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SMIIC

GUIDE-1

GUIDE ON ADOPTION OF OIC/SMIIC STANDARDS

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FOREWORD

This guide was prepared by SMIIIC Standardization Department.

This is the first edition of the Guide on adoption of OIC/SMIIIC Standards.

1.Scope

This guide provides methods and information about adoption of OIC/SMIIC standards as national/regional standards on the following points:

- Degree of correspondance between OIC/SMIIC standards and national or regional standards
- Adoption of OIC/SMIIC standards as regional or national standards
- Identification and numbering of adopted standard.

2. Terms and Definitions

For the purposes of this document, the following terms and definitions apply

2.1 Standard

Document, established by consensus and approved by a recognized body, that provides, for common and repeated use, rules, guidelines or characteristics for activities on their results, aimed at the achievement of the optimum degree of order in a given context.

2.2 OIC/SMIIC standard

Standards that are adopted and published by SMIIC.

2.3 Regional standard

Standard that is adopted by a regional standardizing/standards organization and made available to the public.

2.4 National standard

Standard that is adopted by a national standards body and made available to the public.

2.5 Adoption (of OIC/SMIIC standard by a regional or national body)

Publication of a regional or national normative document based on a relevant OIC/SMIIC Standard, or endorsement of the OIC/SMIIC Standard as having the same status as a national normative document, with any deviations from the OIC/SMIIC Standard identified.

2.6 Editorial change (of OIC/SMIIC standard in a regional or national standard)

Any permitted change that does not alter the technical content of the standard.

2.7 Technical deviation (from OIC/SMIIC standard in a regional or national standard)

Any difference between the technical content of the OIC/SMIIC Standard and that of the regional or national standard.

2.8 Change in wording

When adopting an OIC/SMIIC Standard in one of its official languages replacement of single words or phrases in the regional or national standard by synonyms to reflect common language use in the region or country adopting the OIC/SMIIC Standard.

2.9 Structure(of a standard)

Order of the clauses, subclauses, paragraphs, tables, figures, annexes.

2.10 Vice versa principle

Principle whereby anything that is acceptable under the terms of the OIC/SMIIC Standard is acceptable under the regional or national standard and vice versa, and thus compliance with the OIC/SMIIC Standard also means compliance with the regional or national standard.

3. Degrees of Correspondance

3.1 General

For comparison of adopted OIC/SMIIC standards with regional or national standards quickly, an indication of their correspondance is needed.

For a quick look, three degrees of correspondance is sufficient, which are identical, modified and not equivalent.

An OIC/SMIIC standard is considered as being adopted when the degree of correspondance of the national/regional standard is identical or modified.

The identical adoption and modified adoption within the identical limits of OIC/SMIIC standards are recommended.

Degree of correspondance “not equivalent” is not allowed since SMIIC aims uniformity in the fields of standardization, metrology and accreditation amongs OIC Member States.

3.2 Identical

The regional or national standard is identical to the OIC/SMIIC Standard under the following conditions:

a) the regional or national standard is identical in technical content, structure and wording (or is an identical translation); or

b) the regional or national standard is identical in technical content and structure, although it may contain the following minimal editorial changes:

-substitution of a decimal comma by a decimal point;

-correction of any misprints (e.g. spelling errors) or pagination changes;

-inclusion of any technical corrigenda or amendments issued to the OIC/SMIIC Standard;

- changes to the title to be consistent with an existing regional or national series;
- substitution of “this OIC/SMIIC Standard” by “this regional/national standard”;
- inclusion of any regional or national informative material (e.g. informative annexes that do not alter, add to or delete from the provisions of the OIC/SMIIC Standard); examples of informative material are advice to users, training guidance or suggested forms or reports;
- deletion of informative preliminary material (see SMIIC Directives, Part 2, Article 5.1) from the OIC/SMIIC Standard;
- changes in wording (using appropriate synonyms, for example “lift” instead of “elevator”)
- addition, for informative purposes, of recalculated equivalent values of quantity units where a different measurement system is used in an adopting country.

The “vice versa principle” is fulfilled.

