

ISO/TC 67 N 791 Annex A

DRAFT ISO/TC67 INTERPRETATION PROCESS

(For inclusion in ISO/TC67 N435 once accepted)

1. INTRODUCTION

This document describes the interpretation process for standards that have been developed and published by ISO/TC67.

Interpretation relates to clarification of the requirements of the standard in question. Interpretations will not be made of the manner in which the requirements may be fulfilled. Interpretation does not change any requirement of the standard, but should confirm the original intent of the standard.

Requests for interpretation should be phrased such that a “yes” or “no” response is sufficient.

Interpretations should be generic in so far as possible, such that they achieve consistency in understanding the requirements. In addition to the “yes / no” response, clarifying comments may also be provided to aid in understanding the response and for input to future maintenance of the standard to avoid repeated clarifications on the same or related points.

It may be that no interpretation from ISO/TC67 is possible. The party requesting a clarification will be informed by the ISO/TC67 Secretariat, if this is the case. In such an event, the requesting party will apply the standard in question using their best judgment.

(See the attached flowchart).

2. RESPONSIBILITIES

The Convenor of the Working Group that developed the original standard is responsible to the Chairman of the technical committee (TC or SC) for the interpretation of the standard. The Convenor should select two or three of the original WG or project group experts, including where possible the original Project Leader, to assist.

If the Working Group that developed the original standard has been disbanded, an ad hoc interpretation group may be convened with the former Work Group Convenor (if available) or Project Leader at its head. Otherwise, experts will be nominated to the ad hoc interpretation group by interested P-members (minimum of three). Such experts should have participated in the development of the standard, or be users of the standard in question. The committee Chairman will designate the leader of the ad hoc group from its participants.

In the event a Work Group has been disbanded and an ad hoc interpretation group cannot be formed, then the party requesting interpretation will be advised that an interpretation will not be forthcoming.

NOTE -- If the Subcommittee has been disbanded, ISO/TC67 will have assigned responsibility for its standards to another Subcommittee or to itself.

3. INTERPRETATION PROCESS

3.1 Request for interpretation

Any user of an ISO standard published by ISO/TC67 may request an interpretation and becomes the requestor.

Requestors should first query the ISO/TC67 database of interpretations to determine if an interpretation on the issue of interest has already been made.

If there is no prior interpretation, the requestor submits a request for interpretation of a clause or clauses in the ISO/TC67 standard to the ISO/TC67 Secretariat. When necessary, the question should be supported by

an explanation and/or background information to ensure clear understanding of the issue. The question should be phrased such that a “yes” or “no” answer is sufficient.

The ISO/TC67 Secretariat will provide the request to the appropriate responsible organization (Subcommittee or Work Group) within two weeks of its receipt, unless an ad hoc interpretation group must be formed. In that case, the request will be forwarded within 1 month.

3.2 Handling of interpretation

3.2.1 Committee

The request for interpretation received by the TC67 Secretariat will be handled by the Secretariat of the committee responsible for the standard in question. If this is a Subcommittee, the TC67 Secretariat will pass the request to the SC Secretariat. The committee Secretariat will notify the Convenor of the original Working Group or take other action as described in clause 2 above.

3.2.2 Drafting of interpretation response

The WG Convenor (or ad hoc group leader) in consultation with the selected experts (see clause 2 above) will develop a response to the request for interpretation, communicating with the requestor as required to clarify the issue(s). The response is to be developed within two weeks. In addition to the “yes” or “no” answer, the substance of the initial request and an explanation of the rationale for the interpretation will be provided with the response that will be submitted for ballot.

3.2.3 Completion of interpretation response for balloting

When completed, the WG Convenor will forward the interpretation to the Secretariat of the responsible committee (TC or SC), for review by the Chairman prior to balloting.

3.3 Balloting of interpretation

The interpretation is circulated to the ISO/TC67 SC P-members (for standards developed at the SC level) or to the ISO/TC67 P-members (for standards developed by a Work Group or where the SC has been disbanded).

All P-members have one month to respond. 75% approval of the P-members voting is required for approval of the interpretation.

If a P-member votes not to approve an interpretation, an alternative interpretation and the reasons therefore should be provided. The responsible organization will consider the negative responses and either:

- issue a new interpretation for balloting
- decline to issue a new interpretation, at which point the ISO/TC67 Chair is advised.

When balloted by the SC, the result shall be communicated to the ISO/TC67 Secretariat within one week.

3.4 Disposition of interpretation

The ISO/TC67 Secretariat communicates the approved interpretation to the requestor.

