

SAZS 100: Part 2: 2010

ZIMBABWE STANDARD CODE OF PRACTICE FOR

PREPARATION OF SAZ STANDARDS

PART: SAZ AND THE TECHNICAL COMMITTEE PROCEDURES

(First Revision SAZ 100: Part 2:1987)

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STANDARDS ASSOCIATION OF ZIMBABWE

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PREFACE

This Zimbabwe standard is concerned with the principles of standardization, the content and presentation of Zimbabwe Standards and the mechanics of their presentation. It is primarily for use of SAZ committees and staff, and organizations producing first drafts but it will be of interest to many other associations and individuals involved in standards work both nationally and regionally.

First Publication 1987 as SAZ 100 Part 2

First revision 2010, as SAZ 100 Part 2.

This standard is available in three parts under the general title: Code of Practice for the Preparation of SAZ standards.

- Part 1 : Guide to general principles of standardization
- Part 2 : SAZ and its Technical Committee Procedures
- Part 3 : Drafting and Presentation of SAZ standards

This standard makes reference to the following publications:

CODE OF PRACTICE FOR THE PREPARATION
OF SAZ STANDARDS

PART 2: STANDARDS ASSOCIATION OF ZIMBABWE AND THE
TECHNICAL COMMITTEE PROCEDURES
(First Revision of SAZ 100 Part 2: 1987)

SECTION ONE: GENERAL

1. SCOPE

This part of SAZS 100 explains the organization and functions of SAZ and outlines the procedures governing the preparation of Zimbabwe Standards.

NOTE 1. The titles of the publications referred to in this standards are listed in the Preface.

SECTION TWO: SAZ ORGANIZATION AND FUNCTIONS

2. ORIGIN AND OBJECTS

2.1 The Standards Association of Zimbabwe, formerly the Standards Association of Central Africa, commenced operations through articles of the association in terms of the Companies Act of Southern Rhodesia in 1951. The name was changed to the Standards Association of Zimbabwe by a Special resolution in 1986. The Association is the recognized national standard body in Zimbabwe for the preparation and promulgation of national standards in all fields. Its objects are stated in the Memorandum of Association of 1981 and are as follows:

- a) To stimulate and co-ordinate efforts by organizations and persons for the improvement, standardization and simplification of materials, products and processes, so as to simplify production and distribution, and for the improvement, standardization and simplification of systems for the management of business, safety, technology, services and the environment and to eliminate the wastage of time and materials involved in the production of unnecessary variety of patterns and sizes of articles for one and the same purpose.
- b) To set up, sell and distribute national standards of quality for goods, services and management systems and to prepare and promote the general adoption of Zimbabwean standards which shall be based as far as practicable on regional or international standards and from time to time

revise, alter and amend such standards as experience and circumstances may require.

- c) To apply for and register in the name of the Association marks of all descriptions, to authorize the use of the same and to affix or authorize the affixing of such mark(s) or other proof, letter, name, description or device.
- d) To advertise, promote, sell and deliver services of product and management systems certification/registration, testing, calibration, inspection and training provided that this shall not be pursued in a manner that would prejudice the objects set out in (a) to (c) of this article and provide that no such activities shall be conducted for the purposes of commercial gain.

2.2 Briefly, SAZ's core activity is to prepare and publish various Zimbabwe standards, specifications, code of practice, test methods, glossary of terms and definitions by agreement among all the interests concerned and to promote their adoption. Under the Association's articles, requirements are prescribed for the establishment and constitution of Councils and committees and for the general conduct of the Association.

3. FINANCIAL STRUCTURE

3.1 The Association is subsidized by funds from the Standards Development Levy Fund, and also derives income from the Product Certification scheme, Management Systems Registration schemes and Laboratory Testing fees and sales of publications.

3.2 The Standards Development Fund is contributed to by both industry and commerce in Zimbabwe through a levy instituted by the Standards Development Fund Act.