NOTE: Any changes in document layout (e.g. in relation to pagination, font type and font size, etc.), especially in an electronic environment, have no impact on the degree of correspondence.

3.3 Modified

The degree of correspondance of a regional or national standard is considered as “modified” in relation to the OIC/SMIIC Standard, as long as it reflects the structure of the OIC/SMIIC Standard and an easy comparison of the content and structure of the two standards continues to be possible. Technical deviations are allowed provided they are clearly identified and explained,

For transparency and traceability, it is strongly recommended that the adoption as national or regional standard should be for only one single OIC/SMIIC Standard. Adopting several OIC/SMIIC Standards within one national standard is not allowed. Modified standards may also include the changes permitted under identical correspondence.

The “vice versa principle” is not fulfilled.

Modified standards may include such cases as the following.

a) “The regional or national standard contains less”

The regional or national standard only applies a subset of the available choices in the OIC/SMIIC Standard, has less stringent requirements, etc.

b) “The regional or national standard contains more”

The regional or national standard adds aspects or types, has more stringent requirements, includes additional tests, etc.

c) “The regional or national standard alters a part of the OIC/SMIIC Standard”

Part of the content is identical, but both the regional or national standard and the OIC/SMIIC Standard contain some differing requirements.

d) “The regional or national standard provides an alternative choice”

The regional or national standard provides a provision of equal status, which may be used as an alternative to that given in the OIC/SMIIC Standard.

NOTE A regional or national standard may include an OIC/SMIIC Standard in its totality together with additional technical provisions that are not part of the OIC/SMIIC Standard. In this case, the degree of correspondence to the OIC/SMIIC Standard is either “modified” or “not equivalent”, depending on whether or not the differences are clearly indicated and technical deviations are listed and explained, although the part comprising the included OIC/SMIIC Standard may not have been subject to any modifications.

3.4 Not equivalent

The regional or national standard is not equivalent to the OIC/SMIIC Standard when they are different in technical content, structure and the changes have not been clearly identified.

This degree of correspondence does not constitute an adoption.

4. Methods of Adoption

4.1 General

A regional or national standard can be defined as adopted as long as their degree of correspondance is identical or modified and adopted via using the following adoption methods explained in this document.

Any regional or national standard which adopts an OIC/SMIIC Standard by any method shall ensure that the identification of the OIC/SMIIC Standard is clearly stated. For adoption by republication, the identification of the OIC/SMIIC Standard shall include, in a noticable position such as on the cover page, the reference number, the title (in at least one of the official languages in which the OIC/SMIIC Standard was published), date or year of publication and the degree of correspondence (see Clause 3).

When adopting an OIC/SMIIC Standard, all existing amendments and technical corrigendas of the OIC/SMIIC Standard will be included in the regional or national standard.

Amendments and technical corrigenda published after the adoption of an OIC/SMIIC Standard should be adopted as soon as possible.

NOTE: Please see Annex A for an overall summary of adoption methods.

4.2 Endorsement method

4.2.1 If the OIC/SMIIC Standard is declared by the regional or national body to have the status of a regional or national standard, an “endorsement notice” may be issued. The

endorsement notice may contain information or instructions pertinent to this declaration. An endorsement notice should only be issued where condition 3.2 a) is fulfilled. Each endorsement notice should only refer to one OIC/SMIIC Standard (including any amendments and/or technical corrigenda).

4.2.2 The endorsement notice may allocate a unique regional or national reference number to each endorsed OIC/SMIIC Standard. Alternatively, the reference number of the OIC/SMIIC Standard should be used.

4.2.3 The endorsement notice may appear in an official bulletin and/or as an independent document. The text of the OIC/SMIIC Standard should not usually be attached to the endorsement notice.

4.2.4 The endorsement method is one of the simplest methods of adoption. It does not require a reprint of the text of the OIC/SMIIC Standard. However, the endorsement notice cannot be used without the OIC/SMIIC Standard and, therefore, the latter shall be made available in some way. Furthermore, if the endorsement notice does not have its own identification number, the OIC/SMIIC Standard may not be easily traceable as having been adopted within the regional or national standards system.

