SRI LANKA STANDARDS AND
OTHER NORMATIVE DOCUMENTS**

SRI LANKA STANDARDS INSTITUTION

Sri Lanka Standard
STANDARD FOR STANDARDS - THE DEVELOPMENT OF SRI LANKA STANDARDS
AND OTHER NORMATIVE DOCUMENTS

SLS 0 : 2013

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SRI LANKA STANDARDS INSTITUTION

Sri Lanka Standards are subject to periodical revision in order to accommodate the progress made by industry. Suggestions for improvement will be recorded and brought to the notice of the Committees to which the revisions are entrusted.

This standard does not purport to include all the necessary provisions of a contract.

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Sri Lanka Standard
STANDARD FOR STANDARDS - THE DEVELOPMENT OF SRI LANKA STANDARDS
AND OTHER NORMATIVE DOCUMENTS

FOREWORD

This Sri Lanka Standard was authorized for adoption and publication as a Sri Lanka Standard by the Council of the Sri Lanka Standards Institution on 2013-04-30.

The *guideline for conduct of technical work* has been superseded by this standard and it provides the requirements in compliance with Annex 3 of the WTO/TBT agreement.

A document namely *Guideline for drafting and presentation of Sri Lanka Standards* is in existence and it lays down the recommended editorial practice in relation to the format and style adopted in the presentation of Sri Lanka Standards.

In the preparation of this standard, the assistance derived from SANS 1-1: 2009 Standards for standards Part 1: The development of South African national standards and other normative documents is gratefully acknowledged.

INTRODUCTION

The Sri Lanka Standards Institution (SLSI) is the national standards body of Sri Lanka incorporated under the Sri Lanka Standards Institution Act No. 6 of 1984. One of the main functions of SLSI is to formulate and implement national standards. SLSI is engaged in a wide range of other related activities covering laboratory services, education, training, and information services. SLSI undertakes its diverse activities through joint collaboration of its specialized divisions, indicated on the inside back cover of this document.

SLSI generates income through sale of its publications, training, certification, testing, import inspection and calibration of measuring instruments and supplemented by government grants.

National standards represent co-coordinated solutions for use in technology, commerce, trade and administration and are intended to:

- achieve overall economy in terms of human effort, materials, power and other resources in the exchange of goods and services;
- achieve the protection of consumer interest through adequate and consistent quality of goods and services;
- achieve safety, health and protection of life; and
- provide a means of expression and of communication amongst all interested parties.

These standards may be specifications for materials or products; they may be codes of practices or guides giving recommended practices in some fields; or they may be methods of test, glossaries of terms or may express some other form of standardization.

Sri Lanka Standards are developed through cooperative effort and by negotiation and consensus of all interests concerned. This is achieved through consultation of various expert groups representing various

sectors which include producers, consumers, users, public institutions and independent technical organizations. The SLSI has appointed Technical Committees to advise and guide the institution on these activities. These committees are managed by professionally qualified SLSI staff who provide secretarial and technical assistance on matters pertaining to principles and procedures of standardization.

The SLSI plays the role of a co-ordinating body whereby the knowledge, experience and expertise available in the country is directed to the preparation of standards needed by the Sri Lankan Community.

1 SCOPE

This Sri Lanka Standard describes the underlying principles and the processes of the preparation of Sri Lanka Standards and other normative documents formulated by the Standards Formulation Divisions of SLSI.

This Sri Lanka Standard is intended to guide Committee members, Chairpersons and staff of Standards Formulation Divisions of the SLSI, and it provides background information for standards development organizations, interested organizations and members of the public.

It is not intended to provide detailed internal procedures since these are generally required only by staff of Standards Formulation Divisions of the SLSI. The Standards Formulation Divisions of SLSI will, from time to time, publish guidance documents that relate to the practical application of the provisions of this standard.

This standard also describes Sri Lanka Technical Report (SLTR), Sri Lanka Technical Specification (SLTS) and research route (see Figure 1); even though SLSI does not practice currently on these areas. Provision on these requirements is given for use and also strengthening standardization activities considering all stakeholders.

2 NORMATIVE REFERENCES

The following referenced documents are indispensable for the application of this standard. For dated references, only the edition cited applies. For undated references, the latest edition of the referenced document (including any amendments) applies. Information on currently valid national and international standards can be obtained from the Documentation and Information Division of SLSI.

ISO/IEC Guide 2: 1996 Standardization and related activities – General vocabulary

3 DEFINITIONS AND ABBREVIATIONS

3.1 Definitions

3.1.1 *amendment*

modification, addition or deletion of specific parts of the content of a normative document.

3.1.2 *compulsory standard*

standard, or part of a standard, that has been declared to be compulsory by a statutory authority as provided by legislation.

