

A standard for standards

Part 1:

The development of Kenya Standards — Specification

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Aldis Consulting Limited
Bidco (K) Limited
Crown-Berger Limited
Nampak Limited
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Spinners & Spinners
Total (K) Limited
University of Nairobi
Kenya Bureau of Standards — Secretariat

REVISION OF KENYA STANDARDS

In order to keep abreast of progress in industry, Kenya Standards shall be regularly reviewed. Suggestions for improvements to published standards, addressed to the Managing Director, Kenya Bureau of Standards, are welcome.

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KS 01-1: 2010

Contents

	Page
Foreword	v
1 Scope	1
2 Normative references	1
3 Terminology.....	1
4 Status of the KEBS (informative)	4
5 National Quality Policy (normative)	4
6 Standardization (informative)	4
7 Principles behind the development of Kenya standards (normative).....	5
8 Concepts behind the development of Kenya standards (normative).....	6
9. Approval requirements (normative)	7
10 Committees (normative)	9
11 Participation in international committees (normative)	11
12 Development stages of Kenya standards (normative).....	13
13 Disputes and Appeals (normative)	15
14 Verification of conformity (normative).....	15
15 Updating and maintenance of Kenya standards (normative).....	16
16 Copyright (normative).....	16
17 Patents (normative)	17

Foreword

This Kenya Standard has been prepared by the Technical Committee on Quality Management and Quality Assurance, under the guidance of the Standards Projects Committee, and it is in accordance with the procedures of the Kenya Bureau of Standards and is in compliance with Annex 3 of the WTO/TBT agreement.

This standard outlines, the status of KEBS, national quality policy, benefits of standardization, concepts and principles behind the development of Kenya Standards, acceptance criteria of Kenya Standards, the development stages of Kenya Standards, composition and responsibilities of technical committees, process for participation in international standardization, appeal process for the resolution of disputes, process for maintenance of Kenya Standards, copyright policy and patent policy.

During the development of this standard, reference was made to the following documents:

SANS 1-1:2003, Edition 1, South African Standard — Standards for standards Part 1: The development of national standards and other normative documents.

BS 0-1:2005, British standard — A standard for standards — Part 1: Development of standards — Specification.

Participating in International Standardization, ISO Publication, of September 2007, ISBN 978-92-67-10453-9

Using and referencing ISO and IEC standards for technical regulations ISO/IEC Publication of September 2007, ISBN 978-92-67-10454-6

Acknowledgement is hereby made for the assistance received from these sources.

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1 Scope

This Kenya Standard specifies the principles of preparation of the national standards. It also outlines Kenya's national quality policy and the application of Kenya standards in technical regulations.

This standard is intended to serve as a guide for technical committee members, regulators, and as background information for standards development organizations, members of the public and other stakeholders.

It is not intended to lay down detailed internal procedures since these are generally documented in operating procedures of the Kenya Bureau of Standards.

2 Normative references

The following publications contain provisions which, through reference in this text, constitute provisions of this standard. At the time of publication, the edition indicated was valid. For undated references, the latest edition of the normative document referred to applies.

The Standards Act, Cap. 496, of the Laws of Kenya

KS/ISO/IEC Guide-2, Standardization and related activities – General Vocabulary

Kenya Bureau of Standards, Standards Development & International Trade Operating Procedure (SDV/OP/01-10)

Kenya Bureau of Standards, standards development & international Trade quality manual (STA-QM)

World Trade Organization, Technical Barriers to Trade (WTO/TBT) Agreement Annex 3: Code of Good Practice for the preparation, adoption and application of standards

3 Terminology

For the purpose of this standard, the following definitions and the definitions given in the Standards Act, Cap 496 and KS/ISO/IEC Guide 2 shall apply.

3.1

KEBS

is the Kenya National Standards Body (Kenya Bureau of Standards)

3.2

standard

document approved by a recognized body, that provides, for common and repeated use, rules, guidelines or characteristics for products and services and related processes or production methods, with which compliance is not mandatory. It may also include or deal exclusively with terminology, symbols, packaging, marking or labelling requirements as they apply to a product, process or production method

3.3

technical regulation

document which lays down product or service characteristics or their related processes and production methods, including the applicable administrative provisions, with which compliance is mandatory. It may also include or

KS 01-1: 2010

deal exclusively with terminology, symbols, packaging, marking or labelling requirements as they apply to a product, process or production method

3.4

Kenya Standard

a standard gazetted in the Kenya Gazette under the provisions of the Standards Act, CAP 496 of the Laws of Kenya

NOTE Compliance with a Kenya standard is mandatory if it is referenced in a technical regulation.

3.5

project

an activity which has a fixed time and utilizes resources

3.6

new work item

any work leading to the development, revision or amendment of a Kenya Standard

3.7

code of good practice, CGP

as per Annex 3 of World Trade Organization/Technical Barriers to Trade (WTO/TBT) agreement, 1995 on technical barriers to trade, good practice for the preparation, adoption and application of standards, or ISO Guide 59

3.8

consensus

general agreement, characterized by the absence of sustained opposition to substantial issues by any important part of the concerned interests, and by a process that involves seeking to take into account the views of all parties concerned and to reconcile any conflicting arguments

NOTE 1. Consensus need not imply unanimity

3.9

standardization

activity of establishing, with regard to actual or potential problems, provisions for common and repeated use aimed at the achievement of the optimum degree of order in a given context

NOTE 1 In particular, the activity consists of the processes of formulating, issuing and implementing standards.

NOTE 2 Important benefits of standardization are improvement of the suitability of products (including services) and processes for their intended purposes, prevention of barriers to trade and facilitation of technological cooperation

3.10

normative reference/provision

standard or provision within a standard, with which it is necessary to conform in order to be able to claim compliance with that standard or provision

3.11

standards development organization

body assuming responsibility for the preparation and maintenance of national standards and other normative documents

3.12

standards approval committee (SAC)

an internal committee of KEBS responsible for approval of all new work items, standards, revisions, amendments and withdrawals on the basis of due process

3.13**subcommittee (SC)**

group of representatives that is responsible for the preparation of Kenya standards within a subfield of the scope of a technical committee and that reflects valid national interests within the subfield

3.14**national technical committee(TC)**

group of representatives that is concerned with standardization, responsible for identifying the need for, and the preparation of Kenya standards in a defined field and that reflects valid national interests within that field

3.15**east african standards committee (EASC)**

is a committee responsible for development and harmonization of the East African standards

3.16**african regional organization for standardization (ARSO)**

is a body responsible for development and harmonization of African regional standards

3.17**standards projects committee (SPC)**

internal committee of KEBS responsible for approval of New Work Items, new TCs and general supervision of standardization process

3.18**national standards body (NSB)**

standards body, recognized at the national level, that is responsible for the development and promulgation of national standards, and eligible to be the national member of the corresponding international and regional standards organizations

3.19**national executive codex committee (NECC)**

a national committee with the responsibility of co-ordination and management of Codex Alimentarius Commission activities at country level on behalf of the Kenya Government

3.20**Standard**

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

NOTE Standards should be based on the consolidated results of science, technology and experience, and aimed at the promotion of optimum community benefits

3.21**private circulation**

distribution under the principle that material presented or circulated to a Technical Committee is not in the public domain, and that dissemination should, as far as practically possible, be limited to those who have a legitimate interest in the development of the standardization projects to which it relates

NOTE This principle does not preclude due consultation on such material within organizations represented on the committee. For this reason it has to be recognized that absolute confidentiality cannot be guaranteed and KEBS can offer no assurances in this respect. Those submitting commercially sensitive material do so at their own risk.