NOTE: Sales and copyright protection of endorsed OIC/SMIIC Standards are handled in accordance with the relevant rules and policies of SMIIC, as appropriate, for the sale of original standards and other publications.

4.2.5. An example of endorsement notice is shown below. (For use with an identical adoption only)

Example

“OIC/SMIIC Standard OIC/SMIIC 4:2012, *General Guidelines on Halal Cosmetics*, including its Amendment OIC/SMIIC 4/Amd.1:2013, is endorsed as an ABC national standard with the reference number ABC OIC/SMIIC 4:2012. OIC/SMIIC Standards OIC/SMIIC 4 and OIC/SMIIC 4/Amd.1 can be obtained from the sales department of ABC.”

4.3 Republication

4.3.1 General

There are two methods of republication: reprinting, translation. Independent of which method of republication is chosen, a regional or national identifier of the organization adopting the OIC/SMIIC Standard shall appear on the cover page and all other pages of the regional or national standard.

4.3.2 Reprinting

The OIC/SMIIC Standard is printed as a regional or national standard by direct reproduction of the published document (e.g. by photography, scanning or from an electronic file). In addition, the regional or national standard may include the following:

a) a regional or national introduction, preface or foreword;

- b) a translation of the text;
- c) a different title;
- d) amendments and/or technical corrigenda to the OIC/SMIIC Standard;
- e) regional or national informative material in a regional or national foreword, notes or annexes;
- f) editorial changes or technical deviations.

A regional or national introduction, preface or foreword may contain information or instructions pertinent to the regional or national adoption of the standard. Such information would normally include the following:

- a) the original parent publication title and reference number (with the year of publication);
- b) the regional or national body responsible for the standard (e.g. technical committee number and title);
- c) if appropriate, details of editorial changes;
- d) if appropriate, reference to technical deviations and changes in structure, together with their explanations, or to the annex giving this information.

4.3.2.1 It is also possible to add technical deviations and any information, instructions, notes, etc. directly to those clauses to which they refer. However, this additional text shall be clearly identified as being distinct from the original standard.

4.3.2.2 To align with an established series of regional or national standards, the title of the regional or national standard may vary from that of the adopted OIC/SMIIC Standard.

However, the title of the OIC/SMIIC Standard should be clearly shown on the cover page. It is recommended that the explanation for the change of title be provided in the introduction, preface or foreword of the regional or national standard.

4.3.2.3 Technical corrigenda and amendments to an OIC/SMIIC Standard are often issued before it is adopted as a regional or national standard. When adopting an OIC/SMIIC Standard, all existing amendments and technical corrigenda shall be included.

Reference to any included amendments, etc. and an explanation of the markings should be included in the regional or national introduction, preface or foreword.

4.3.3 Translation (with or without reprint of the original)

4.3.3.1 If the regional or national standard is solely the translation of an OIC/SMIIC Standard, it may be published in a bilingual or monolingual form. In either case, a regional or national introduction, preface or foreword is usually included.

4.3.3.2 Where there has been a translation, and the monolingual regional or national standard has been declared “identical”, then compliance with the original OIC/SMIIC Standard is deemed to be compliance with the translation; that is, the vice versa principle applies.

4.3.3.3 Bilingual editions that contain the text of the standard in another language and in an official language of SMIIC by which it was issued may contain a statement concerning the validity of the original or of the translation. Where no statement is made, both versions are equally valid.

4.3.3.4 Both monolingual and bilingual editions may contain notes stating editorial changes and/or technical deviations made with reference to the OIC/SMIIC Standard. They usually appear after the clause to which they refer and/or are mentioned in the regional or national introduction, preface or foreword. The degree of correspondence depends upon the editorial changes and/or technical deviations added.

4.3.3.5 Monolingual editions should indicate which language served as a basis for the translation.

4.4 Choice among adoption methods regarding degrees of correspondence

4.4.1 Endorsement, Reprint or Translation Method to have identical national/regional standards

In order to have adopted national/regional standards which are identical to OIC/SMIIC Standards, the following adoption methods may be suitable.