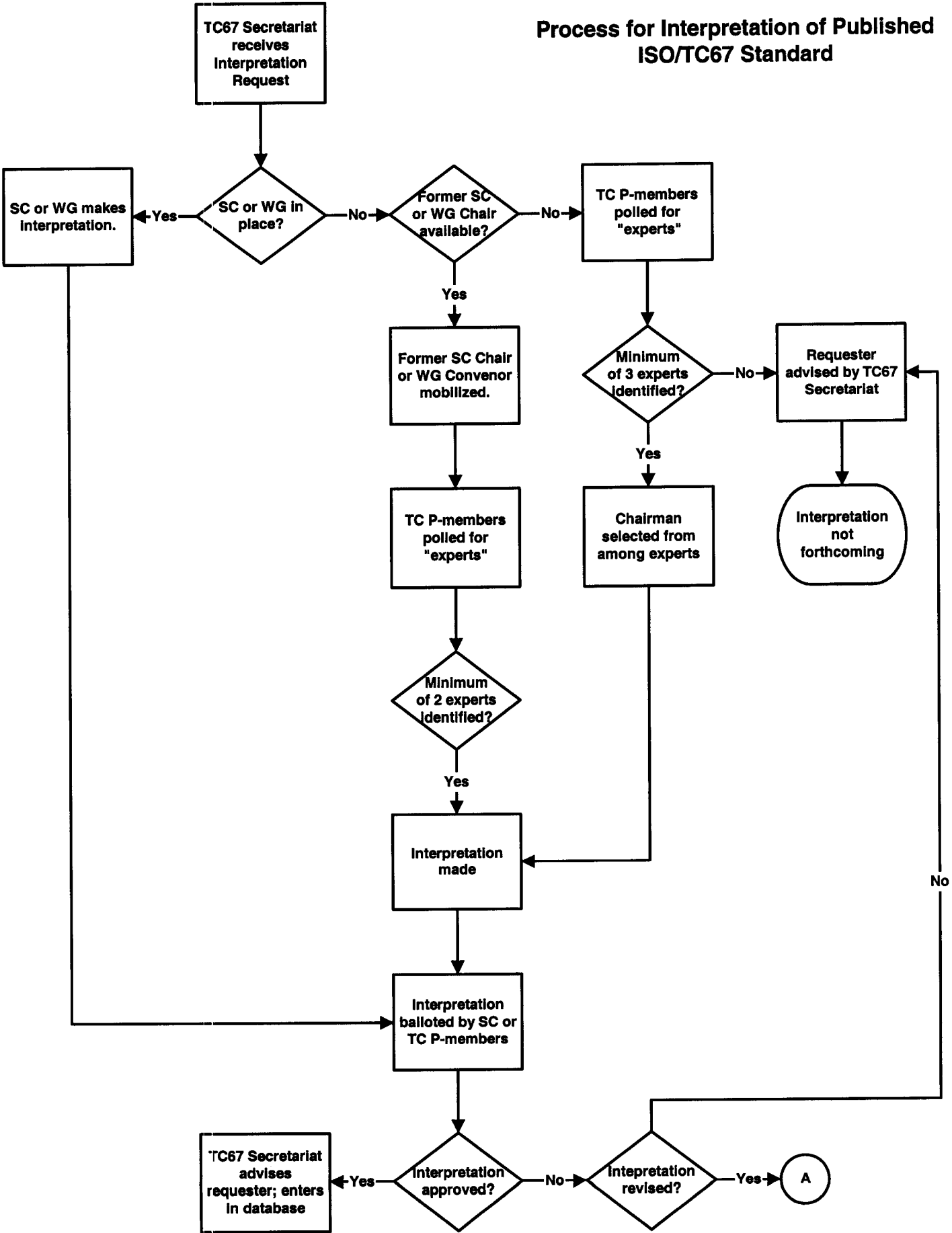
If the interpretation is not approved, and if no further interpretation is to be attempted, the requestor will be informed that no interpretation is forthcoming.

If an approved interpretation is approved, the ISO/TC67 secretariat will place the interpretation request, the interpretation, and the rationale for the interpretation on the ISO/TC67 database.

Drafted by Neil Reeve, The Hague, The Netherlands following input from Jim Heimer, Graham Thomas and Josien Paap, followed by discussion at the ISO/TC67 Management Committee meeting in Samara.

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Process for Interpretation of Published ISO/TC67 Standard



**Process for Interpretation of Published ISO/TC67 Standard
(continued)**