3.22**harmonized standard**

standard that is officially recognized by reference in the Official Standards Catalogue of the East African Community as meeting essential requirements of a relevant provisions of EASQMT Act (East African Standards, Quality Assurance, Metrology and Testing Act)

KS 01-1: 2010

3.23

project management

the discipline of defining and achieving project targets, while optimizing the use of the available or allocated resources (including time) over the course of a project

4 Status of KEBS (informative)

4.1 KEBS is, in terms of the Standards Act, CAP 496, of the laws of Kenya the recognized national body for the development and maintenance of Kenya standards. Affairs of the KEBS are controlled by the National Standards Council, whose members are appointed by the Minister. The Council determines the direction and objectives of KEBS.

4.2 The production process of Kenya standards shall be managed and facilitated by KEBS. However, process ownership (contributions to contents) and output (published standards) shall be with the users of the standards (those who require standards in order to benefit from their application).

4.3 The development of Kenya standards shall be funded by the State. KEBS shall act as a facilitator in the development and maintenance of Kenya standards, provide secretarial and technical writing facilities and services for the committee responsible for this task and acts as a publishing house for Kenya standards and related documents.

5 National quality policy (normative)

5.1 It is Kenya's policy to carry out good regulatory practice, increase the competitiveness of enterprises and remove barriers to trade at the international level through the implementation of the world trade organization agreement on the elimination of technical barriers to trade, the use of Kenya standards as a basis in the development of technical regulations and the harmonization of standards within the East African Community and Common Markets for East and Southern Africa (COMESA).

5.2 Kenya standard(s) shall through reference, provide the technical requirements in technical regulation(s). The administrative provisions would be given through description, in the technical regulation(s).

5.3 Technical regulation(s) shall be published by the applicable regulator in terms of an existing Act of Parliament. The regulator concerned may consult KEBS regarding the implications, and shall regulate using Kenya standard(s) only in terms of the need to ensure compliance with Kenya standard(s).

5.4 Kenya standards, being readily available, are the most convenient choice as a basis in the development of technical regulations as they can readily be amended to keep up with technology (via the national standards process) and has the benefit that they comply with the world trade organization (WTO) Code of Good Practice (CGD) for the preparation, adoption and application of standards.

6 Standardization (informative)

Standardization process involves the development, establishment and publication of standards covering, for example, specifications for products, services or systems, codes of practice, methods of test, etc.

The main aims and benefits of standardization can be summarized as follows:

- a) Improving the quality (fitness for purpose) of goods and services;
- b) Maintaining and improving the quality of life of society, by paying attention to such matters as safety, health and the environment, and by providing a basis for legislation needed for the protection of the public;

- c) More efficient utilization of resources through better (i.e. standardized) communication through simplification of manufacturing, product identification and purchasing by means of variety control and through cost savings as a result of economies of scale, reductions in wastage, etc.;
- d) providing a framework within which to facilitate and encourage trade among willing partners and contracts based on standards, elimination of trade barriers, the promotion of service excellence and fair and efficient trade at all levels;
- e) Promotion of efforts to facilitate the correct application of standards through, for example, the consideration of training principles.

7 Principles for the development of Kenya standards(normative)

The standardization process shall follow the principles outlined in clauses 7.1 to 7.5.

7.1 Openness

Membership to TC at any stage of standards development shall be open on a non-discriminatory basis to relevant organizations, individuals and stakeholders in Kenya. Participation in Standards Development process is open to all interested parties through:

- a) representation at technical committees (TCs);
- b) public comment process.

7.2 Transparency

The development of Kenya standards is a transparent process and all essential information shall be accessible to all interested parties. This shall be achieved through:

- a) Announcement of approved new work items on KEBS' website;
- b) Announcement of drafts for Public comment on KEBS' website and a notification to WTO Secretariat¹;
- c) Publication of standards work programme Bulletin on KEBS' website and a notification to WTO Secretariat;
- d) Announcement of approved/amended/confirmed/withdrawn standards in the Kenya Gazette and on KEBS' website;
- e) Publication of approved/amended/confirmed standards;
- f) Sales of Kenya Standards;
- g) Catalogue of Kenya standards —searchable online at KEBS's web.

NOTE All draft Kenya Standards for public comment (except) total adoption drafts can be downloaded from KEBS' website free of charge.

7.3 Impartiality and consensus

7.3.1 The standards development process shall not favour the interests of any particular party and shall grant equal rights and opportunities in the development and dissemination phases to all interested parties.

7.3.2 The principle of consensus is applied throughout the development process of Kenya standards and an appeal procedure outlined in clause 13 shall be used for the resolution of disputes. Stages 1 to 4 in table 1 are critical in the consensus building process.

KS 01-1: 2010

7.4 Effectiveness and relevance

7.4.1 Kenya standards shall be relevant and effectively respond to:

- a) Regulatory needs;
- b) Market needs;
- c) Scientific and technological development.

7.4.2 Kenya Standards shall be reviewed after every five years for relevance and effectiveness.

7.5 Coherence

To avoid duplication and conflict, cooperation and coordination with the work of regional standardizing bodies such as EAC, ARSO and other relevant standardizing bodies shall be undertaken. It is Kenya's policy to adopt or use relevant parts of International Standards (where relevant) as a basis in the development of Kenya Standards and to harmonize standards within the EAC and COMESA except where there is an existing national standard which the technical committee considers is more appropriate.

8 Concepts behind the development of Kenya Standards (normative)

The procedures for the development of Kenya standards shall be as contained in KEBS' Standards Development Operating Procedures and shall be based on the concepts outlined in clauses 8.1 to 8.6.

