



JS Zero:2018

First edition

٢٠١٨/أ صفر

الإصدار الأول

مواصفة قياسية أردنية

المواصفة القياسية للمواصفات القياسية

Standard for Standards

مؤسسة المواصفات والمقاييس

المملكة الأردنية الهاشمية

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Standard for Standards

1- Scope

This Jordanian standard describes the process for the development and review of Jordanian Standards and other deliverables, appeals process, copyright and patents.

This Jordanian Standard is not intended to provide detailed internal procedures of standardization department.

2- Normative references

The following referenced documents are indispensable for the application of this document. For dated references, only the edition cited applies. For undated references, the latest edition of the referenced document (including any amendments) applies:

- Jordanian Directive 1-2, part 2: Rules for the structure and drafting of Jordanian Standards.

3- Terms, definitions and abbreviations

For the purposes of this Jordanian standard, the following terms and definitions and abbreviations apply:

3-1 Terms and Definitions

3-1-1

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, processes and services for their intended purposes, prevention of barriers to trade and facilitation of technological cooperation.

3-1-2

Standard

document that provides for common and repeated use, rules, guidelines or characteristics for products, services, or processes and production methods, and includes terminology, symbols, packaging, marking or labeling requirements as they apply to a product, service, process or production method, conformity with a standard is not mandatory

3-1-3

International Standard

standard that is issued by an international standardization body and made available to the public

3-1-4

Regional Standard

standard that is issued by a regional standardization body and made available to the public

3-1-5

National Standard

standard that is issued by a national standardization body and made available to the public

3-1-6

Jordanian Standard

JS

standard approved and issued by JSMO

3-1-7

Technical Regulation

TR

document that provides for common and repeated use, rules, guidelines or characteristics for products, services, or processes and production methods, and includes terminology, symbols, packaging, marking or labeling requirements as they apply to a product, service, process or production method, conformity with a Technical Regulation is mandatory

3-1-8

The Organization

Jordan Standard and Metrology Organization

3-1-9

The Board

Board of Jordan Standards and Metrology Organization

3-1-10

The Director General

D of Jordan Standards and Metrology Organization

3-1-11

The systems

Accreditation and Standardization systems

3-1-12

The director of the systems

The director of Accreditation and Standardization systems

3-1-13

The department

Standardization Department

3-1-14

Technical committee

TC

The committee which is approved by the General director assigned to issue Jordanian Standards and other deliverables relevant to specific sector for the first time, in addition to review the previous editions, and it includes permanent and specialized TCs

3-1-15

Permanent technical committee

The technical committee relevant to a specific sector that has regular work plans

3-1-16

Specialized technical committee

The technical committee relevant to a specific product or sector that does not have a permanent technical committee, and it is finalized once the purpose of its formation is completed

3-1-17

Subcommittee

SC

subordinate committee of a permanent technical committee that is responsible for the issuing of Jordanian Standards and other deliverables relevant to specific sector for the first time, in addition to reviewing the previous editions within a subfield of the scope of a permanent technical committee

3-1-18

Mirror committee

A TC/SC established by JSMO to mirror the structure of an international technical committee, and to monitor and/or participate in the work of one or more given ISO or IEC Committees ensuring the formulation of national positions. This could be the same as the national TC/SC

3-1-19

Working group

WG

group assigned by a TC or SC to do a specific task

3-1-20

Secretariat

one of the employees of standardization department assigned from the management who are responsible for the administrative activities of a technical committee, subcommittee or working group

3-1-21

First edition

process for issuing the Jordanian standard or other deliverables for the first time using one of these processes: adoption or preparation

3-1-22

Adoption

process for issuing Jordanian standard or other deliverables based on International, regional or national standard, considering that it has the same status of the reference standard, and determination of deviations (if exist)

3-1-23

Preparation

process for issuing Jordanian Standard or other deliverables using one of the following cases:

- using only one reference (nonequivalent adoption)
- using more than one reference (at least one standard shall be used)
- using studies or other references (there are no international, regional or national standard)

3-1-24

Review

process for studying a Jordanian standard or other deliverables that have been published since five years or more (or before if required) and resulting with the type of needed process either withdrawal, amendment or confirmation