4.4.1.1 If no editorial changes or technical deviations are made, endorsement method, reprint method or identical translation method is suitable, although reprinting of the full text (see 4.3.2) is the method recommended for those countries whose language is one of the official SMIIC languages. Where a translation is involved, the country should consider binding the original text with the translation.

4.4.1.2 If only some minimal editorial changes (see 3.2 b)) exist; any method of adoption mentioned in 4.3 is suitable for the adopting countries.

4.4.1.3 In some cases, where technical deviations and changes in structure are considered by the related technical committee as not affecting the technical content of the adopted OIC/SMIIC Standard, the degree of correspondence of the national/regional standard may be deemed identical. (See Article 5)

4.4.2 Reprint or translations methods to have modified national/regional standards

In order to have adopted national/regional standards which are modified versions of OIC/SMIIC Standards, the following adoption methods may be suitable.

4.4.2.1 If editorial and structural changes and technical deviations are inevitable, it is recommended that the reprint method (see 4.3.2) or the translation method (see 4.3.3) with the incorporation of deviations within the text or in an annex be used.

5. Technical Deviations

5.1 General

Technical deviations may result from many different conditions. Although it is recommended to have identical national/regional adopted OIC/SMIIC Standards, sometimes it is essential to make technical deviations because of special national conditions and legislation of a country.

5.2 Special National Conditions

These are the national characteristics or practices that cannot be changed even over a long period, e. g. climatic conditions, and electrical earthing conditions. For the countries in which the relevant national conditions applied these provisions are considered normative, but for the other countries are informative.

Countries are free to make technical deviations caused from their national conditions if reasons are explicit and provable.

These technical deviations shall be subject to the related technical committee's approval.

5.3 Legislative Deviation

National deviations due to regulations, the alteration of which is for the time being outside the competence of the SMIIC member.

Countries are free to make legislative deviation if the exact identification of the regulation of the relevant country is quoted (title, date and where possible the relevant clause) in the regional or national adoption of the OIC/SMIIC Standard.

5.4 Other Technical Deviations

Any technical deviation caused by reasons other than country's special national conditions and legislation, shall be made by the adopting country with the approval of the related technical committee.

6. Methods of indicating technical deviations and editorial changes

6.1 General

6.1.1 The regional or national standards should include

a) an explanation in a regional or national introduction, preface or foreword (in accordance with 4.3.2.2) and, where appropriate,

b) an annex describing any editorial changes and/or technical deviations which have been made, why they have been made, and how they are identified in the text.

6.1.2 Where technical deviations (and reasons for them) or editorial changes are few, they may be placed in the regional or national introduction, preface or foreword.

6.1.3 If included within the text, any regional or national explanatory notes, editorial changes and/or technical deviations made with reference to the OIC/SMIIC Standard should be clearly highlighted in the text, for example by inclusion in a box immediately following the clause to which they relate, or dotted underlining of the applicable text.

They should be introduced by the following titles:

- “regional or national explanatory note” or “regional or national explanation” if their content is limited to editorial changes; and/or
- “regional or national deviation” if their content is not limited to editorial changes.

6.2 Reference to other OIC/SMIIC Standards

6.2.1 If an adopted OIC/SMIIC Standard makes normative reference to other OIC/SMIIC Standards, the references should be left unchanged within the text, regardless of the validity of those standards in the regional or national adoption, or their status as regional or national standards. If other documents have to be substituted for those originally referenced, they should be identified in a regional or national note. This is most conveniently done in the regional or national introduction, preface or foreword.

NOTE: These recommendations do not need to be applied to references given for information only, although it may be useful to do so.

6.2.2 If the referenced OIC/SMIIC Standards have been adopted as regional or national standards, this should be stated in the regional or national introduction, preface or foreword, and their regional or national reference numbers should be given. Similarly, where there are no valid regional or national documents, this should also be indicated. A convenient method of indicating these relationships is a list in the introduction, preface or foreword showing the reference numbers of the corresponding standards and their degree of correspondence. The referenced documents should be quoted exactly as they appear in the OIC/SMIIC Standard. The technical committee responsible for the regional or national standard should review all the cited regional or national standards to ensure they are equivalent and have validity for the purposes of the standard being adopted.