8.1 Code of Good Practice (CGP)

8.1.1 The World Trade Organization (WTO) is the international organization that deals with the global rules of trade between nations. Its main goal is to ensure that trade flows as smoothly, predictably and freely as possible.

8.1.2 Kenya is a signatory to the World Trade Organization Agreement on the elimination of Technical Barriers to Trade (WTO/TBT). The WTO/TBT contains a list of rules that standards bodies should follow to ensure that their standards support the trade facilitation objectives of the WTO. This list appears in Annex 3 of the WTO/TBT Agreement and is called the Code of Good Practice for the preparation, adoption and application of standards.

8.1.3 Kenya shall implement the Code Good Practice through Policies and Procedures governed by KEBS Quality Manual which specifies adherence to WTO/TBT Code of Good Practice.

KEBS' Standards Development & International Trade Operating **Procedure** (*SDV/OP/01-10*) shall ensure:

- a) A process for obtaining public comment(Paragraph L of CGP)
- b) A process for establishing consensus approval and ensuring balanced participation(Paragraph H of CGP)
- c) Prompt publication of standards(Para O of CGP)
- d) Harmonizing with International standards(Paragraph F of CGP)
- e) Publication of work programme(Para J of CGP);
- f) Participation in International Standardization (Para G of CGP).

8.2 Project management

8.2.1 KEBS shall ensure effective and efficient management of projects. This is essential because:

- a) Standards have to be on time in order to retain their value;
- b) The resources managed are the stakeholders' resources.

8.2.2 Effective project management shall be pro-active. It requires a planned and systematic approach, including certain routines with regard to timely and adequate corrective action.

8.2.3 Project targets shall be defined in work programme bulletins and work plans. The TC secretary shall be responsible for the management of all projects in the work programme of the TC, including monitoring of project progress against the agreed target dates. Performance shall be monitored through KEBS' monthly and quarterly reports.

8.3 Consensus

Consensus requires the resolution of substantial objections. Unanimity is not a requirement, however, and projects may be advanced to the next stage without 100 % acceptance. Consensus in representative committees on the technical content of standards shall be arrived at either in formal meetings or by correspondence.

8.4 Discipline

Discipline is required with respect to deadlines, and adequate establishment of consensus and national positions. It is the responsibility of each organization represented in the TC to ensure that the technical standpoint presented at TC – at the earliest possible stage – reflects the best national interest.

8.5 Application of modern technology

Kenya standards and the development process shall take into account applicable modern technology.

8.6 Cost-effectiveness

The development process of Kenya standards shall be cost effective and this shall be achieved through effective project management.

9 Approval requirements (normative)

9.1 The standardization process shall meet the approval requirements in table 1.

9.2 Acceptance of a new work item by correspondence requires a response from at least 50 % of the members of the TC with a simple majority of the respondents in favour.

9.3 The public review process shall be repeated if, in the TC chairperson's opinion, significant technical changes are required to be made to the standard at the end of the public review stage. The comment period may, however, be shortened in line with the code of good practice, in cases where urgent problems of safety, health or environment arise or threaten to arise.

Table 1 — Summary of approval requirements for Kenya Standards

Stage	Process	Product	Product acceptance criteria
1	<p>Proposal stage</p> <p>a) ¹Adoption of proposal for new work item by TC;</p> <p>b) Approval of proposal for new work item by SPC.</p> <p>NOTE 1 Acceptance of a new work item by correspondence requires a response from at least 50 % of the members of the TC with a simple majority of the respondents in favour.</p>	New Work Item proposal (NWIP);	Support from simple majority of members of the TC
2	<p>Committee stage</p> <p>a) Preparation, circulation of preliminary(Working) draft with a template inviting TC comments;</p> <p>b) TC meeting and comments included in CD;</p> <p>c) Acceptance of CD for submission as DKS.</p>	Committee Draft(s) (CD)	<p>a) Consensus, or</p> <p>b) Support from simple majority of the TC-members voting</p>
3	<p>Public review stage</p> <p>a) ¹Submission of DKS for public comment for 60 days for adapted standards;</p> <p>b) ²Submission of DKS for national comment for 30 days for total adoption standards;</p> <p>c) Submission of DKS for editing;</p> <p>Note 1 The comment period may, however, be shortened in line with the code of good practice, in cases where urgent problems of safety, health or environment arise or threaten to arise.</p>	Draft Kenya standard (DKS)	<p>a) Consensus or;</p> <p>b) Support from simple majority of the TC-members voting</p>
4	<p>Balloting stage</p> <p>a) ¹Review of public comments on DKS by TC;</p> <p>b) Acceptance for submission as FDKS by TC;</p> <p>c) Submission of FDKS for Editing by secretariat.</p> <p>Note 1 The DKS process shall be repeated if, in the TC chairperson's opinion, significant technical changes are required to be made to the standard at this stage. If no comments are received, or no significant technical changes are introduced, the standard shall be submitted as FDKS to the TC for acceptance.</p>	Final Draft Kenya standard (FDKS)	2/3 of TC- members vote positive;
5	<p>Approval stage</p> <ul style="list-style-type: none"> ▪ Agreement by SAC to Publish. 	Kenya Standard (KS)	<p>a) 2/3 of TC- members voted positively</p> <p>b) TC representation was fair</p>

9.4 If no comments are received, or no significant technical changes are introduced at the end of the public comment stage, the DKS shall be submitted as Final Draft Kenya Standard (FDKS) to the TC for acceptance.

10 Committees (normative)

10.1 General

Committees are the backbone of the standardization process. Committees shall be

- a) technical committees (TCs),
- b) subcommittees (SCs) of technical committees, or
- c) working groups (WGs).

10.2 Confidentiality

10.2.1 Committee proceedings

With the exception of drafts for public review, documents circulated by KEBS to any committee, or those designated as confidential by a third party, shall be confidential and for private circulation only (even when documents are not marked as such). Committee members shall not disclose committee proceedings/documents to any body, other than their nominating body, without the committee's express authorization.

When distributing documents, committee members and their nominating bodies shall ensure that recipients are aware of their confidential nature and are responsible to the committee for the safeguarding of the confidentiality of such documents.

With a committee's agreement, documents may be circulated to individuals who are not committee members at the request of interested organizations; such agreements shall be minuted. Committee members receiving documents through their work on a committee shall not use the contents of such documents for any purpose other than the work of the committee.

NOTE This does not preclude due consultation on such material within organizations represented on the committee. For this reason it is has to be recognized that absolute confidentiality cannot be guaranteed and KEBS can offer no assurances in this respect. Those submitting commercially sensitive material do so at their own risk.