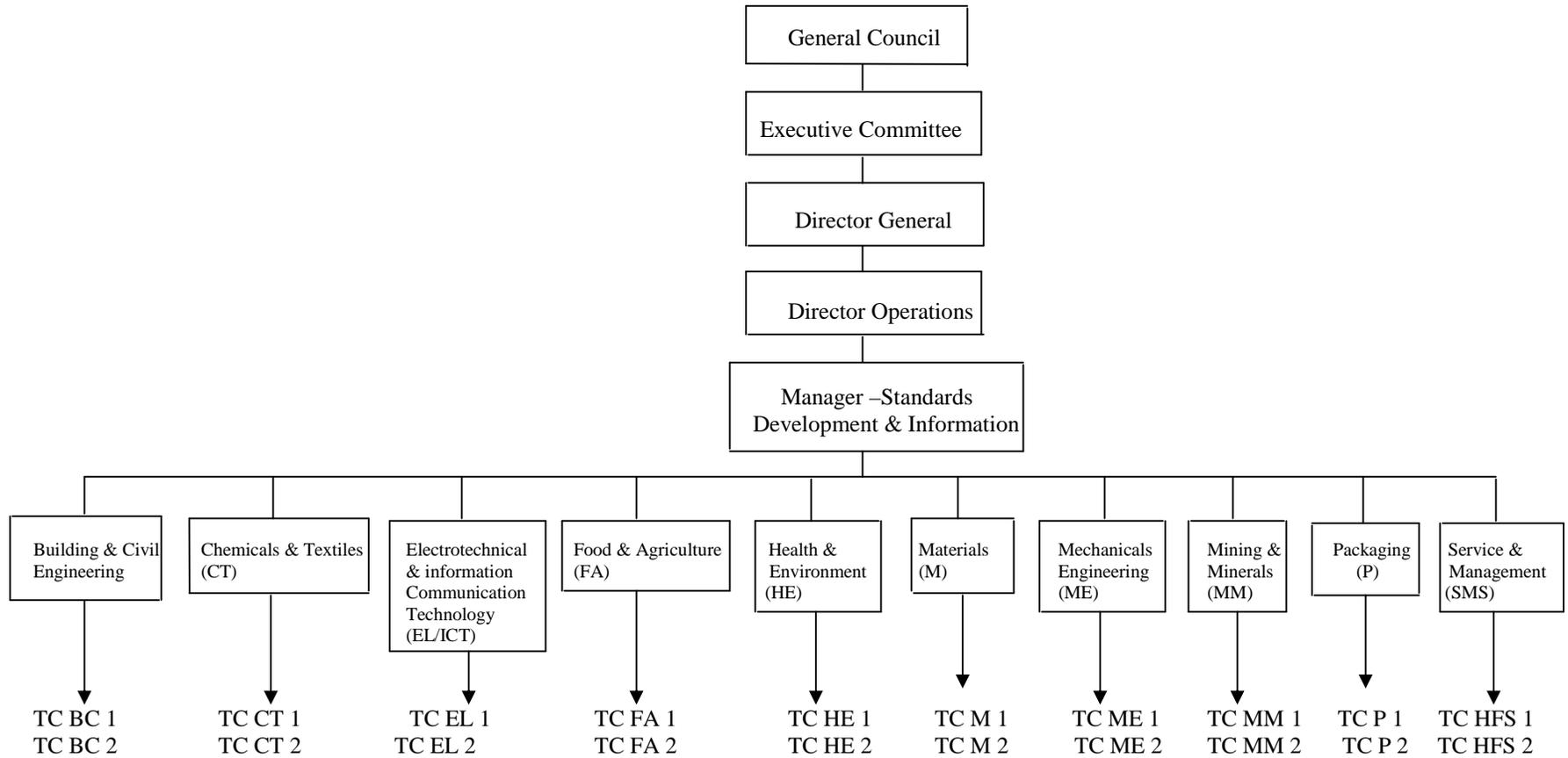
4. COMMITTEE STRUCTURE

4.1 Subject to the ultimate authority of the General Council at a General Meeting, the Executive Committee of SAZ is responsible for the policies of the Association. Together with the Executive Committee is the Technical Board*, under which Standards Councils are responsible for the standards programme. Technical Committees appointed under the authority of the Councils and responsible to them are delegated the work of standards projects and for deciding the broad programme and priorities for work in their fields. The administration of the technical committee is performed by the Association's Standards Development section.

NOTE. Structure currently under review.

- 4.2 Standards are being prepared at any one time by a number of active technical committees that report to their respective councils and subsequently to the technical board. The committees are required by the rules of the Association to represent the main interests concerned in the work referred to them.
- 4.3 Standards Councils* are identified as follows:
- * Standards Council structure under review.
- 4.4 Technical committees are assigned alphanumeric reference composed of the two letters of their respective councils followed by a number identifying the specific committee, e.g. BC 1 will be Building and Civil Engineering: Concrete. Sub-committees or are identified by numerals, e.g. BC 1/1. Technical committees are listed in the SAZ technical committee catalogue.
- 4.5 The Committee structure of SAZ is shown in Figure 1.

FIGURE 1 – STANDARDS DEVELOPMENT STRUCTURE



- 4.6 The SAZ Technical Secretariat is responsible for ensuring that a committee's terms of reference, are clear and unequivocal.

5. PUBLICATION AND SALES

The SAZ Catalogue which is issued annually lists all the SAZ publications. Each SAZ standard and code is in numerical order and contains a short summary of the standard, all amendments and dates of issue and relationships to foreign, regional or international standards. Each standard is grouped for pricing and the price key is to be found on the inside cover of the catalogue.

* Structures under review

- 5.1 The Annual Report of SAZ gives a general view of the work conducted by the Association, a financial statement in the form of a balance sheet, membership of the General Council, the executive committee and professional advisors.
- 5.2 Sales of SAZ publications and standards and those of the International Organization for Standardization (ISO), the International Electrotechnical Commission (IEC), and other foreign standards are either obtainable from or may be ordered from the Information Centre (Harare) or the Mutare and Bulawayo Divisions.
- 5.3 Copyright subsists in all standards publications. Permission to reproduce any part or the whole of a SAZ publication in any form or by any means, electronic or mechanical must be obtained in writing from the Director General of the Standards Association of Zimbabwe. Permission to reproduce part or the whole of international, regional or foreign standards publications should be obtained in writing from the respective organization, association or institution.
- 5.4 The SAZ update is the worth programme which contains the national standards SAZ is currently preparing and those published in the preceding months.