NOTE: *Generally compulsory standards are declared by the Consumer Affairs Authority under Consumer Affairs Authority Act, 2003 (ACT No. 9 of 2003)*

3.1.3 *consensus*

general agreement, characterized by the absence of sustained opposition to substantial issues by any important part of the concerned interests, and by a process that involves seeking to take into account the views of all parties concerned and to reconcile any conflicting arguments.

NOTE: *Consensus need not imply unanimity.*

3.1.4 *normative document*

document that provides rules, guidelines or characteristics of activities or their results

3.1.5 *provision*

expression in the content of a normative document that takes the form of a statement, an instruction, a recommendation or a requirement.

NOTE: *These types of provision are distinguished by the wording they employ, for example instructions are expressed in the imperative mood, recommendations by the use of the auxiliary “should” and requirements by the use of the auxiliary “shall”.*

3.1.6 *revision*

Inclusion of all the necessary changes to the substance and presentation of normative documents

NOTE: *The results of a revision are presented by issuing a new edition of the normative document.*

3.1.7 *secretariat*

people responsible for the administrative activities of a committee.

NOTE: *In a committee the secretariat could include secretary and chairperson*

3.1.8 standard

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 the achievement of the optimum degree of order in a given context.

NOTE: *Standards should be based on the consolidated results of science, technology and experience and aimed at the promotion of optimum community benefits.*

(ISO/IEC Guide 2: 1996, definition 3.2)

3.1.9 Sri Lanka Standard (SLS)

standard that is agreed to by consensus by a committee, subjected to public comment, authorized for adoption and publication by the Council of SLSI.

NOTE: *Standards should be based on the consolidated results of science, technology and experience, and aimed at the promotion of optimum community benefits.*

3.1.10 Sri Lanka Technical Reports (SLTR)

non-normative document that is agreed to by a committee, published by the standards formulation divisions of SLSI and that contains collected data of a different kind to a normative document as described in this standard (see Annex A)

NOTE: *A technical report cannot be converted into a national standard.*

3.1.11 Sri Lanka Technical Specification (SLTS)

normative document that is not a Sri Lanka Standard, that does not conflict with an existing national standard, that is agreed by a committee for which there is the future possibility of agreement to be published as a national standard.

NOTE: *It is published provisionally so that information and experience of its application may be gathered.*

3.1.12 standardization

activity of establishing, with regard to actual or potential problems, provisions for common and repeated use, aimed at the achievement of the optimum degree of order in a given context.

NOTE: *In particular, the activity consists of the processes of formulating, issuing and implementing standards.*

3.1.13 standards development organization (SDO)

Organization recognized by the SLSI for the development of standards and other documents in a defined field, to be approved by the Sectoral Committee in the field, consequently subjected to public comments and authorized for adoption and publication by Council of SLSI as Sri Lanka Standards.

3.1.14 subcommittee

group of representatives who are responsible for the preparation of Sri Lanka standards and other normative and non-normative documents within a subfield of the scope of a technical committee and that reflects valid national interests within the subfield.

3.1.15 sectoral committee (SC) or Technical Committee (TC)

group of representatives who are concerned with standardization, that is responsible for identifying the need for, and the preparation of, Sri Lanka Standards and other normative and non-normative documents in a defined field and that reflects valid national interests within that field.

3.1.16 working group (WG)

group of experts appointed by a TC or SC to deal with a particular project or with a particular aspect of a project.

3.2 Abbreviations

IEC	International Electrotechnical Commission
ISO	International Organization for Standardization
ITU	International Telecommunication Union
DSLS	Draft Sri Lanka Standard
NWI	New Work Item
SDO	Standard Development Organization
SLS	Sri Lanka Standard
SLTR	Sri Lanka Technical Report
SLTS	Sri Lanka Technical specification
WG	working group
WTO/TBT	World Trade Organization/Technical Barriers to Trade

4 PRINCIPLES BEHIND THE DEVELOPMENT OF SRI LANKA STANDARDS AND OTHER NORMATIVE DOCUMENTS**4.1 General**

In addition to SLSs, standards formulation divisions of SLSI publish other deliverables, such as SLTSs and non-normative documents such as SLTRs (see Annex A), depending on the level of application. Figure 1 shows the development routes of these documents. All normative documents are published in a single numerical series, but with different prefixes.

Consensus in representative committee on the technical content of normative documents is reached either in formal meetings or by correspondence. The principle of consensus is applied throughout and an appeals procedure exists (see clause 8) as a last resort for the resolution of disputes. Cost effectiveness, together with proper financial control and commitment to response and deadlines within committees, is essential for the efficient development of normative documents.