10.2.2 Committee membership

Committee members shall not state or imply that a statement of their personal views on any matter relating to the subject matter of a standard or their work on the committee is the opinion or view of the committee or that of KEBS.

NOTE Violation of this important principle may lead the committee concerned to remove the committee member involved.

10.3 Technical committees

Technical committees shall be constituted to be representative, as far as reasonably possible, of valid national interests in the standardization of products or processes. Membership shall be on the basis of organization, association or forum representation, or renowned professionals/experts as opposed to an individual basis.

TC Membership shall be drawn from the following stakeholder categories:

- a) Government Lead Agency/Regulatory Authority;
- b) Manufacturers, producers, or service providers;
- c) Major corporate consumers;

KS 01-1: 2010

- d) University, Research and other Technical Institutions;
- e) Industry Association;
- f) Trade Association;
- g) Professional Body;
- h) Consumer Organization;
- i) Non Governmental Organizations;
- j) Renown Professionals/experts;
- k) KEBS — Secretariat

10.4 Responsibilities of committee members

10.4.1 In order to achieve maximum efficiency and the necessary discipline in the work, each organization shall participate actively in the work of the TC, with an obligation to respond to documents circulated for comment, voting or both, and participate in and (where applicable) vote at meetings.

10.4.2 If a member has been persistently inactive and has failed to make a contribution to two consecutive meetings, either by direct participation or by correspondence, or has failed to respond to documents circulated for comment and/or voting, the TC secretary shall remind the member of the obligation to take an active part in the work. In the absence of a satisfactory response to this reminder, the matter shall be referred to SPC for direction.

10.5 Subcommittees

Technical committees can propose the formation of subcommittees to which they may delegate the responsibility for the preparation of standards.

10.6 Working groups

A committee can set up working groups, usually temporary in nature, to undertake specific, short-term tasks, such as the preparation of a working draft (WD), or other investigations.

10.7 Committee chairperson

10.7.1 The chairperson shall be expected to have a working knowledge of standardization procedures at national and international levels.

10.7.2 The Chair of a technical committee shall be responsible for the overall management of that committee, including any sub-committees and working groups. The TC Secretary shall be responsible for the management of all projects in the work programme of the TC, including the monitoring of project progress against the agreed target dates. In the role of project manager, TC Secretary shall be assisted by TC chair.

10.7.3 The core responsibility of the TC Chair shall be building neutrality, efficiency and effectiveness in conduct of meetings. The Chair shall ensure that all points of view have received adequate attention, that consensus is reached, and that all resolutions are worded in a clear and precise manner and are made available – by the Secretary – for confirmation.

10.7.4 Appointment procedures and detailed responsibilities of TC Chair and Secretary shall be as detailed in KEBS' procedures for standards development.

11 Participation in international committees (normative)

11.1 Benefits

Participation in International technical committees, subcommittees and working groups offers the following national benefits:

- a) Best opportunity to influence technical work at the international level in accordance with the national economic and social priorities;
- b) Committees are a good forum for the identification of trends and offer early insider knowledge which provides a competitive edge;
- c) The insights obtained can reduce the risks of investing in inappropriate technology;
- d) International standards decrease costs caused by undesirable technical diversity;
- e) International standards facilitate international trade by providing specifications between contracting parties;
- f) International standards assist countries to develop their emerging economy.

11.2 National mirror committees

11.2.1 Wherever practicable, the national TC structure shall be in alignment with that of the corresponding international and/or regional TC. Wherever practicable, the national TC shall be the national mirror committee of the corresponding international or regional TC. The process for determining the priority areas for alignment shall be as specified in clause 11.5 and shall be based on:

- a) Economic importance of the sector covered by the international and/or regional TC;
- b) Social importance of the sector covered by the international and/or regional TC.

11.2.2 The mirror committee shall provide input into the development of international or regional standards and subsequently decide to adopt these international or regional standards as Kenya standards. In order for national contributions by the mirror committee to be effective, participation in the international or regional TC shall be systematic and continuous. To ensure the regular study of technical documents, comparison with local needs shall be made and a national position developed through consensus.

11.3 Composition of international or regional TC

11.3.1 Membership to International TC is normally drawn from national standards bodies (NSB). KEBS as the NSB body in Kenya shall therefore be the member body in all relevant international or regional TCs. Official communication with international or regional technical committees and subcommittees shall therefore be routed through KEBS.

11.3.2 Membership to Codex committees is normally drawn from member countries to FAO/WHO. National Executive Codex Committee is responsible for policy and ratification of the national positions. Official communication with the Codex Alimentarius Commission is usually routed through the national codex contact point.

11.3.3 As the National Standards Body (NSB), KEBS shall:

- a) Facilitate the process of negotiation and consensus-building across stakeholders in national mirror committees;
- b) Contribute to the international or regional negotiation and consensus-building process in international or regional committees;

KS 01-1: 2010

11.4 Efficient and effective participation in international or regional TC

11.4.1 At international or regional TC meetings, Kenya shall be represented by delegations drawn from the national mirror TC. National representatives are expected to represent Kenya's views in the overall work of an international or regional committee and participate in reviews of the international or regional committee's work. Where necessary and possible, this participation will take the form of attendance at international or regional TC meetings.

11.4.2 A delegate to an international or regional TC meeting may be the same individual who has been nominated by KEBS or NECC to be an expert in a working group. Members of working groups are experts who are expected to input their individual know how and experience in the context of the particular standardization project to which they are contributing.

11.4.3 Experts in a working group are usually nominated by the member bodies that have agreed to actively participate in the project concerned, but they do not formally represent these member bodies. They act in a personal capacity.

11.4.4 Heads of delegations shall be designated by KEBS or the NECC. It shall be their task to indicate Kenya's position on all items during an international or regional TC or SC meeting, and to ensure that the Kenyan delegation presents a homogeneous view on these items. They shall be responsible for the sustained effectiveness of participation by their delegation, for instance by means of adequate feedback to the national mirror committee. In order to promote consistency of opinions, it may be beneficial to have a regular representative, for instance as head of delegation.

11.5 Prioritization in standardization.

11.5.1 In standardization, much depends on adequate management, on how things are done and what should be done. Therefore, it is imperative for KEBS or NECC to prioritize on those projects and TCs in which it wishes to participate.

11.5.2 Kenya shall therefore only participate in international or regional TC that:

- a) Address products or services in which there is substantial national interest (economic or social), either for domestic use or for international trade purposes;
- b) Has an equivalent national mirror committee to ensure constructive contributions at the working group level and effective presentation of national position at the international or regional TC.

11.5.3 Economic research, monitoring of trends in public opinion and regulatory measures by the competent authorities, combined with the application of relatively simple ranking systems, will provide a useful overall picture of priorities for standardization. However, the assessment exercise shall also include direct surveys of the actual need for standards as perceived by stakeholders in their respective sectors.