6. SAZ CERTIFICATION AND ASSESSMENT SCHEMES

- 6.1 Certification Scheme. In an effort to encourage the widespread use of standards, the SAZ offers and operates product mark and management systems certification schemes.
- 6.1.1 Product mark certification. Makes it possible for goods produced under an approved system of supervision and control to be licensed as complying with the appropriate standard and to bear the Association's certification marks.
- 6.1.2 Management systems certification. SAZ offers management systems registration schemes to organizations complying with management system standards, such as

quality management systems (SAZS ISO 9001) and environmental management systems (SAZS ISO 14001).

6.2 SAZ Technical Services

6.2.1 Chemical and Foods Technology. The SAZ's Chemical and Food Technology laboratories offer quality, comprehensive chemical/physical analysis, and specialist testing and advisory services tailored to meet customers' requirements.

6.2.2 Non-Destructive testing or evaluation. Non Destructive Testing (NDT/NDE) involves the inspection of plant equipment, machines, machine parts and components to identify surface or internal defects and determine conditions and fitness for use using techniques that do not impair the items' functionality.

6.2.3 Mechanical Engineering testing. To assess if mechanical properties in materials used in construction and fabrication of plant, machines or machine parts meet intended application. They are also the basis of determining cause of failure in failure investigations.

6.2.4 Electrical Engineering. Electrical gadgets and applications are tested to identify faults and design imperfections and fitness for use.

6.2.5 Packaging and timber. A wide variety of tests are carried out on packaging materials such as paper, glass, wood, leather, plastic, metal etc as well as on packaging containers.

SECTION THREE: THE PREPARATION OF ZIMBABWE STANDARDS

7. SAZ COMMITTEE PROCEDURES

7.1 Principles

7.1.1 The committee structure of SAZ seeks to bring together all those with substantial interest in particular projects, wherever possible through organizations representing the views of an industry, sector, trade, or other interest. This achieves, economically, a wide measure of consultation and support in standards work. The basic principles are that SAZ should carry out its task in the national interest, take account of all significant viewpoints, secure their representation at all committee levels and, through its consultation procedures, have an authoritative body of opinion behind every Zimbabwe standard (see SAZ Project to Standard).

7.1.2 The normal means of reaching decisions is through consensus. This implies that objections have either been met, or are not maintained, or are agreed to be of such minor significance as not to warrant further delay of the work. For the procedure available if dissent persists see Clause 11.

7.2 Constitution and Membership

A distinction is drawn between the composition of a committee, i.e. the bodies represented and the membership, i.e. the individual representative and the membership, i.e. the individual representatives nominated by those bodies to serve on the committees. Provision may also be made for corresponding representation.

7.3 Composition of Committees

7.3.1 For manufacturers and industrial users, the trade associations or equivalent organizations provide a channel for representation on SAZ technical committee. Such representative bodies and others, including professional institutions, research organizations, government departments and educational bodies, are encouraged to seek representation on technical committees handling work in their sphere of interest. Individual experts can also be co-opted by committees.

7.3.2 SAZ attaches particular importance to securing representation of the users in standards work. Representation is desirable especially in the preparation of standards relevant to health and safety at work. Local government participation should be coordinated within a framework of liaison officers, one for each Technical Committee in which those authorities would have an interest. For the private consumer, the Consumer Council of Zimbabwe should provide representation on many technical committees.

7.3.3 When a technical committee first meets, members are asked whether they know of any other directly interested organizations which should be represented. Thereafter, the composition should remain under review. The composition and membership of an inactive committee should be reviewed when it is reconvened for new work.

7.4 Size of Committees

7.4.1 The size of a committee is often a compromise between a reasonable broad basis of representation and the need to restrict membership to workable numbers. Generally, a smaller membership will be appropriate for a committee dealing with detailed aspects of a standard. In such a case subcommittees are formed from members of the technical committee.

7.4.2 Only one nomination should be submitted by each organization on a committee constitution, although there may be a nominee on the main committee representing an organization and another nominee from the same organization on the subcommittee.

7.5 Delegation to Subordinate Bodies

Responsibility for the technical content of a published standard rests with the main technical committee concerned. Certain of the detailed work can be delegated to sub-committees (see Clause 4.4) which should be disbanded on completion of their work. Sub-committees are officially constituted by technical committees. Temporary working groups may be set up by a committee or its chairman to undertake specific short term tasks; they have no official status and may operate with or without the services of a SAZ technical secretary.

7.6 Committee Meetings

7.6.1 Meetings of SAZ committees normally take place in the committee rooms of the SAZ. Technical committee participating organizations can offer to host TC meetings.

7.6.2 A member unable to attend a particular committee meeting may send his proxy but should always inform the committee secretary prior to the meeting, preferably in writing. Proxies are listed in minutes and may be recorded in SAZ secretariat records. The sending of a proxy does not imply any change in membership of the committee.

7.6.3 If committee members continually miss meetings, committee secretariat are asked to make enquiries and, if appropriate, take steps either to encourage attendance or to obtain new nominations from the responsible organization.

7.6.4 The Manager – Standards Development and Information shall on an annual basis give nominating organizations a record of meeting attendance by their representative.

7.6.5 Where a member leaves their nominating organization they should advise the SAZ secretariat. The nominating organization should advise SAZ of replacement nominees.