All SLSs and other normative documents after having followed the appropriate procedures are submitted to the Council for approval. Once approved, the documents are released for publication.

No normative document may conflict with, or undermine, the provisions of any Sri Lanka Standard.

SLSs or parts there of may be declared as compulsory specifications by a statutory authority as provided by legislation.

SLSs or parts thereof may be declared technical regulations by any Government Department that needs to regulate a product, service process, procedure or method.

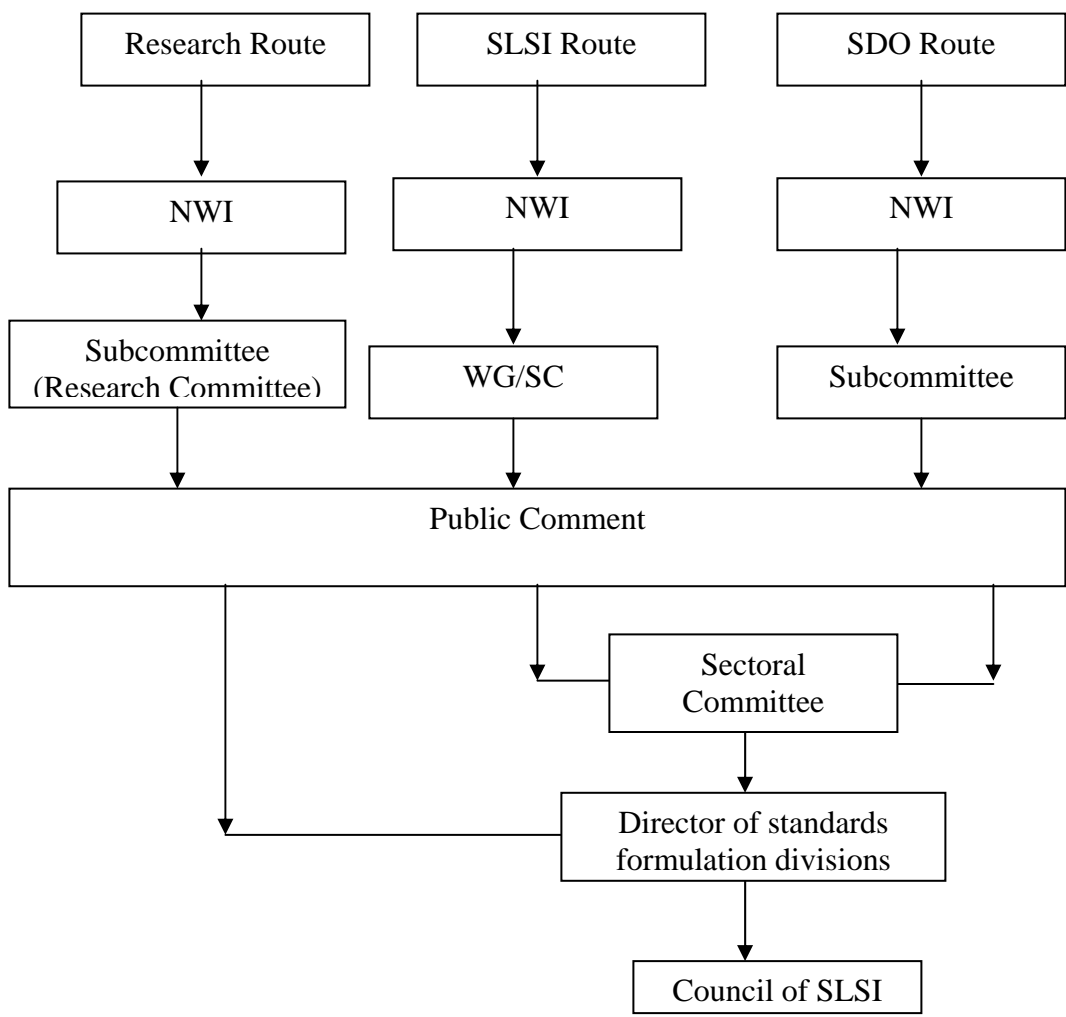


Figure 1 – Different development routes of documents published by the SLSI

4.2 Sri Lanka Standards

To achieve market relevance of SLSs, best practice in terms of the World Trade Organization/Technical Barriers to Trade (WTO/TBT) agreement is followed to ensure that valid needs of the interest groups are incorporated in to the drafts and, once the committees have reached consensus, draft Sri Lanka Standards (DSLs) are submitted for public comments.

The technical content of a standard contextualizes national requirements, and needs are identified by the committee. Standards are thus “Sri Lanka Standards” and not “SLSI” standards.

