GUIDE 72

Guidelines for the justification and development of management system standards

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Contents

Page

Foreword

ISO (the International Organization for Standardization) is a worldwide federation of national standards bodies (ISO member bodies). The work of preparing International Standards is normally carried out through ISO technical committees. Each member body interested in a subject for which a technical committee has been established has the right to be represented on that committee. International organizations, governmental and non-governmental, in liaison with ISO, also take part in the work. ISO collaborates closely with the International Electrotechnical Commission (IEC) on all matters of electrotechnical standardization.

Guides are drafted in accordance with the rules given in the ISO/IEC Directives, Part 3.

Draft Guides adopted by the responsible Committee or Group are circulated to the member bodies for voting. Publication as a Guide requires approval by at least 75 % of the member bodies casting a vote.

Attention is drawn to the possibility that some of the elements of this Guide may be the subject of patent rights. ISO shall not be held responsible for identifying any or all such patent rights.

ISO Guide 72 was prepared by the ad hoc group on Management System Standards of the ISO Technical Management Board.

Annexes A and B of this Guide are for information only.

Introduction

ISO management system standards are increasingly being used worldwide by organizations of all types and sizes.

For them to remain useful, authoritative and respected, it is of key importance that they reflect demonstrated market needs and that they are mutually compatible to facilitate their joint implementation.

The ISO Technical Management Board has recognized the need to ensure market relevance of and compatibility between management systems standards and has acknowledged that this could be facilitated by a common methodology for drafting such standards and by covering issues such as the economic cost and benefits of such standards. As a result, this Guide on the justification and development of management systems standards has been developed as additional guidance to the ISO/IEC Directives.

The objective of this Guide is to assist those involved in the writing of management system standards, whether new or revised, to ensure that these standards meet the above-mentioned key criteria of market relevance and compatibility.

Use of these guidelines should result in the development of management system standards that meet demonstrated market needs, and should avoid the development of management system standards that cause unnecessary burden and complexity in the market.

Use of these guidelines should also help ensure compatibility and enhance alignment between management system standards with a view to facilitating the combined application of the standards by organizations that wish to do so.

The ISO technical committees responsible for generic management system standards are responsible for maintaining the integrity of their standards. These technical committees can establish a sector policy and provide further guidance and procedures for the development of sector-specific standards related to their scope. Such guidance is additional to that provided in this Guide (as has already been done by ISO/TC 176).

Guidelines for the justification and development of management system standards

1 Scope

This Guide provides

— guidance for justifying and evaluating a proposed management system standard project with a view to assessing market relevance,

— guidance on the methodology (process) of developing and maintaining (i.e. reviewing and revising) management system standards with a view to ensuring compatibility and enhancing alignment, and

— guidance on the terminology, structure and common elements of management system standards with a view to ensuring compatibility as well as enhancing alignment and ease of use.

This guidance is in addition to the procedures for technical work and the methodology for the development of International Standards established by the ISO/IEC Directives.

This Guide makes a distinction between three different types of management system standard (MSS), as follows.

— Type A: management system requirements standards, both generic and sector-specific.

— Type B: management system guidelines standards, both generic and sector-specific.

— Type C: management system related standards.

Whilst this Guide is aimed primarily at Type A MSSs, it is equally applicable to Type B.

This Guide is also applicable to Type C with the exception of 7.3 relating to the MSS structure and common elements.

This Guide is intended to be used by all ISO bodies involved in the development of management system requirements and guidelines standards, and management system related standards. It can also be used by non-ISO standards development organizations at the international, regional or national level that are considering or are in the process of developing management system standards and/or comparable documents.

It should be emphasized that this Guide does not serve as an integrated management system standard. It is intended to be used by standards writers. It is not intended to be used by organizations implementing management system standards, nor used for certification purposes.

NOTE 1   Whenever in this Guide the term "standard" is used, the whole range of ISO deliverables is meant [i.e. International Standards, ISO(/IEC) Guides, Technical Specifications, Technical Reports, Publicly Available Specifications and International Workshop Agreements] unless a specific type of document is referred to.

NOTE 2   Throughout this Guide the abbreviation MSS is used to cover a Type A, B and C standard.

NOTE 3   Whenever in this Guide the term technical committee (TC) is used, all ISO bodies developing MSSs are included.

2   Normative references

The following normative documents contain provisions which, through reference in this text, constitute provisions of this Guide. For dated references, subsequent amendments to, or revisions of, any of these publications do not apply. However, parties to agreements based on this Guide are encouraged to investigate the possibility of applying the most recent editions of the normative documents indicated below. For undated references, the latest edition of the normative document referred to applies. Members of ISO and IEC maintain registers of currently valid International Standards.

ISO/IEC Directives, Part 1, 2001, *Procedures for the technical work*

ISO/IEC Directives, Part 2, 2001, *Rules for the structure and drafting of International Standards*

ISO/IEC Guide 2:1996, *Standardization and related activities — General vocabulary*

ISO 9000:2000, *Quality management systems — Fundamentals and vocabulary*

ISO 14050:1998, *Environmental management — Vocabulary*