7.7 Circulation of Committee Documents

7.7.1 With the exception of drafts for public comment (see Clause 9.4) papers issued to any SAZ committee are marked, “Private and Confidential”, “Circulation for Technical Committee Only” and the addressees are responsible for seeing that the contents are not used for any purpose other than the committee. For briefing purposes it is, of course, often necessary to circulate papers within the SAZ organization and the organization represented by the committee member, however, the wide distribution of documents when still in draft form may cause misunderstanding among people not closely associated with the project. For this reason committee papers are addressed to named individuals.

7.7.2 Any committee member guilty of serious misconduct, such as divulging any discussions to the press, is liable to expulsion from the committee.

7.8 Chairperson

7.8.1 Chairperson of TCs and Standards Councils are nominated by their respective membership at their first meetings.

7.8.2 Chairpersons' duties are explained in more detail in Clause 15.2.5. Chairpersons are required to act impartially and to declare their interests if, exceptionally, they exercise a representative role in support of a particular point of discussion or if they have a personal connection (see Clause 15.1.1). Once appointed, the chairperson of a committee normally ceases to represent any particular organization, except in cases where he had been an organization's only representative and his organization has been unable to nominate a successor.

7.9 Technical Secretary (TS)

7.9.1 The Technical Secretary is a member of the committee and on the SAZ staff, he/she is expected to play a full part in technical committee work. The Technical Secretary is specifically responsible for arrangement of meeting, submission of documents, preparation of drafts and minutes, implementation of decisions taken, co-ordination with standards work in related fields and collection of information from, for example, foreign standards, published papers and books. The Technical Secretary has also the duty of guiding the committee on the principles of practice adopted by SAZ and by regional and international standards bodies.

7.9.2 The Technical Secretary has a particular duty to ensure that final drafts for public comment (see Clause 9.4.4) are prepared according to the guidance given in SAZS 100: Part 3.

8. SELECTION OF PROJECTS AND ALLOCATION OF RESOURCES

8.1 Demands For Work

Demands on SAZ for standards work fall into four categories as follows:

- a) Request for new national standards or revisions of or amendments to existing standards. These may come from established SAZ technical committees or from any source. Those wishing to submit a proposal to SAZ for new standardization work are first required to complete a project application form explaining its significance, setting out in detail the scope of the standard required (advice can be obtained from the SAZ Technical Secretariat) and indicating the degree of support they can attract, e.g. in committee work, drafting, research or commitment to use the standard, i.e. by certification of product, service or quality assessment.

- b) Projects may be linked to a programme within regional or international standards committees in which Zimbabwe may participate with an intention of adopting/adapting as appropriate the deliverables of these regional/international bodies.

8.2 Assessment of Need

8.2.1 Each proposal for a new national project or for regional or international involvement {see Clause 8.1 (b)} is first considered fully by senior staff. The proposal is then submitted to the respective Standards Council for approval. Both the SAZ staff and the Standard Council bear in mind the aims summarized SAZS 100: Part 1 and the principles explained therein. Those requesting work are required to give their reasons in detail together with an assessment of the contribution they will make in the preparation of initial drafts and in the committee, and if no clear answer emerges from correspondence, it may be appropriate to arrange a meeting of all directly interested parties to assess the value, the urgency and the practicability of a standard.

8.2.2 A standard may be requested by Government in high priority areas. Any such standard with a high priority rating would take precedence over other standard projects. The normal project approval methods would still apply.

8.3 Staff availability

The SAZ staff resources to be made available for the Standards Development Section on the basis of SAZ's expected income from testing, certification, training, sales and Standards Levy, are allocated annually by the Executive Board from advice obtained from the Manager – Standards Development and Information annual budget.