Under the WTO/TBT agreement, Sri Lanka has an obligation to base its national standards on international standards where possible. The standards formulation divisions of SLSI have the right to adopt ISO and IEC standards as SLSs, however, in certain instances the standards formulation divisions of SLSI have agreements in place with other regional and international standards bodies to adopt their documents subject to specific conditions.

Normative documents such as SLTSs, and national, regional and international standards may be used as source documents in the development of SLSs, subject to any copyright constraints.

SLSs are reviewed regularly to ensure continued market relevance. If any change is required, a revision or an amendment can be initiated (see clause 9).

4.3 Sri Lanka Technical Specifications

When an SLTS is used as “a prototype” for an SLS, the following text, completed as appropriate, shall be included in the Foreword.

“This document is being issued as a Sri Lanka Technical Specification, because there is an urgent need for guidance in the field of It is prospective standard for provisional application in this field.”

An SLTS is published as a normative document, because;

- a) the required support for approval as a national standard cannot be obtained, or
- b) the subject matter is still under technical development, or
- c) there is another reason precluding immediate publication as a national standard.

SLTS is not submitted for public comment.

5 COMMITTEES

5.1 General

Committees are the backbone of the standardization process. Committees can be Sectoral committees, subcommittees of technical committees or working groups (WGs).

5.2 Sectoral Committees

Sectoral committee shall be constituted to be representative, as far as reasonably possible, of valid national interests in the standardization of products or processes. Membership is preferably on the basis of organization, association or forum representation as opposed to an individual basis. Organizations normally invited to serve on Sectoral Committee include organs of state, industry associations, consumer organizations or associations, non-government organizations, organized labour and professional, technical and trade organizations. Committees may invite experts to serve in any capacity, advisory or otherwise.

A new Sectoral Committee shall agree on its title and scope as soon as possible after its establishment. The agreed title and scope, and any subsequent proposed amendment relating thereto shall be submitted to the Council of SLSI for approval.

NOTE: The scope is a statement precisely defining the limits of the work of a Sectoral Committee.

Decisions taken at committee meetings are available to interested parties for information purposes. However the discussions within committee are confidential, and therefore members of press and legal representatives of committee members are not allowed to attend committee meetings, except by special permission from the Council of SLSI.

5.3 Terms of reference of Sectoral Committees / Technical Committees

Meetings of a committee are normally open only to members of the committee. Requests for attendance by visitors for special purposes should be directed in the first instance to SLSI which will issue an invitation in consultation with the Chairman of the Sectoral Committee.

The terms of reference are as follows:

- to advise SLSI on the suitability of the technical content of draft standards presented for study.
- to advise the SLSI on subjects which should be taken up for standards formulation indicating where possible their priorities.
- to appoint smaller groups of experts identified as “Working Groups” to undertake specific standardization projects as and when required.
- to advise the Council and/ or Director General on matters related to and incidental to the subject area of concern including promotion and implementation of relevant standards

5.4 Working Groups

A Sectoral Committee can set up WGs that are usually temporary in nature to undertake specific, short-term tasks, such as the preparation of a working draft (WD), or investigating the relevancy of a standard. WGs shall appoint conveners that are approved by the Sectoral Committee. WGs make recommendations to the Sectoral Committee for approval.

5.5 Committee chairperson

5.5.1 General

A chairperson of a committee is expected to have a working knowledge of standardization procedures at national and international levels. Chairpersons of the Sectoral Committees are appointed by the Council of the SLSI. Chairpersons of Sectoral Committees shall be external to the SLSI.

5.5.2 Duties of a committee chairperson

The chairpersons of both Sectoral Committee and Sub Committees shall

- a) remain impartial at all times,
- b) be advised by the secretariat on processes and procedures of the development of standards,
- c) propose how technical comments received at the Draft Sri Lanka Standards stage are to be dealt with,
- d) conduct meetings with a view to reaching consensus on draft, and furthermore, determine when there is consensus to progress a draft to a Sectoral Committee or public enquiry.
- e) ensure at meetings that all points of view expressed are adequately summed up so that they are understood by all present.
- f) ensure at meetings that all resolutions are clearly formulated and made available in written form by the secretariat for conformation during the meeting, and
- g) ensure that the committee's strategic policy statement and the programme of work that are published on the SLSI website are updated annually.

5.5.3 In case of unforeseen unavailability of the chairperson at a meeting, Pro-tem Chairperson shall be elected by the participants.

5.6 Committee decisions

5.6.1 General

Decisions are taken by consensus. The process of consensus building (see **7**) allows for repeated opportunities for members to comment or object to earlier decisions (see **8**).

5.6.2 Decisions taken at meetings

5.6.2.1 Consensus may be defined as the general acceptance implying the absence of strong opposition by an important part of the interests concerned to substantial issues. It implies much more than the concept of simple majority but not necessarily unanimity.