11.5.4 Economic importance of standards

In an economic context, the importance of any sector can be assessed by consulting industrial and trade statistics and considering, for instance, the sector's contribution to the Gross Domestic Product (GDP) and the role of the sector in export trade. The priority of sectors and subjects may be quantified by means of ranking systems. These ranks could range from "1 (very important)" to "4 (of much less importance)".

11.5.5 Social importance of standards

In a social context, the importance of any sector can be assessed based on the extent and urgency of the problems relating to health, safety, the environment and employment, which the proposed standard or area of standardization may help to solve. Safety issues usually require urgent solutions. Health and environmental problems can be short, medium or long term. The priority of sectors and subjects may be quantified by means of ranking systems. Based on the extent, urgency and public interest, ranks for social importance could range from "1 (very serious and urgent problem, public outcry)" to "4 (problem localized, no media reaction)".

12 Development stages of Kenya standards (normative)

12.1 Any person or organization may request a new project or standard in writing. The proposer shall supply information justifying the development of the standard. In general, the drafting stages in the development of a standard begin after a new work item proposal has been adopted by the responsible committee and approved by the Standards Project Committee.

12.2 The approved proposal may be a project for either a new standard or the revision of an existing standard. Adoption of a new work item by correspondence requires a response from at least 50 % of the members of the committee with a simple majority of the respondents in favour.

12.3 A summary of development stages of Kenya standards is as outlined in Table 2. Details of development stages are described in KEBS' standards development operating procedure. The criteria for approval of Kenya standards and adoption of international or regional standards shall be as outlined in Tables 1 and 3 respectively.

Table 2 — Development stages for Kenya Standards

Stage	Process	Product	Acronym
1	<p>Proposal stage</p> <p>a) ¹Adoption of proposal for new work item by TC;</p> <p>b) Approval of proposal for new work item by SPC.</p> <p>NOTE 1 Acceptance of a new work item by correspondence requires a response from at least 50 % of the members of the TC with a simple majority of the respondents in favour.</p>	New Work Item proposal;	NWI;
2	<p>Committee stage</p> <p>a) Preparation, circulation of preliminary(Working) draft with a template inviting TC comments;</p> <p>b) TC meeting and comments included in CD;</p> <p>c) Acceptance of CD for submission as DKS.</p>	Committee Draft(s)	CD
3	<p>Public review stage</p> <p>a) ²Submission of DKS for public comment for 60 days for adapted standards;</p> <p>b) ²Submission of DKS for national comment for 30 days for total adoption standards;</p> <p>c) Submission of DKS for editing;</p> <p>NOTE 2. This period may, however, be shortened in line with the code of good practice, in cases where urgent problems of safety, health or environment arise or threaten to arise.</p>	Draft Kenya standard	DKS
4	<p>Balloting stage</p> <p>a) ³Review of public comments on DKS by TC;</p> <p>b) Acceptance for submission as FDKS by TC;</p> <p>c) Submission of FDKS for Editing by secretariat.</p> <p>NOTE 3. The DKS process shall be repeated if, in the TC chairperson's opinion, significant technical changes are required to be made to the standard at this stage. If no comments are received, or no significant technical changes are introduced, the standard shall be submitted as FDKS to the TC for acceptance.</p>	Final Draft Kenya standard	FDKS

KS 01-1: 2010

Stage	Process	Product	Acronym
5	Approval stage Agreement by SAC to Publish.	Kenya Standard	KS
6	Publication stage Announcement of approved/amended/confirmed/withdrawn standards in the Kenya Gazette and on KEBS' website.	a) Electronic copy of Kenya Standard(online sale on demand); b) Hard copy of Kenya Standard (print on demand).	- -

Table 3 — Adoption of International or regional Standards

Stage	Process	Product	Acceptance criteria
1	Proposal stage a) Circulation of adoption proposal form for new work item to stakeholders; b) Approval of proposal for new work item by SPC.	New Work Item proposal;	acceptance by simple majority in support
2	Committee stage TC meeting and discussion of comments from stakeholders	Final Draft Kenya Standard (FDKS)	Acceptance by simple majority
5	Approval stage Agreement by SAC to Publish.	Kenya Standard	a) TC representation was fair b) Simple majority
6	Publication stage Announcement of approved/amended/confirmed/withdrawn standards in the Kenya Gazette and on KEBS' website.	Electronic copy of Kenya Standard(online sale on demand); Hard copy of Kenya Standard (print on demand).	- -

12.4 If consensus cannot be reached within the original time frame specified, the Standards Project Committee may review progress and, if appropriate, suggest a re-submission of the new work item, or request the market relevance to be re-evaluated.

12.5 If SPC is advised that there is no agreement being reached in the Technical Committee, or if conclusion of the draft would lead to continuing contention, the project shall either be abandoned, or referred to KEBS Managing Director for further direction.

12.6 Alternatively, if SPC concludes that an acceptable standard can be prepared, but the Technical Committee itself remains unable to reach a decision, the disagreement shall be referred promptly to the National

Standards Council, a panel of which shall hear the evidence and recommend a line of action. The decision of the Council shall be final and binding on all parties.

12.7 The style, layout and language of standards shall be the responsibility of KEBS as outlined in KEBS' editorial guides.

13 Disputes and appeals (normative)

13.1 The principle of consensus shall be upheld at all times, but provision is made for appeal by a member of a committee against a subcommittee decision, a technical committee decision, or against a decision of the management of KEBS. An appeal shall be lodged in writing, within ten working days of the decision, stating clearly the technical grounds on which the appeal is made.

13.2 An appeal against a subcommittee decision or a ruling by the chairperson of a subcommittee shall be lodged with the chairperson of the technical committee who shall forward the same to TC for further direction.

13.3 An appeal against a technical committee decision or a ruling by the chairperson of a technical committee shall be lodged with the chairperson of SPC who shall forward the same to SPC for further direction.

13.4 An appeal against a decision by SPC shall be lodged with the Managing Director of KEBS who shall forward the same to the National Standards Council for further direction. Any decision by the National Standards Council concerning an appeal in respect of a standard shall be final.

13.5 Pending resolution of an appeal, work in progress on a standard during the appeal, shall continue up to, but not including, approval of the standard by SAC.

13.6 In the event of a Technical Committee failing to reach consensus on the Kenyan position on a project of international or regional origin, a vote shall not be taken by the committee members to resolve the matter. KEBS' senior management concerned shall be informed promptly with a view to take urgent action, in consultation with the Chairman and Secretary of the Technical Committee and others concerned, to resolve the problem speedily.