If an error in an OIC/SMIIC Standard has been detected, a regional or national footnote should provide correct reference information, and the relevant OIC/SMIIC organization should be informed.

6.2.3 If some of the referenced OIC/SMIIC Standards have not been adopted as regional or national standards in the region or country, then the regional or national introduction, preface or foreword should identify the documents that are to be considered valid in their stead, if reference to the OIC/SMIIC Standard is not considered appropriate. Information should also be given regarding any technical deviations in the regional or national documents from the OIC/SMIIC Standards replaced by them. When a document other than an identical regional or national standard is substituted for a referenced OIC/SMIIC Standard, the referencing standard is considered to contain a technical deviation and, therefore, to have “modified” correspondence.

7. Methods of Numbering of Regional or National Standards that are Identical or Modified Adoptions of OIC/SMIIC Standards

7.1 General

When regional or national standards are identical or modified adoptions of the OIC/SMIIC Standards, this should be evident to the reader immediately and not only after examination of the content.

7.2 Numbering

7.2.1 Numbering of identical adoptions of OIC/SMIIC Standards

When the full text of the OIC/SMIIC Standard has been adopted in the regional or national standard so that the OIC/SMIIC Standard is completely reprinted, referred to (in the case of an endorsement notice) or is identically translated, either of the two numbering systems in 7.2.1.1 may be used.

7.2.1.1 The recommended method of identification for identical adoptions consists of including the OIC/SMIIC Standard reference number (letters and number) in combination with or in association with the regional or national one (see a) and b) below). Depending on the method chosen, in order to improve transparency, the year of publication of the OIC/SMIIC Standard and/or that of the regional or national standard should be added to the number wherever possible. On the title page, numbering shall be done with the degree of correspondence indicator (IDT for Identical, MOD for Modified) and the name of the adopted standard.

The following methods of numbering are acceptable, method a) being the preferred option.

a) In combination with the regional or national letters only

The regional or national letters may be separated from the OIC/SMIIC reference number (letters and number) by a space or any convenient symbol, for example a hyphen.

EXAMPLE

In the case of an ABC standard identical to OIC/SMIIC 4, the reference number of the regional or national standard would be:

ABC OIC/SMIIC 4:2012, *General Guidelines on Halal Cosmetics*

And on the title page may be as follows;

ABC OIC/SMIIC 4:2012, *General Guidelines on Halal Cosmetics*, (OIC/SMIIC 4: 2011, IDT)

This is often referred to as “single numbering” for obvious reasons, and is equivalent to saying that the number of the regional or national standard is OIC/SMIIC 4. Use of this method provides an immediate and obvious identification with the OIC/SMIIC Standard.

b) In association with the regional or national letters and number

EXAMPLE 1 ABC 1366:2012
 OIC/SMIIC 4:2011

And on the title page may be as follows,

ABC 1366:2012
OIC/SMIIC 4:2011 *General Guidelines on Halal Cosmetics*, (OIC/SMIIC 4: 2011, IDT)

This is often referred to as “dual numbering”. Reference numbers based on dual numbering may also be written in one line, using a space to separate the two constituents of the reference number.

EXAMPLE 2

ABC 1366:2012 OIC/SMIIC 4:2011, *General Guidelines on Halal Cosmetics*, (OIC/SMIIC 4: 2011, IDT)

NOTE: This method may be particularly useful if a regional or national standard is to be published in a series of separately published parts only some of which will be identical to an OIC/SMIIC Standard.

The two methods, single and dual numbering, are only applicable to identical adoptions of OIC/SMIIC Standards. For modified adoptions, only a regional or national reference number is permitted; that is, neither of the alternatives given in a) and b) is permitted.

7.2.2. Numbering of modified adoptions of OIC/SMIIC Standards

The adopting body is free to use a regional or national reference number as long as the adopted OIC/SMIIC Standard is shown at least on the title page in brackets as follows;

EXAMPLE

ABC 1366:2012, *General Guidelines on Halal Cosmetics*, (OIC/SMIIC 4:2011, MOD)

Annex A Adoption Flowchart