5.6.2.2 In constituting a Sectoral Committee, SLSI endeavours to obtain representatives from all sectors of interest concerned with the particular project. The standard must, therefore, be based on a reasonable consensus of these Committee members.

5.6.2.3 The art of compromise should be exercised judiciously to achieve the highest level of agreement between the various interests without having to publish much weak end requirements and/or unnecessarily delaying publication.

5.6.2.4 The Chairperson has the authority to overrule trivial objections but should give careful consideration to the minority voice on a committee, eg. The views of users or consumers could be obtained when adequate representation has been difficult to secure.

5.6.2.5 If a point of major significance is the subject of disagreement, and it is clear that the views expressed are irreconcilable, action must be taken outside the committee. It rests with the Chairperson and SLSI staff to find a formula to resolve the difficulty, which may require consultation with different interests groups.

5.6.2.6 Where it is obvious that all efforts to reach a consensus have failed, possibly because of strongly conflicting positions within the Committee, the matter is to be referred to the Council of SLSI.

5.7 Relations with, and participation in, international committees

Wherever practicable the committee structure should be in aligned with that of the corresponding international standards organization. The degree of liaison with international committees shall be determined by the national committee and approved by the Council of SLSI. In practice, many committees provide input into the development of international standards and subsequently decide to adopt these international standards as SLSs.

5.8 Confidentiality of committee and working group meetings

Members of SLSI Sectoral Committees, Sub Committees and WGs have access to privileged information. All members are therefore expected to respect the information and to restrict it for the sharing of internal discussions and working documents, except for that which is necessary for the development of the document concerned and for obtaining consensus on the content. The SLSI recognizes that, in order to achieve consensus within a committee, it is often necessary for members to share company-confidential information in an atmosphere of mutual trust. The document is appropriate to release for public comments only when technical consensus has been reached.

The committee shall prepare an agreed record of its discussions and decisions for general consumption at an agreed interval during or after the meeting.

The chairperson has the right to refuse attendance at meetings of an organization or individual that is not a member of a Sectoral Committee, Sub Committee or WG.

The SLSI shall not release or publish personal data relating to members of committees and WGs. Some personal data have to be used and shared in the framework of standardization work, but members collaborating in an electronic environment are required not to disseminate information such as contact details they have obtained as members of committees to parties other than the secretariat.

With the exception of the secretariat, nobody is allowed to make a recording of any meeting. The recording shall be confidential and for the use of the secretariat only.

6 NEW PROJECTS

When a new standards project is under consideration, one of the following three routes can be followed:

- a) an existing international or regional standard can be adopted, or
- b) in instances where no international or regional standard exists, SLS can be developed, or
- c) the existing international or regional standards or relevant parts would be ineffective or inappropriate, for instance, because of insufficient level of protection or fundamental climatic or geographical factors or fundamental technological problems, new standards can be developed.

The direct adoption of existing international, regional or foreign national standards is advantageous in that it is time-saving, cost-effective and may also bring about international or regional harmonization. This is in line with the WTO/TBT agreement. However, it might not adequately represent the full needs and requirements of the Sri Lankan market.

The advantage of developing SLS is that it will address Sri Lankan needs better. It is disadvantageous that it is time-consuming and costly.

The final decision as to which route to follow is taken by the responsible committee. However, standards formulation divisions of SLSI are committed, wherever possible to encourage committee to adopt international or regional standards, since this will ultimately result in global standardization, with all its benefits.

NOTE: In this standard “international standards” mean only standards issued by the Codex Alimentarius Commission, the IEC, the ISO and ITU.

7 PROCEDURES FOR FORMULATION OF NATIONAL STANDARDS

7.1 General

Each standardization project is managed by a technical officer (Assistant Director/Deputy Director) of the SLSI. There are several alternate procedures which are adopted based on the nature and complexity of the subject; availability of data, reference documents, other relevant standards, and information. The alternative procedures which are followed are indicated in the flow chart.

7.2 Procedures

Two basic alternate procedures for standard formulation are;

- Standard Procedure
- Accelerated Procedure

7.3 Stages of development

Stages of development of a standard are listed herein;

Stage 0	-	Proposal Acceptance and allocation of project
Stage 1	-	Planning stage
Stage 2	-	Committee stage
Stage 3	-	Circulation stage

Stage 4	-	Final Committee approval stage
Stage 5	-	Council authorization stage
Stage 6	-	Publication stage

7.3.1 *Proposal acceptance and allocation of project (Stage 0)*

In this stage, for new project proposal, it is required to identify whether there is an International/Regional/ National standards for the identified proposal. If there are such standards then the project should be based on these standards. If there are no such standards, it is required to identify whether the proposal is worth on bringing benefits to all stakeholders and at least fulfill minimum identified safety/health requirements if any(See 6). Projects are allocated by the respective Director of the Standards Formulation Divisions or SDD of those divisions.