8.4 Control of standards Work programme

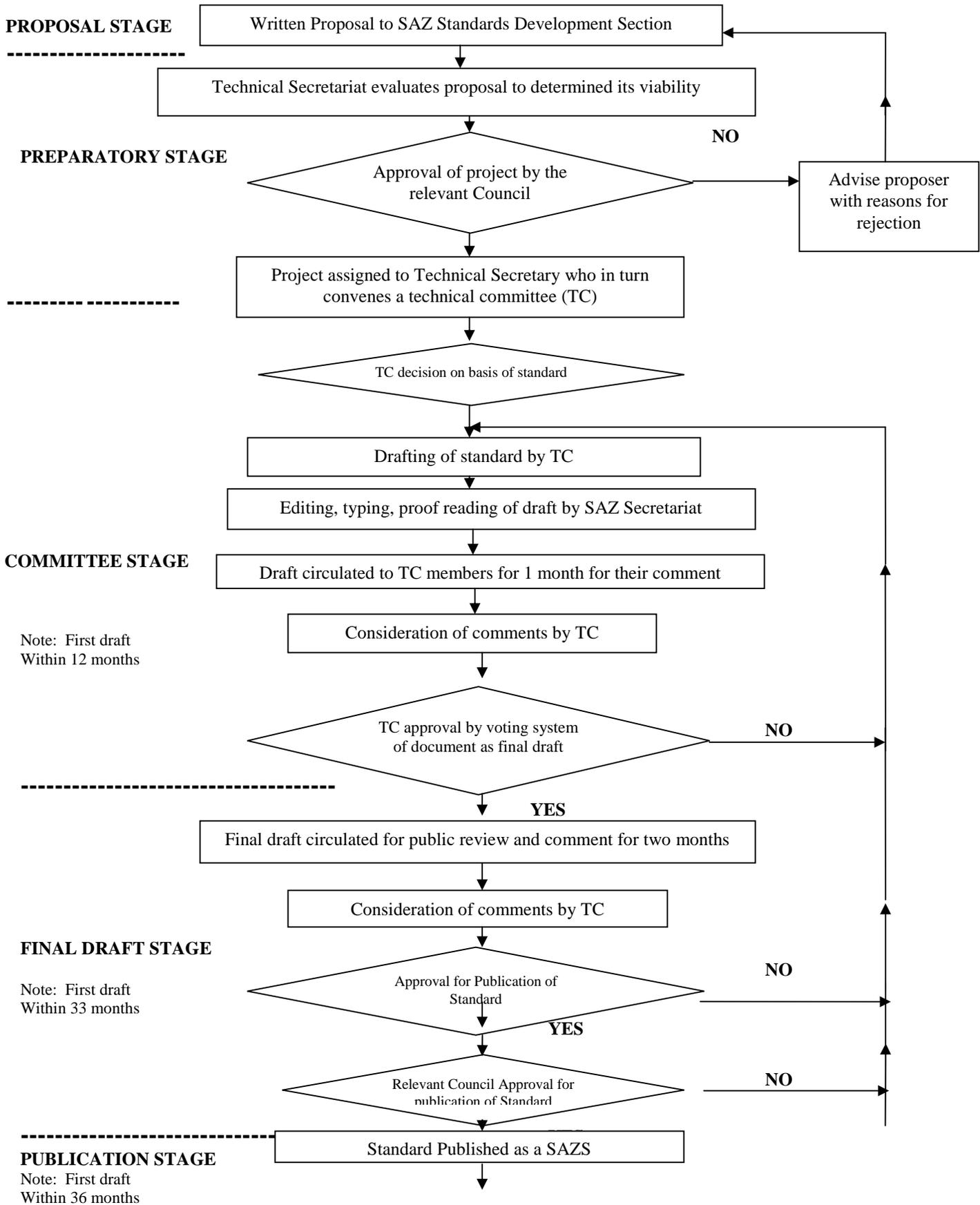
8.4.1 Every 6 months a work programme (SAZ Update) containing the standards currently being worked on shall be compiled as required by the Code of Good Practice for the Preparation, Adoption and Application of Standards.

9. STAGES OF PRODUCTION

9.1 Standards Development Process

A project approach (see Fig 1) is followed in standards development process.

HOW SAZ STANDARDS ARE DEVELOPED



- a) The project approach is important as it:
- b) Ensures that no information is omitted
- c) Ensures stakeholders' participation at all stages
- d) Ensures record maintenance to ensure compliance with TC decisions
- e) Ensures due process is consistently followed

9.2 Announcement of New Work Started. When work on a new or revised standard has been started, i.e. entered on a technical committee work programme, it is announced in the SAZ update and website.

For regional or international work the SAZ update announcement is made once the project has been included in the work programme of the appropriate regional or international committee.

9.3 Target Dates and Recording of Progress. Once a project has been accepted and assigned to a technical committee, the committee decides on target dates for the circulation of the final draft for public comment and for final approval by the technical committee itself. Those dates should be set not later than the second meeting of the committee. The aim should be to reach approval six months after the date of circulation of the final draft, although this may not be possible where the approval depends upon regional or international agreement or where the draft is of a complex nature. The Technical Secretary monitors the progress of all projects in hand through monthly work in progress reports.

9.4 Drafting. Technical committees should produce clear strategic policy statement (these may be constructed from preliminary study, if such has been performed) both for new Zimbabwe Standards and for revising existing ones before drafting is commenced. The SPS will clearly state the scope of work after TC, its program, standard published and those that need revision. The SPS needs to be reviewed at least once every year. The brief should be endorsed by the whole committee from the outset and should not be changed significantly without the approval of the committee.

9.4.1 The most important part of the work of the technical committee at the start is to agree on the scope of what is actually to be standardized and the types of standard to be produced (see Clauses 6.3.2, 7.4.1, 7.5.2 of SAZS 100: Part 3 and 5.1 of SAZ 100: Part 1). The list of clause headings should then be established.

9.4.2 Once the basic decision on scope and type of standard have been taken, committee work should be kept to a minimum in the initial drafting stages. It may be possible to resolve any issues by correspondence only and thereby reach a consensus and approval. But once contention becomes obvious a meeting of the committee must be convened as soon as is possible. Whenever practical the initial draft should be prepared outside the committee, preferably by a small panel or a single person, knowledgeable on the subject, competent in drafting and able to

discuss the project with other experts; or by using trade associations or research institutions. It is possible in some instance to have the technical secretary perform the initial drafting, particularly if the item for standardization falls within his/her particular discipline. Whichever of these alternative procedures is adopted, the resulting draft should be checked as being reasonably likely to be acceptable to the main interests concerned. (See also 9.4.4). In any event a draft code of practice shall be available for public comment not later than two years after work commences. Other standards should normally be ready sooner than two years.

