# How standards are made in New Zealand

# **STANDARD IN USE**

Once industry is informed of the new standard, practice moves to conform to its requirements. Feedback is received over time on suggested changes to the standard, pending a future amendment or revision.

#### **PUBLICATION**

The standard is published and made available to purchase online (www.standards.govt.nz).

#### **LAYOUTS**

A graphic designer lays out the standard. Layouts are proofread and finalised for publication.

#### **FINAL APPROVAL**

The final draft is submitted to the New Zealand Standards Approval Board for approval to publish.

# **COMMITTEE BALLOT**

The committee then votes on the final draft. For the standard to be finalised, the committee must reach consensus on the content of the document.

## **BALLOT DRAFT**

The updated draft is reviewed by Standards New Zealand, all technical queries are resolved and the document is finalised for balloting.

#### **SUBMISSIONS ANALYSIS**

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The committee look at all comments, considering expertise and perspectives of those affected. An updated draft is prepared.

## **SCOPING**

Before beginning, a scoping exercise can be undertaken where stakeholders are consulted on potential scope to clearly define the problem and clarify the best solution, whether amendment, revision, adoption or new standard.

### **PROPOSAL**

Anyone can propose to commission a standard. Once a proposal is agreed, the commissioner is contracted to fund development.

## **COMMITTEE FORMATION**

- · Nominations from relevant stakeholder groups for a chair and committee members are sourced and assessed for skills, experience and balanced representation.
  - Prospective members and chair are proposed to the New Zealand Standards Approval Board for their approval.
  - They are then appointed by the New Zealand Standards Executive

# **DEVELOPMENT**

The committee agree the project scope, assign roles and collaborate on the work, whether developing content for a new standard, agreeing fitness of identical adoption or drafting text for modified adoption, amendment or revision.

#### **FIRST DRAFT**

The committee's complete draft is reviewed and edited by Standards New Zealand to ensure adherence to standards guidelines. Technical queries are resolved with the committee.

#### **PUBLIC CONSULTATION**

The draft is circulated to the public and industry and government stakeholders for comment (usually 8 weeks).



Standards are ideally reviewed every 5-7 years. A review should result in the standard being withdrawn, reconfirmed, amended or revised. A decision to amend or revise leads back to the proposal stage. Reasons to maintain a standard include: a regulatory or industry need, national interest, health and safety, consumer protection, recognised new science, changes in industry practice and trade facilitation.