For revision, it is required to prioritize based on the development benefits it will bring to this country. Priority shall be given to compulsory standard.

7.3.2 *Planning stage (Stage 1)*

A preliminary study is carried out by the Standards Formulation Divisions following the acceptance and allocation of a project for standardization. This would include survey of the available standards and other literature; study of the current manufacturing and trade practices; collection of information and data available; and informal consultations with experts and relevant groups.

Based on the complexity and nature of the subject and availability of reference material and data, the SLSI decides to follow one of the alternate procedures. The relevant Sectoral Committee is apprised of the situation with regard to each project. The Director may seek the advice of the Sectoral Committee or the Chairman of the Sectoral Committee as and when necessary.

Where a decision is taken to follow the “Standard Procedure”, SLSI prepare a basic draft for discussion by the Sectoral Committee. If necessary, a “Working Group” is appointed to consider detailed technical aspects of the draft.

Where a decision is taken to follow the “Accelerated procedure”, it is only applicable for adoption of International/Regional/National standards as a Sri Lanka Standard whenever there is a provision to do so. SLSI officer may have to arrange the draft for public circulation while it is in the Committee Stage. If the standard is justifiable that it is generic; irrespective of climatic, geographic and others then it can be considered for public circulation.

7.3.3 *Committee stage (Stage 2)*

When the ‘standard procedure’ is followed, the basic draft prepared by the SLSI is discussed by the SC/TC ‘or’ Working Group’. Committee discussions are mainly on the technical content of the Draft Standard presented for study. SLSI is responsible for editorial aspects and presentation of the draft.

Once the WG has finalized its task, then it should be presented for the Sectoral Committee approval for public comments. If any comments of the Sectoral Committee needs to be reviewed then the WG reconsider it and present or forward the final decision to the Sectoral Committee.

For the accelerated procedure the draft standard, could be forwarded for public circulation while the discussion is commenced, with the SC/TC approval for public comments.

The draft is issued for comments from all interested groups for a period of two months

7.3.4 *Circulation stage (Stage 3)*

The draft Sri Lanka Standard will be made available for public comments together with a template to submit comments. All comments should be sent through the template.

The detail of draft standard and the dead line that the comments to be forwarded shall be advertised on government newspapers and any comments shall be received by Director General of SLSI. The draft standard should also be made available for comment by the committee members of the Sectoral Committee. A comment period of 60 days is normally required in terms of the World Trade Organization *code of good practice for the preparation, adoption and application of standards*. If no comments are received, or no significant technical changes are introduced, the standard is deemed to be approved by the public, and is forwarded to the Council of the SLSI for authorization.

7.3.5 *Final Committee approval stage (Stage 4)*

All comments on drafts received during circulation stage shall be summarized to the SC/TC. Upon receiving comments from the public and interested organizations, the SC/TC examines the draft and proposes any modifications needed from the comments received. The SC/TC shall take final decision on the draft to be forwarded for Council approval.

For generic standards circulated for comments, the SC/TC approval is not required for forwarding to SLSI Council authorization.

7.3.6 *Council authorization stage (Stage 5)*

Final authorization of a draft standard for publication as a Sri Lanka Standard is given by the Council.

7.3.7 *Publication stage (Stage 6)*

Once it is authorized, the standard shall be forwarded to the Documentation and Information Division for publication as a Sri Lanka Standard.

7.3.7.1 *Publication as SLTS*

If consensus cannot be reached, the committee shall review progress and shall decide to publish the document as a lesser consensus document, for example as an SLTS, or to continue efforts to obtain consensus or to cancel the project. Where it is obvious that all efforts to reach a consensus have failed, possibly because of strongly conflicting positions within the Committee, the matter is to be referred to the Council of SLSI. Cancellation of a project should only be considered as a last resort.

8. APPEALS

8.1 General

8.1.1 Members of a committee have the right to appeal against a decision reached by consensus, to

- the Sectoral Committee on decision of a Sub Committee,
- the Director in charge of standards formulation division of SLSI on a decision of a Sectoral Committee, or
- the Deputy Director General (DDG) on a decision of the Director in charge for standards formulation division of SLSI

Appeals shall be made within fourteen working days of the decision taken at the meeting.

8.1.2 A member of a committee may appeal against any action, or inaction, on the part of a Sectoral Committee or a Sub Committee when such member considers that such an action or inaction is

- not in accordance with this standard, or
- not in the best interests of national trade and commerce, or such public factors as safety, health or the environment.