9.4.3 Obvious candidates for considerations as initial drafts of SAZ standards are any standards that have become *de facto* regional or international standards or documents produced by competent technical associations that have an acceptable national status. Other candidates would be foreign national standards that closely follow the requirements of the proposed national standard.

9.4.4 The technical committee secretary (see Clause 7.9) is responsible for the subsequent drafting work, for obtaining the views of the different interests involved, for co-ordination with related work and for ensuring that relevant regional and international work has not been overlooked.

9.5 Public Comment

9.5.1 All final draft SAZ standards are issued for public comment. Standards credibility depends on its acceptance by stakeholders, represented by technical committee members. TC decision to release a final draft for public comment shall be based on a voting system to approve the final content of the final draft. The voting rule applicable shall be the same as in Clause 11.

Texts of drafts are approved for circulation either by the technical committee chairperson, if the committee has not met, or by the committee if it has met.

Drafts are declared available for public comment by an announcement in the SAZ Fulcrum and posted on the website. A register is maintained by the technical secretariat which contains all the names and addresses of individuals, organizations, government bodies and associations, together with other regional, international and foreign standards bodies to which all drafts for public comment are automatically sent. A period of eight weeks is normally allowed for receipt of comments.

9.5.2 Consultation is based on the following principles:

- a) a final draft standard is made available for public comment irrespective of its national, regional or international origin;
- b) the consultative procedure above is normally applied once only (see Clause 9.5.3);

- c) in the case of drafts based on regional or international work the result of consultation is used to guide both the Zimbabwe vote on the regional or international standard and the acceptability of the draft as a Zimbabwe standard.
- d) detailed and complicated amendments affecting the technical content of published standards are normally made available for public comment.

9.5.3 A complete first draft proposal received from an outside source, or one prepared by SAZ staff, is circulated for technical committee comment only before the committee meets. It is therefore important to verify that the title and scope are clear and that the general layout of the draft is co-ordinated with the title and scope, otherwise the volume of comment received may completely offset the expected saving in time.

9.5.4 Whatever its sources, the editorial presentation of a first draft should be such that, if no comments were received, it could proceed directly to final draft for public comment without major re-editing i.e. it should follow the guidance given in SAZ 100: Part 3 (see also Clause 7.9.2 of this part).

9.6 Review of Comments

9.6.1 The technical committee (or a delegated sub-committee) reviews all comments of substance received on a draft standard. It may be appropriate for extensive comments to be considered by small panels or working groups (see Clause 7.5) within clearly defined policy guidelines from the main committee.

9.6.2 Comments received are not normally acknowledged, but in ensuring that the committee takes all comments properly into account, the committee secretary should always consider, with the chairperson of the committee the desirability of inviting leading contributors to discuss their comments with the committee if they do not belong to an organization already represented.

9.6.3 Where comments reveal a lack of general consensus, the technical committee should reconsider the usefulness and scope of the standard. If the content and structure of the document has to be radically altered as a result of comment received, then the technical committee must reconvene and a revised final draft for public comment must be formulated. This may entail the preparation following a technical committee meeting of a new first draft.

9.7 Approval for Publication

9.7.1 Procedures. When a technical committee reaches consensus (see Clause 7.1.2) on the content of the final draft and before publication can take place, approval of the edited manuscript has to be formally recorded following a vote (see clause 9.5.1)

9.8 Editing, Preparation of Print Copy and Printing. Editing of the final draft print copy, preparation of drawings, proof-reading, preparation of the print copy and

page make-up are the responsibilities of the SAZ staff in the Standards Development Section.

9.8.1 Distributing and sales. Distribution in terms of an official mailing list is the responsibility of the Information Centre.

9.8.2 Editorial Responsibility

9.8.3 SAZ project secretaries have no authority to make alterations to the content of a draft without securing the agreement of the technical secretary, who will consult the technical committee chairperson. If agreement between the project secretary and the technical secretary cannot be achieved on an important point, the matter is referred without delay to the Manager-Standards Development and Information.

9.8.4 Technical secretaries nevertheless bear considerable responsibility for, and exercise a significant influence upon, the presentation and final content of standards. They examine the text to ensure that the intended meaning is clearly and unambiguously conveyed, having light of SAZ's duty of care (see SAZS 100: Part 1) legal liability, house rules and publishing policy.

They check for consistency in terminology, forms of expression, structure and presentation and for the accuracy of cross-references, spelling, punctuation, numbering and conventions such as symbols, abbreviations and footnotes.

9.8.5 It is the responsibility of the technical secretary to ensure that manuscripts and drawings for publications are correct in all respects before proofing begins.

10. RESEARCH

Generally drafting work should not begin until all basic data are to hand but there are times when a committee may need to initiate or extend research in its field in order to complete or strengthen a standard. This can normally be arranged through organizations represented on the committee.

11. FAILURE TO REACH CONSENSUS

Consensus does not imply unanimity. There should be a formal vote to determine whether consensus has been reached, based on a numerical definition of consensus. Approval by $\frac{2}{3}$ of the active members and not more than 25 % of all members voting negatively will be deemed as consensus.