3-1-25

Confirmation

process for reviewing Jordanian standards or other deliverables without changing it technically and it includes restructuring of Jordanian Standards or other deliverables

3-1-26

Withdrawal

process for reviewing Jordanian standards or other deliverables and making it obsolete

3-1-27

Amendment

process for reviewing Jordanian standards or other deliverables and changing it technically or typographically and it includes one of the following processes:

- a- a new edition of the amended document
- b- a technical separate amendment
- c- a typographical separate corrigendum

3-1-28

Approval

process for accepting the final draft Jordanian Standard by the Board

3-1-29

Structuring

Process of rearranging the clauses, sub clauses, tables, figures and annexes of Jordanian standards and other deliverables

3-1-30

Proposal draft

PD

The project that is proposed by any person or organization for issuing the Jordanian Standards or other deliverables for the first time or reviewing them

3-1-31

Working draft

WD

The project that is being studied and prepared by the technical committee secretariat or the working group emanating from the technical committee

3-1-32

Committee draft

CD

The project that is being studied by the technical committee/subcommittee

3-1-33

Draft Jordanian standard

DJS

The project, which will be circulated to the concerned authorities for the purposes of commenting

3-1-34

Final Draft Jordanian standard

FDJS

The project, which was submitted to the Board to study and approve it as a JS or other deliverable

3-1-35

Other deliverables

documents that provide rules, guidelines or characteristics for products, services, or processes, conformity with them is not mandatory

3-1-36

Consensus

the absence of strong 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: consensus need not imply unanimity.

3-1-37

Provision

expression in the content of a document that takes the form of a statement, an instruction, a recommendation or a requirement

3-2 Abbreviations

TR: Technical Regulation.

JS: Jordanian Standard.

TC: Technical Committee.

SC: Subcommittee.

WG: Working Group.

PD: Proposal Draft.

WD: Working Draft.

CD: Committee Draft.

DJS: Draft Jordanian Standard.

FDJS: Final Draft Jordanian Standard.

IEC: International Electrotechnical Commission.

ISO: International Organization for Standardization.

ITU: International Telecommunication Union.

JSMO: Jordan Standards and Metrology Organization.

WTO: World Trade Organization.

TBT: Technical Barriers to Trade.

ASTM: American Society for testing and material.

BS: British Standards.

EN: European Standards.

4- Standards Key Principles

4-1 Transparency.

4-2 Openness.

4-3 Impartiality and consensus.

4-4 Effectiveness and relevance.

4-5 Coherence.

4-6 Development dimension.

5- Principles for the development of Jordanian Standards and other deliverables

5-1 General

5-1-1 Jordanian Standards and other deliverables exist principally to provide a reliable basis on which common expectations can be shared regarding specific characteristics of a product, service or process. Standards and other deliverables are developed only when there is a demonstrable need for them. Publication is achieved as quickly as is consistent with due care and scrutiny.

5-1-2 Consensus in representative committees on the technical content of a standard and other deliverables is reached either in formal meetings or by correspondence. The principle of consensus is applied throughout and an appeals procedure exists as a last resort for the resolution of disputes (see clause 10).

5-1-3 Referencing Technical Regulations within Jordanian Standards and other deliverables shall not be used.

5-1-4 Committee members shall conduct themselves in accordance with JSMO committee code of conduct given in annex A.

5-1-5 All Jordanian Standards are drafted in accordance with the Jordanian Directive 1-2, part 2: Rules for the structure and drafting of Jordanian Standards.

5-1-6 Jordanian Standards and other deliverables are voluntary in that there is no obligation to apply them or to comply with them, except in those cases where their application is directly demanded by regulatory instruments or contractual obligations. They are tools devised for the convenience of those who wish to use them. In certain circumstances the actions of third parties might have the effect of making the application of a standard or other deliverables a commercial necessity.

5-1-7 Where there has been a translation of the International, regional or national standard or other deliverables, and the Jordanian standard or other deliverables has been declared “identical”, then compliance with the original International, regional or national Standard or other deliverables is deemed to be compliance with the translation; that is, the vice versa principle applies. In case of dispute, Arabic language is set to be binding.