8.1.3 All appeals shall be in writing and shall be fully motivated to support the member's concern. The complaint shall state the nature of the objection(s), including, as relevant, the following:

- any direct and material adverse effects by the Sri Lanka Standard(s),
- the section(s) of this standard or the standard that is at issue,
- actions or inactions that are at issue, and
- the specific remedial action(s) that would satisfy the appellant's concerns.

Previous efforts to resolve the objection(s) and the outcome of each shall be included.

8.1.4 When an appeal is against a decision in respect of work in progress, the work shall be continued up to, but not including, approval of the standard by the Council of SLSI.

8.2 Appeal against a Sectoral Committee decision

8.2.1 The documented appeal shall be submitted by the member to the Sectoral Committee secretariat with copies to the Sub Committee.

8.2.2 Upon receipt of the documented appeal, the Sectoral Committee secretariat shall advise all its members of the appeal, and take immediate action, by correspondence or at a meeting, to consider and decide on the appeal.

8.2.3 If the Sectoral Committee supports the Sub Committee decision, the member who initiated the appeal may either

- accept the Sectoral Committee decision or
- appeal against the decision.

8.3 Appeal against a Sectoral Committee decision

8.3.1 Appeals against a Sectoral Committee decision may be one of the following two kinds:

- an appeal against an original decision of a Sectoral Committee, or
- an appeal arising out of **8.2.3**

8.3.2 The documented appeal shall, in all cases, be submitted to the director of the relevant standards formulation division, with a copy to the Sectoral Committee chairperson and secretary.

8.3.3 The director of the relevant Standards Formulation Division shall within one month take action to consider and decide on the appeal. The director of the relevant Standards Formulation Division shall report, the decision taken, to the Sectoral Committee chairperson and secretary, and send a copy to the Sectoral Committee chairperson and secretariat, if relevant, as well as the appellant.

8.3.4 If the director of the relevant Standards Formulation Division supports the Sectoral Committee decision, the member who initiated the appeal may either

- accept the decision of the director of relevant standards formulation division, or
- appeal against the decision of the director of the relevant standards formulation division.

8.4 Appeal against decision of director of the Standards Formulation Divisions

8.4.1 An appeal against decision of director of the relevant Standards Formulation Division can only arise out of **8.3.4**.

8.4.2 The appeal shall be documented and submitted to the DDG of the SLSI, with a copy to the director of the relevant Standards Formulation Divisions.

8.4.3 The DDG shall within one month take action to consider and decide on the appeal. The DDG shall report his/her decision to the director of the relevant Standards Formulation Division. If an appeal against DDG's decision is required, then it can be directed to DG.

8.4.4 Within the jurisdiction of the SLSI the decision by the DG is final, and the secretariat may proceed with publication of the document.

NOTE: This appeals procedure does not apply to persons who are not members of a Sectoral Committee or Sub Committee. Persons who are not members of committees may submit comments on documents issued for public comments, but have no right of appeal.

9 UPDATING AND MAINTENANCE OF STANDARDS

9.1 General

Corrections to standards are issued whenever they are found to be necessary. In addition, all standards are subject to regular review to ensure that they do not become obsolete.

9.2 Corrigenda

Typographical or editorial corrigenda are issued with the agreement of the Director responsible for the related standards formulation division without referring to the Council of SLSI.

9.3 Amendments

Amendments to published documents are issued when essential for the

- correction of an error that could be misleading or have potentially serious consequences, or
- alteration or addition (or both) to previously agreed-upon technical provisions that are approved by the committee responsible for the document.

Any person or organization may propose an amendment. The amendment is incorporated into the document and when approved by the Sectoral Committee, the amended document is issued as a consolidated edition carrying a new edition number.

9.4 Systematic review

All documents published by the standards formulation divisions of SLSI are reviewed periodically to ensure that they remain valid. The review period, as decided upon by the responsible committee, can be stated in the foreword of the standard. In the absence of an agreed review period, the review period is taken to be five years.

When reviewing a standard, the following three options shall be considered by the committee:

- a) Confirmation, which means that
 - the document remains valid by reaffirmation or
 - the document, subject to amendment, will be considered valid.
- b) Revision, which means that a revision of the entire document is to be undertaken, in accordance with the procedure for new projects.
- c) Withdrawal, which means that the document is no longer needed.

9.5 Revisions

The revision of a document, which is the same as developing a new standard, resulting in a new edition, shall be considered when one or more following situations is(are) arisen.

- a) a change is needed in the basic structure or layout of the document.
- b) as a result of numerous amendments or for other reasons, the resultant page or clause numbering has become confusing to such an extent that reading of the document becomes difficult.