13.7 If the Technical Committee remains unable to reach consensus on the Kenyan position, a vote of abstention shall be forwarded.

13.8 In the event of failure to reach consensus within the international or regional committee, the appeal procedures of the appropriate international or regional organization shall be followed.

14 Verification of conformity (normative)

14.1 A product (including services) or process specification shall contain clear statements of how conformity to all of its requirements can be verified (e.g. by specifying methods of test or of measurement).

14.2 The wording of such a specification shall enable conformity to its requirements to be verified equally by a first party (manufacturer or supplier), second party (user or purchaser) or an independent third party.

14.3 Criteria for conformity shall be stated in such a way to ensure that, however the claim of conformity is made, exactly the same requirements are satisfied.

15 Updating and maintenance of Kenya Standards (normative)

15.1 General

KEBS shall ensure that every standard is under the responsibility of a technical committee. Each TC shall maintain standards for which it is responsible, to ensure that those standards are up to date with the current practice and free from material error.

KS 01-1: 2010

15.2 Systematic review

Kenya standards shall be reviewed every five years to ensure that they remain valid. Adopted international standards shall be reviewed only when the source standard is reviewed.

When reviewing the standard, the following four options shall be considered by the TC:

- a) confirmation, which means that the standard, as is, remains valid;
- b) amendment which means that the standard subject to amendment will be considered valid;
- c) revision, which means that a revision of the entire standard is to be undertaken;
- d) withdrawal, which means that the standard is no longer needed.

15.3 Corrigenda

Corrigenda shall be issued when essential for the correction of typographical or editorial error. Where a post publication error or errors in a standard that is considered to be misleading or have serious consequences, the error, together with all relevant information shall be referred to the relevant TC, which shall consider what, if any, corrective action is to be taken.

15.4 Amendments

Amendments to published Kenya standards shall be issued when essential for:

- a) The correction of an error that could be misleading or has potentially serious consequences;
- b) Alteration or addition (or both) to previously agreed-upon technical provisions of the standard.

15.5 Revisions

The revision of a standard, resulting in a new edition, shall be considered when:

- a) A change is needed in the basic structure or layout of the standard;
- b) As a result of numerous amendments or for other reasons, the resultant page or clause numbering has become confusing to such an extent that reading of the standard becomes difficult;
- c) The criteria for determining compliance with the standard for a product or service have changed to such an extent, either as a result of amendment(s) or as a result of technological changes, it is deemed necessary to issue a new edition of the standard, in order to draw attention to these substantially changed criteria, or make the latest version of the standard more readily understandable;
- d) In the case of adopted standards, a revision of the original standard is issued.

16 Responsibility of standards users (normative)

It is the responsibility of all users of standards to ensure that they select standards which are in all respects appropriate to their needs and that they use the standards and the product (including service) to which they relate in a safe and appropriate way.

17 Copyright policy (normative)

17.1 When sources used in the drafting of a particular Kenya standard are protected by copyright, it is essential that the copy right owners give their consent for the use or reproduction of such material.

17.2 At the drafting stage, the TC Secretary shall be responsible for ensuring that no material is included that would infringe the copyright of a third party. If it is imperative that such material be included, permission shall be obtained from the copyright holder.

17.3 All drafts (WD, CD, DKS and FDKS) and Kenya standards (KS) are commercial documents protected by copyright and shall not be reproduced without prior permission from KEBS. However, free distribution of such documents shall be allowed within a working group or committee, but only for the purposes of further standardization, such as the revision of an existing standard.

18 Patents policy (normative)

18.1 Technical reasons may justify the preparation of a standard in terms which include the use of items covered by patent rights, provided the holder of such identified patent rights is willing to negotiate licences under his rights on reasonable and non-discriminatory terms and conditions.

A statement to this effect, the contact person and name and address of the company holding the patent shall be included in the foreword of the standard. KEBS shall not be held responsible for identifying any or all such patent rights.

18.2 Should it be revealed after publication of a Kenya standard that licences under patent rights, which appear to cover items included in the standard, cannot be obtained under reasonable and non-discriminatory terms, the standard shall be referred back to the relevant TC for further consideration.

Annex A
(informative)

Kenya Standards development procedure

A.1 Purpose

This procedure is intended to guide the TC secretary to provide adequate and clear information to project proposals and assist Standards Projects Committee (SPC) in approving and allocating projects to Technical Committees.

This procedure is also intended to guide technical officers in ensuring that standards are as comprehensive as possible and that the principle of consensus is adhered to in the preparation of Kenya Standards.

A.2 Scope

This procedure prescribes the stages of developing standards through committee draft.

A.3 References

A.3.1 KS ISO/IEC Directives Part 1: Procedures for technical work.

A.3.2 KS ISO/IEC Directives Part 2: Rules for the structure and drafting of international standards.

A.3.3 KS ISO/IEC Guide 2: Standardization and related activities – General vocabulary.

A.3.4 BS 0-1:2005 – British Standard - A standard for standards - Part 1: Development of standards – Specification

A.3.5 SANS 1-1:2003, Edition 1, South African Standard– Standards for standards Part 1: The development of national standards and other normative documents

A.4 Terminology

For the purposes of this procedure, the following terminologies, in addition to those in the Standards Development Quality Manual (STA-QM) and KS ISO/IEC Guide 2, shall apply:

A.4.1

data

facts and/or figures on a product or service useful in drafting a standard or developing a national position.

A.4.2

industrial visit

a visit to an organization for the purpose of gathering data on a product or service for standards development or developing a national position

A.4.3

preliminary draft

first working document prepared by the TC secretary or stakeholder based on information gathered from relevant sources and interested parties.

A.4.4

committee Draft (CD)

preliminary draft that has been discussed at least once by the TC.

A.4.5

draft Kenya Standard (DKS); public review draft

committee draft that has been accepted by the TC for submission for public comments

A.4.6

final draft Kenya Standard (FDKS); ballot draft

draft Kenya standard that has been accepted by the TC for submission for balloting

A.4.7

working Group (WG)

group of experts selected by a Technical Committee or Subcommittee to deal with a particular project or with a particular aspect of a project.

A.4.8

work item

any work leading to the development, revision, amendment or withdrawal of a Kenya Standard.

A.4.9

balloting

commitment of formally accepting/rejecting a Draft Standard.

A.5 Principal responsibilities

A.5.1 The Head of Department (HOD) shall be responsible for allocating CD numbers for projects handled by the Section.

A.5.2 The Head of Standards Information Centre and Documentation (SIC&D) shall be responsible for issuing KS numbers for all Kenya Standards.