12. INTERPRETATION

12.1 Interpretation of SAZ standard is made by the technical committee responsible for it. Enquiries to SAZ staff are therefore directed to the appropriate technical committee for consideration and decision, with notification to the SAZ Technical Secretariat of any legal or policy complications. If a committee finds that the wording of a standard requires modification to ensure clarity, the change is implemented by a published amendment (see Clause 15 of SAZS 100: Part 3 and Clause 13 below). The clause(s) thus amended form the official reply by SAZ to the original enquirer.

NOTE 1. The interpretation of a Zimbabwe standard in contractual dispute is ultimately a matter for the courts.

NOTE 2. In adopting a regional, international or other text, a SAZ technical committee assumes responsibility for its subsequent interpretation as a Zimbabwe standard.

12.2 Matters requiring interpretation of standards not published by SAZ cannot be dealt with by SAZ committees. These should be referred to the originating standards body.

13. AMENDMENTS

13.1 Economy. The use of amendments (MD) to Zimbabwe standards is kept to the minimum for the maintenance of clear and correct publications (see also Clause 13.3). It is essential, however, to correct quickly an error that could be seriously or harmfully misleading.

13.2 Amendment Procedure. Typographical errors and reference change are corrected as a matter of routine but any technical amendment requiring committee approval, are normally made available for technical comment. Issue of an amendment without circulation as a draft for public comment requires the approval of the Manager Standards Development and Information, after consultation with the chairman or with the technical secretary the technical secretary.

13.3 Revision After Five Amendments. Unless there is some overriding reason, not more than five separate amendments should be issued for one edition of a standard. The technical committee should consider a revision not later than when the third amendment is being prepared.

13.4 Reprints. Reprints, as distinct from revisions, are initiated by the Information Centre as a matter of routine. No alteration can be made to the text of a standard prior to its revision unless a separately published amendment has been issued. Published amendments are embodied in the text of the next reprint of the standard, which then carries a statement drawing attention to this. When an amendment is incorporated in a reprint, the reprinted edition will bear the year of publication of the amendment. The relevant entry in the standards catalogue also

carries a notification of a reprint referring to the amendments which have now been included. Once an amendment is incorporated into a reprint, the separate amendment ceases to be available from the Information Centre.

13.5 Methods of Measurement and Methods of Test. When an amendment to a method of measurement or test affects the results, this is clearly indicated in the amendment by an appropriate note.

13.6 Certification Schemes. The SAZ Quality Assurance Department is responsible for monitoring forthcoming changes in SAZ standards, and notifying licences as appropriate.

13.7 Regulations Referring to Standards. The amendment or revision of a standard referred to in a regulation requires consultation with the responsible government department, representatives of which are either members of the technical committees or are co-opted for the particular discussion. The effective date of the change may need to be deferred until the corresponding regulation is amended.

14 REVIEW

14.1 General Principle. Every standard should be routinely reviewed by the technical committee responsible not more than fifteen years after publication, confirmation or revision to establish whether it is still market relevant and, if it is not, to identify and set in hand the appropriate action. Subsequent reviews after confirmation will be every ten years. Circumstances may lead to an earlier review.

14.2 Options. When reviewing a standard a committee has five options available:

- a) Confirmation, indicating the continuing relevance of a standard without change;
- b) Amendment and confirmation, indicating the continuing relevance of the standard after necessary changes to bring it up to date;
- c) Revision, involving the routine procedure for new projects (see Clause 8 and 9);
- d) Withdrawal, indicating that the standard is no longer relevant.

In this SAZ ensures that Zimbabwe standards are updated to modern practice at all times. However, the committee is unwilling to confirm a standard with or without amendment, and is not prepared to embark upon a revision, then it should withdraw it.

14.3 Procedure. When a standard is due for review, the members of the committee are asked, by correspondence, which option to recommend. Following receipt of comments and appropriate consultation on them with the chairman or at a meeting, the committee agrees on a proposed course of action which is announced in the SAZ Fulcrum and SAZ website, allowing a four-week period for comment, under the relevant heading:

a) Confirmation:

“Proposed for Confirmation”

b) Minor amendment not requiring a draft for public comment (see Clause 13.2) and confirmation:

“Proposed for confirmation” amendment is mentioned.

c) Technical amendment requiring a draft for public comment and confirmation:

“Proposed for confirmation” and either, “ New Work Started” or Final Draft for Public Comment”, Cross referring.

d) Revision:

“New Work Started”

e) Withdrawal:

“Proposed for Withdrawal”.

NOTE: If a technical amendment is needed before a standard can be confirmed, revision of a standard is normally more appropriate.

In the light of comments received the committee then takes the appropriate action. Further SAZ Fulcrum announcements record the eventual outcome:

i) Confirmation:

“Standards Confirmed”

ii) Amendment and Confirmation:

“Amendments Published” and “Standards Confirmed”, cross referring.

iii) Revision:

“New Standards Published”

iv) Withdrawal:

“Standards Withdrawn”

Following confirmation of a standard, stock copies should be over stamped by the information officer with the month and year of confirmation. Entries in the catalogue (master copy), then include the year of confirmation in parentheses after the year of publication.