5-1-8 Bilingual editions, may contain a statement concerning the validity of the original or of the translation. Where no statement is made, Arabic language is set to be binding.

5-2 Market relevance

Note: See also clause 6-1.

5-2-1 To achieve market relevance of Jordanian Standards or other deliverables, best practice in terms of the World Trade Organization/Technical Barriers to Trade (WTO/TBT) agreement is followed to ensure that valid interest groups not represented on committees are afforded an opportunity through public enquiry to submit comments.

5-2-2 The technical content of a standard or other deliverables consists of technical requirements identified by the relevant committee. Therefore they are referred to as "Jordanian Standards" and "Jordanian Deliverables" and not "JSMO standards" or "JSMO deliverables".

5-2-3 Under the WTO/TBT agreement (annex 3), the standardizing body ensures that standards are not prepared, adopted or applied with a view to, or with the effect of, creating unnecessary obstacles to international trade.

5-2-4 JSMO has the right to adopt ISO and IEC standards as Jordanian Standards or deliverables. However, in certain instances JSMO has agreements in place with other national, regional or international standards bodies to adopt their documents subject to specific conditions.

5-2-5 Jordanian Standards and other deliverables are reviewed regularly to ensure continued market relevance. If any change is required, a review (amendment, confirmation, withdrawal) can be initiated (see clause 9).

6- Stages of development

Note: The steps involved in the development and publication stage are shown in figure 1.

6-1 Proposal stage (Proposal Draft)

6-1-1 Any person or organization may submit the following requests to standardization department in JSMO, who will then direct the request to the relevant secretary of the technical committee:

a) the development of a first edition for JS/other deliverables by either adoption of International, regional or national Standard or other deliverable or by preparation of Jordanian Standard or other deliverable.

b) Review of a published Jordanian Standard or other deliverable by either withdrawing or amending.

6-1-2 The proposer shall supply information justifying the development of the standard or the deliverable. The proposer of a new standard/other deliverable or the amendment of a standard/ other deliverable should be able to demonstrate the following:

a) a broadly based need for the proposal.

b) that the work is likely to have active support from a wide range of relevant interests; and

c) that no conflict would exist with any Jordanian standard /other deliverable either published, or in development, or with prevailing legislation.

6-1-3 Each new work item proposal for a first edition standard/other deliverable or a revision to an existing standard/other deliverable should be accompanied by a first working draft for discussion, or an outline of such a WD.

6-2 Working stage (Working Draft)

The secretariat of technical committees, usually together with a WG, shall collect the documents related to the project and prepare the WD taking into consideration the following standardization levels:

- a- The International level.
- b- The Regional Level.
- c- The National Level.
- d- The Association Level.
- e- The Company Level.
- f- Other levels (technical studies, scientific books, scientific papers, ...etc).

6-3 Committee stage (Committee Draft)

Once the WD is finalized by those responsible for its preparation, the secretariat will invite the TC or SC before 4 weeks from the scheduled meeting and circulate a CD to the committee (TC or SC) for a period of two weeks, to begin the consensus-building process, which entails commenting on the document until all comments have been resolved by the committee and consensus is reached within the TC or SC in order for the document to proceed to the DJS stage.

Committee meetings per draft of Jordanian standard/other deliverable should be held once a month, and if needed, the committee continues the meeting in the next day.

6-4 Enquiry stage (Draft Jordanian Standard)

6-4-1 The DJS is announced on JSMO website and circulated to the relevant stakeholders for public comment in electronic format inside and outside of Jordan.

6-4-2 A comment period of 60 calendar days is normally required. The sender of the comment shall be notified of the outcome.

Note: There will be no comment period for Jordanian projects dealing with test methods or those are set to be confirmed after reviewing.

6-4-3 The DJS process shall be repeated if major or 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 is deemed to have passed the DJS stage, and is forwarded to the next stage.

6-5 Approval stage (Final Draft Jordanian Standard)

6-5-1 Once the FDJS is finalized the secretariat will send it to the Board for approval.

6-5-2 The Board will study the FDJS and give the decision of the approval as Jordanian Standard or other deliverable. In the case where there are comments, the Board will give a recommendation to the relevant committee to restudy the FDJS.