A.5.3 Director-Standards Development and International Trade (SDI) shall be responsible for presenting Kenya Standards to SAC for approval

A.5.4 The Director-SDI shall ensure that the list of approved Kenya standards is prepared and forwarded to the legal department for gazettment.

A.5.5 Director-SDI shall be responsible for the implementation and maintenance of this procedure.

A.6 Stages of standards development

The development of Kenya Standards shall follow the procedures outlined in sub-clause 6.1 to 6.6 as summarized below and each stage shall take the maximum time as indicated in Appendix C.

A.6.1 Summary of stages of development of kenya standards

A.6.1.1 Stage 1: Proposal stage

Justification of a new work item (SPC).

A.6.1.2 Stage 2: Committee stage

Preparation of preliminary draft and TC discussions.

A.6.1.3 Stage 3: Public review stage and discussions

A.6.1.4 Stage 4: Balloting stage

KS 01-1: 2010

A.6.1.5 Stage 5: Approval stage (SAC).

A.6.1.6 Stage 6: Publishing stage

A.6.2 Procedure for justification and withdrawal of work items

A.6.2.1 Justification of work items

A.6.2.1.1 Requests for standardization projects received in any form by any member of staff shall be registered in a standardization projects request register at departmental level.

A.6.2.1.2 Formal requests coming from external sources including, among others, the manufacturers/service providers, consumers, members of the TC, Government Ministry, Corporate Body or NGO shall be submitted to the Managing Director, Kenya Bureau of Standards, for consideration by the SPC and TC.

A.6.2.1.3 Informal requests from any source shall be handled as per clause 6.2.1.6 below.

A.6.2.1.4 Requests originating from within the secretariat shall be in written form and channeled to the TC secretary through the HOD and Director - SDI.

A.6.2.1.5 Requests raised and accepted during TC meetings shall proceed to the SPC whereby the TC secretary shall prepare a justification for SPC consideration using the guidelines given in clause 6.2.1.6 below. For such projects, the TC secretary/requester does not need to complete the STA/SDV/OP/03/F1 (Proposal for New Work Item).

A.6.2.1.6 Once proposals for new work items have been received by the Secretariat, or the Secretariat determines that there is need to undertake development of a particular standard, TC secretary shall prepare a justification containing:

- title,
- scope,
- purpose and application
 - √ explain why the standard is needed e.g. the economic, commercial/industrial, safety, environmental, health, consumer protection, transfer of technology or other benefits of the proposal
 - √ main stakeholders to benefit from the standard i.e. who will be the main users of the standard
 - √ mention any relevant problems in the industry or technology
 - √ any other relevant information as indicated in the proposal for new work item form
 - √ reference documents for the proposed standard.

The TC Secretary shall then either:

- a) convene a TC meeting to consider the proposal or
- b) circulate New work item ballot form together with the justification to all TC members giving them 21 days to respond.

A.6.2.1.7 Acceptance criteria in both cases shall be as specified below.

The following acceptance criteria shall be used at any stage during the development of Kenya standards:

- a) For work to commence on a Proposed New Work Item, the proposal shall receive approval by a simple majority of the TC members in a meeting or through correspondence. If the proposal is not approved, the matter shall be referred to the SPC for further directions.
- b) At CD level up to Public Review draft, a draft shall be accepted if it is approved by consensus. If there is no consensus the draft shall be approved by a "simple majority of TC members

present” voting in favour. In case of a tie, the chair shall cast the deciding vote. If the draft is not approved, the matter shall be referred to the SPC for further directions.

- c) If a draft is at the balloting stage, it shall be accepted if it is approved by two thirds of all TC members voting in favour.
- d) If at the ballot stage members vote not to approve a draft, the following conditions shall apply:
- e) The draft standard shall be taken back to the TC for further deliberations where the TC can decide to issue a CD, DKS or FDKS depending on how the issues are resolved
- f) If the TC rejects the draft in total, the TC Secretary shall communicate this decision to the Standards Projects Committee, giving details advanced for the rejection and the recommendation on the way forward. The SPC shall then decide on what action to take after analyzing the justification given by the TC Secretary.

A.6.2.1.8 The TC secretary shall write a justification paper to be presented to the SPC for consideration containing the information in 6.2.1.6 above in addition to the name of the TC, the date of TC acceptance of the project and any additional information raised by the TC.

A.6.2.1.9 The TC secretary shall obtain a CD number from his/her HOD for each of the approved projects. The CD number shall be in the form CD/X/Y: year.

where,

X — Departmental acronym as appropriate as shown below;

CHEM represents chemical

ENG to represents engineering

F & A to represents food and agriculture

SERV to represents services

Y — Serial number (starts with 01 in the year)

Example: CD/CHEM/01:2006

The serial numbers so allocated shall be continuous and on a first-come-first-served basis. No two projects shall be allocated the same CD number. The CD number shall be marked on the preliminary Draft Standard before its discussion. The HOD shall maintain a register of all the CD numbers.

A.6.2.1.10 The TC secretary shall open an electronic file whereby a copy of the Draft Standard shall be filed at every stage from the request to SAC (both draft and SAC summary). This file shall also contain all comments on the draft and the ballots. This file shall be maintained by the TC Secretary in the relevant TC folder in the SDIT document server.

A.6.2.1.11 All TC nominations and constitution/reconstitution correspondence, notice/invitations for meetings and minutes of meetings shall be filed in the registry TC file.

A.6.3 Withdrawal of work items

A.6.3.1 The relevant TC secretary shall propose withdrawal of a work item if any of the following condition arises:

- a) Technology becomes obsolete, thereby nullifying the need for the draft standard.
- b) The product covered by the draft standard is declared dangerous and subsequently banned.
- c) It is found necessary to include the contents of the draft standard on to another existing standard, e.g. as a part of that standard.
- d) Implementation found impossible at any stage of development of the standard.

KS 01-1: 2010

A.6.3.2 The TC secretary shall do a justification for withdrawal and present it to the SPC for consideration and withdrawal.

A.6.4 Preparation of preliminary draft

A.6.4.1 The TC Secretary shall prepare the preliminary draft based on information from any of the following sources:

- a) International standards or Final draft standards
- b) Regional or Foreign standards
- c) A company specification
- d) Departmental specifications
- e) Proposals from relevant professional organizations
- f) A skeleton outline containing suggested clause headings
- g) A list of relevant questions or comments
- h) Consultation with relevant interested parties
- i) Well documented local experience from relevant institutions
- j) Information gathered during industrial visits and presented in the format in

A.6.3.4 A Working Group (WG) may be established to look into specialized areas of a standard during its development.