- c) the criteria for determining compliance with the document for a product or service have changed to such an extent, either as a result of amendments or as a result of technological changes, that the chairperson or staff members within the SLSI responsible for that document deem it necessary to issue a new edition of the document, in order to
 - i) draw attention to these substantially changed criteria, or
 - ii) make the latest version of the document more readily understandable,
- d) in the case of adopted documents, a revision of the original document is issued.

10 COPYRIGHT

Many sources are used for the drafting of a particular standard, including published documents, internal company documents, research papers, and other standards, which could be international, national or from other standards development bodies. When such sources are protected by copyright, it is essential that the copyright owners have given their agreement to the material being reproduced in whole or in part in an SLS, other normative documents or SLTRs.

It is the responsibility of persons and representatives of organizations who contribute such material to ensure that the agreement of the copyright owner has been obtained.

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11 PATENTS

If technical reasons justify the preparation of a standard or other normative document, which includes the use of items covered by patent rights, the following procedures shall be complied with:

- a) The originator of a proposal for an SLS or other normative document 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 or other normative document shall draw the attention of the committee to any patent rights of which it become aware during any stage in the development of the document.
- b) If the proposal is accepted 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 national licenses

under his/her rights with applicants throughout the country on reasonable and non-discriminatory terms and conditions. Such negotiations are left to the parties concerned and are performed outside the SLSI.

A standard and other normative document shall not be published until the statements of the holders of all identified patent rights have been received, unless authorized by the related Director for standards formulation divisions. A statement to this effect shall be included in the foreword of the standard and other normative document.

The SLSI does not require that patent searches be carried out, but it is expected that all who participate in a particular standards development project draw attention to any relevant patent right of which they are, or become, aware. The standard formulation divisions of SLSI shall not be held responsible for identifying any or all such patent rights.

Should it be revealed after publication of a standard and other normative document that licences under patent rights, which appear to cover items included in the standard, cannot be obtained under reasonable and non-discriminatory terms, the standard and other normative documents shall be referred back to the relevant committee for further consideration.

ANNEX A
(informative)

Sri Lanka Technical Reports

When a Sectoral Committee or Sub Committee has collected data of a different kind form that which is normally published as a SLS, the Sectoral Committee or Sub Committee may decide, to publish such data in the form of an SLTR. Such data may include, for example, data obtained from a survey carried out among the industries, data on work in other international organizations or data from standards of national bodies on a particular subject.

SLTR is not submitted for public comment. SLTR is, however, referred to the relevant Director of the standards formulation division for approval.

ANNEX B

Standards Development Organizations in Sri Lanka

- a) Sri Lanka Sustainable Energy Authority
- b) Information Communication Technology Agency of Sri Lanka

SLS CERTIFICATION MARK

The Sri Lanka Standards Institution is the owner of the registered certification mark shown below. Beneath the mark, the number of the Sri Lanka Standard relevant to the product is indicated. This mark may be used only by those who have obtained permits under the SLS certification marks scheme. The presence of this mark on or in relation to a product conveys the assurance that they have been produced to comply with the requirements of the relevant Sri Lanka Standard under a well designed system of quality control inspection and testing operated by the manufacturer and supervised by the SLSI which includes surveillance inspection of the factory, testing of both factory and market samples.

Further particulars of the terms and conditions of the permit may be obtained from the Sri Lanka Standards Institution, 17, Victoria Place, Elvitigala Mawatha, Colombo 08.



SRI LANKA STANDARDS INSTITUTION

The Sri Lanka Standards Institution (SLSI) is the National Standards Organization of Sri Lanka established under the Sri Lanka Standards Institution Act No. 6 of 1984 which repealed and replaced the Bureau of Ceylon Standards Act No. 38 of 1964. The Institution functions under the Ministry of Technology & Research.

The principal objects of the Institution as set out in the Act are to prepare standards and promote their adoption, to provide facilities for examination and testing of products, to operate a Certification Marks Scheme, to certify the quality of products meant for local consumption or exports and to promote standardization and quality control by educational, consultancy and research activity.

The Institution is financed by Government grants, and by the income from the sale of its publications and other services offered for Industry and Business Sector. Financial and Administrative control is vested in a Council appointed in accordance with the provisions of the Act.

The development and formulation of National Standards is carried out by Technical Experts and representatives of other interest groups, assisted by the permanent officers of the Institution. These Technical Committees are appointed under the purview of the Sectoral Committees which in return are appointed by the Council. The Sectoral Committees give the final Technical approval for the Draft National Standards prior to the approval by the Council of the SLSI.

All members of the Technical and Sectoral Committees render their services in an honorary capacity. In this process the Institution endeavours to ensure adequate representation of all view points.

In the International field the Institution represents Sri Lanka in the International Organization for Standardization (ISO), and participates in such fields of Standardization as are of special interest to Sri Lanka.