SECTION FOUR: NOTES ON SAZ COMMITTEE WORK15. NOTES FOR MEMBERS OF SAZ COMMITTEES15.1 Constitutional and Legal Responsibilities

15.1.1 SAZ technical committees are responsible for the drafting of national standards. Many of these may be used as the basis of commercial contracts or for the manufacture of goods for sale. If a member of the committee has a direct interest in that subject under discussion, separate from that associated with his appointment to the committee, he should declare that he has such an interest and accept the committee’s decision regarding his attendance for part of the meeting. The declaration and the decision will be minuted.

15.1.2 Individual committee members, no matter whether they are corresponding or active members, share the association’s duty of care and should not withhold or misrepresent factors pertinent to the scope of a standard in any way that could contribute to the production of wrong information or a false or misleading statement.

15.1.3 Committee members who are nominees of organizations are responsible for expressing their organizations’ views, rather than their own and for keeping their organizations well informed about current projects. Organizations should carefully consider how they will communicate with their nominees on SAZ committees although the SAZ Technical Secretariat sends copies of all committee minutes to the members of organizations represented. In particular, organizations should ensure that major comments or criticisms are brought to the committee as early as possible and not left to the final stages.

15.1.4 The effective working of a committee relies on an atmosphere of trust and confidentiality. Members should be free to submit and comment upon proposal and it is essential for the drafting of standards that they reveal all pertinent facts. Committee deliberations are therefore to be treated in confidence and, apart from consultations within the organizations members represent, should not be divulged, particularly to the media. In the normal course of events, the only public document issued during the preparation of a standard is the final draft for public comment which is announced in the SAZ Fulcrum and on SAZ website.

15.2 Maintaining Progress

- 15.2.1 The Standards Secretariat will attempt at all times to save time and money and to get standards quickly to those who need them. Slow committee work increases the cost of all concerned. Committee chairperson is therefore asked by technical secretaries to establish target dates at the commencement of each standards project in line with timeframes set in figure 1. The aim should be to get the draft finally approved for printing within six months of the circulation date of the draft for public comments, but it is worth taking care to make the timetable realistic, and it should be followed as closely as possible.
- 15.2.2 Decisions can rarely be unanimous to all points; some give and take is usually essential in reaching consensus. If a member feels strongly that he/she has not received a fair hearing, he should speak to the committee chairperson and secretary. If the problem is not resolved in this way, it may be taken up with senior SAZ staff. It should be understood, however, that the only way to make progress where strongly opposing points of view exist is for one side or both to make concessions.
- 15.2.3 Matters that have been decided at an earlier meeting should not be re-opened, unless the chairperson decides that some new factor has arisen. A member, who is the sole representative of an organization, missing a committee meeting and who is unhappy with a decision recorded in the minutes, should write to the committee secretary without delay. The chairperson may otherwise rule that it would be out of order to raise the matter at the next meeting.
- 15.2.4 Chairpersons are asked to avoid discussion in committee on editorial points. The committee secretary, can be relied upon to ensure that a draft is readily intelligible to people who have not participated in the committee discussions. The final draft does not go for print until the technical committee and the respective council have confirmed it.
- 15.2.5 The Chairperson's duties are in brief to guide and control the discussions with the object of reaching balanced and prompt decisions; to exercise judgement without bias, particularly as some committee decisions may have financial and legal consequences; and to keep in close communication with SAZ staff to ensure that work outside the committee is proceeding to schedule. The chairperson has the final responsibility for setting the pace at which technical decisions are reached, whether at meetings or by correspondence. He has the authority to overrule trivial objections, but is equally responsible for ensuring that the committee pays adequate attention to the views of a minority of members, which cannot constitutionally be overruled by force of number alone. If a chairperson has any problems in the work of the committee on which the Manager Standards Development and Information, or other senior SAZ staff might be able to assist, he should approach them at an early stage.

15.3 Disagreement in committee

If necessary to obtain consensus, it is more desirable to divide a project, or to omit parts of it than to build on an unsatisfactory foundation. If disagreement occurs on a matter of significance, this can be resolved through a formal vote systems (see clause 11).

15.4 Attendance at Meetings

SAZ committee work requires sustained co-operative effort. Documents should be studied thoroughly and members should do their utmost to attend all meetings (see Clause 7.6.3). A member unable to attend a meeting should nominate and brief a proxy to ensure continuity in the discussions. The technical secretary should be informed when a proxy is to attend (see Clause 7.6.2).

15.5 Drafting (see Clause 9.3). To accelerate the committee's work, members are encouraged to undertake as much drafting as possible, in self-contained and self-serviced working groups where appropriate and particularly through trade associations. To avoid extensive editing, members are advised, before embarking on such work to consult SAZ 100: Part 3 on the presentation of the different types of Zimbabwe standard (see Clause 7.9.2).

STANDARDS ASSOCIATION OF ZIMBABWE

The Standards Association of Zimbabwe (SAZ) was formed in 1957 and incorporated in 1960. The Association is a non-government, non-profit making organization. The SAZ is the independent national body responsible inter alia for the preparation and promulgation of Zimbabwe Standards. It is a member of the International Organization for Standardization (ISO).

Zimbabwe Standards are prepared by representative Technical Committees and seek to co-ordinate manufacturing capacity and production efficiency with the user's reasonable needs. They seek to achieve fitness of purpose of the end product, simplified production and distribution, replacement, interchangeability and variety of choice without wasteful diversity.

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