A.6.3.5 Preliminary drafts shall be clearly titled and have a foreword, TC representation and the scope clause. Clauses and sub-clauses shall be numbered. The preliminary draft shall be prepared in accordance with KS ISO/IEC Directives Part 2.

A.6.3.6 The preliminary draft shall clearly be labelled with a CD number, the stage name and the month and year of drafting. The subsequent committee draft shall likewise be labelled.

A.6.3.7 The TC Secretary shall send to each member of the relevant TC a copy of the preliminary draft bearing a watermark describing the stage at which the standard is at least 14 calendar days in advance of a committee meeting scheduled to discuss the draft. Each draft shall be accompanied by the comments template as in Form STA/SDV/OP/03/F2.

A.6.3.8 The TC secretary shall keep a copy of the draft in a properly titled file.

A.6.3.9 The TC secretary shall make changes to the draft as per the resolutions of the TC meeting.

A.6.3.10 The Committee draft shall progress to the Public review stage if it meets the acceptance criteria given under clause 6.2.1.7.

A.6.4 Procedure for preparation and circulation of public review kenya standards

A.6.4.1 The TC secretary shall request for a KS number from Head of SIRC stating the title of the project and the date of the meeting that authorized the public review.

A.6.4.2 The TC secretary shall prepare a public review draft bearing all the relevant information and bearing a watermark reading "public review draft".

A.6.4.3 The TC secretary shall send the draft to selected organizations/departments that are likely to have interest in the standard. These include but are not limited to:

- i) TC members.
- ii) Other manufacturers/service providers
- iii) HOD
- iv) Other relevant KEBS departments e.g. Testing services department, Quality assurance department, import/export department.
- v) Other National Standards Bodies and foreign bodies.

A.6.4.4 The TC Secretary shall also ensure that a copy of the draft is sent to respective editor for editing during the Public Review Period, and to Head of Trade affairs for notification to WTO.

A.6.4.5 The secretary shall attach a covering letter duly filled and the comments template giving a maximum of 60 days for the public review comments to be sent in.

A.6.4.6 The TC Secretary shall compile any comments received within the sixty (60) days using the comments template.

A.6.4.7 In case all the comments received are of editorial nature, the TC Secretary shall effect the recommended editorial corrections.

A.6.4.8 In case of technical comments having been received, the TC Secretary shall convene a TC meeting to discuss them and any other ad hoc comments during the meeting. The TC secretary shall effect any changes to the Public review draft as decided by the TC meeting.

A.6.4.9 In the absence of any comments, it shall be assumed that the draft is generally acceptable.

A.6.4.10 The Public review draft shall progress to the balloting stage if it meets the acceptance criteria given under clause 6.2.1.7.

A.6.5 Procedure for balloting on draft Kenya Standards

A.6.5.1 The TC secretary shall prepare a ballot draft bearing all the relevant information and bearing a watermark reading "ballot draft". The draft shall be prepared in harmony with ISO/IEC directives part 2.

A.6.5.2 The TC representation shall be updated to reflect organizations that participated in the development of the draft either by correspondence or attendance of at least one meeting.

A.6.5.3 The TC secretary shall send a copy of this prepared ballot draft to each TC member together with Ballot Form allowing the members 21 days to respond.

A.6.5.4 After the expiry of the 21 days' period, the TC secretary shall compile the summary of balloting using Summary of Voting Form. Any comments shall be attached to the summary of voting (SoV) form and shall be compiled using the comments template.

A.6.5.5 In case the draft meets the acceptance criteria in clause 6.2.1.7 but there are technical comments in opposition, the draft standard shall proceed to the next stage and the comments compiled to form a justification for review of the standard thereafter.

A.6.5.6 In case the draft does not meet the acceptance criteria given under clause 6.2.1.7 the draft standard shall be referred back to the TC for further deliberations where the TC can decide to issue a Committee Draft, DKS or FDKS depending on how the issues are resolved.

KS 01-1: 2010

A.6.5.7 In the event that the TC decides to abandon the project all together, the TC secretary shall communicate this decision to the SPC, giving all the reasons advanced by the TC, for further directions.

A.6.5.8 The final draft Kenya standard shall be forwarded to the relevant editor for final editing at least one month before the next scheduled SAC meeting.

A.6.5.9 The final draft Kenya standard shall progress to SAC stage if it meets the acceptance criteria given in clause 6.2.1.7.

A.6.6 Procedure for preparation and presentation to Standards Approval Committee (SAC)

A.6.6.1 At least one month before the next scheduled Standards Approval Committee (SAC) meeting, the TC secretary, shall forward to the Head of Department a summary of each final draft standard or group of related final draft standards in the format shown in

A.6.6.2 The Head of Department shall forward to the Head of Publishing a departmental list and summaries of all the standards that are ready for presentation to SAC at least 21 days to the next scheduled SAC meeting.

A.6.6.3 The Head of Publishing shall forward to the Director-SDI the final divisional list, edited summaries and three copies of each edited final standard bearing a KS number at least two weeks before the next scheduled SAC meeting.

A.6.6.4 Director-SDI shall present the Kenya standards to SAC for approval.

A.6.6.5 The SAC may approve the draft subject to minor editorial changes made for clarity but which do not alter technical meaning of the text(s). One original copy of the now approved Kenya standard shall be signed by the Managing Director and forwarded to Head of Publishing through the Director-SDI.

A.6.6.6 In the event that the SAC decision affects technical meaning of the draft, it shall be deferred to the relevant TC to look at the draft again in the light of the SAC proposal before the draft is presented at another SAC meeting after technical issues are clarified. The TC secretary shall be notified by Director-SDI of the specific areas that require re-examination by the TC.

A.6.6.7 In case the SAC in its judgment finds the draft unsuitable for use and unimplementable, the draft standard shall be rejected and its progress stopped.

A.6.6.8 The Director-SDI shall notify the relevant HODs within SDI of SAC's approval of the Kenya standards by circulating a list of the approved standards within two weeks of the SAC meeting.

A.6.6.9 Director-SDI shall circulate a list of the approved standards to all Directors within two weeks of the SAC meeting.

A.6.6.10 Director-SDI shall maintain a register of all approved standards.

A.6.7 Procedure for preparation of list of approved standards for gazettment

A.6.7.1 Within two weeks of the SAC meeting, Director (SDI) shall compile the list of approved standards for gazettment.

A.6.7.2 This list shall be forwarded to Head of Publishing who shall ensure the list is edited and proofread.

A.6.7.3 Once the list is proofread, the Head of Publishing shall forward it to Director (SDI).

A.6.7.4 The Director (SDI) shall forward this list to the legal department not later than 3 weeks after the SAC meeting for gazettment.