6-6 Publication stage (Jordanian Standard/other deliverables)

the approval decision will be published in the official gazette.

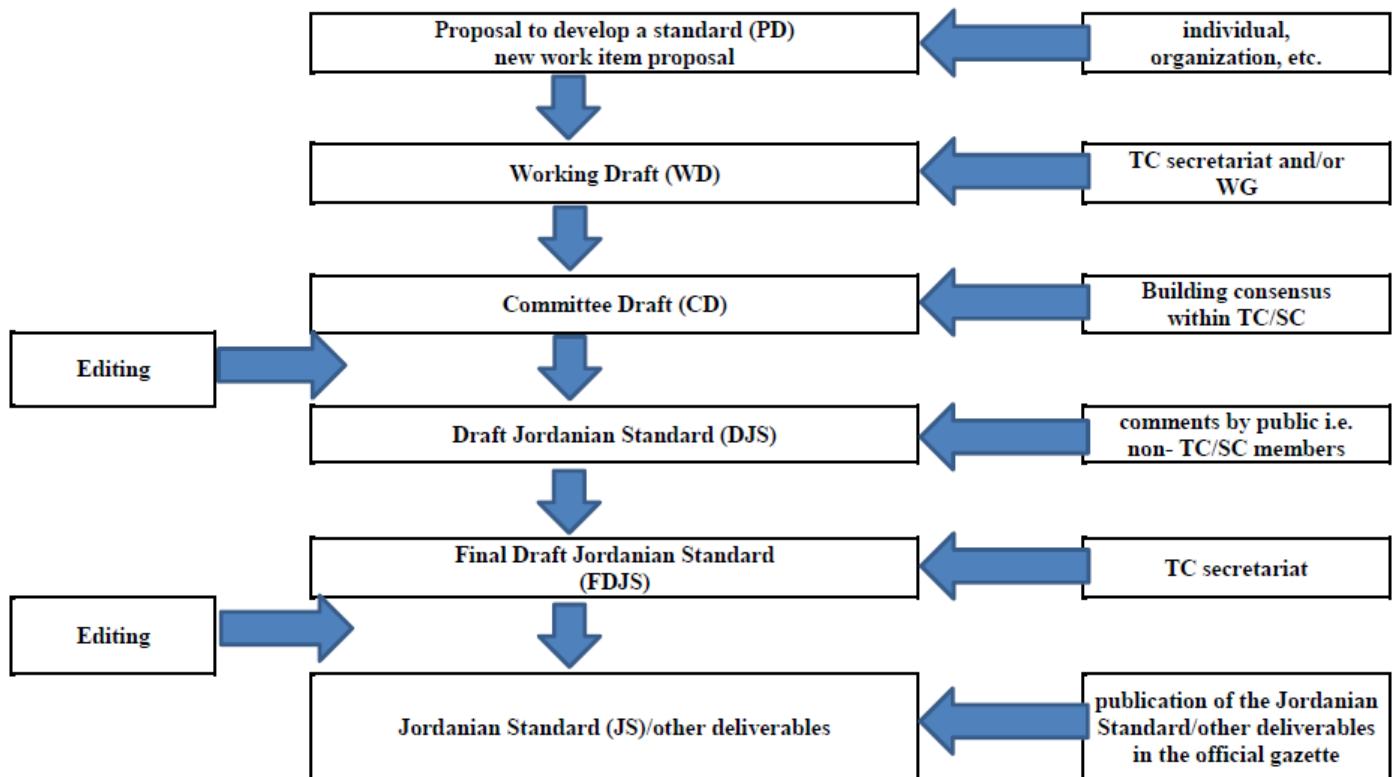


Figure 1 – Stages of standards/other deliverables development

7- Committees

7-1 General

7-1-1 Committees are an essential part of the standardization process. Committees can be technical committees (TCs) or subcommittees (SCs) of TCs. JSMO is the governing body of the TC. JSMO management may redirect the focus of a TC if it is perceived to be acting incorrectly. JSMO management may further reconstitute the committee if it deems that necessary.

7-1-2 Any individual that is nominated by his/her organization to represent it in any TC/SC shall be required to accept and sign a code of conduct for technical work as given in annex A. If, in the view of the secretariat in consultation with the chairperson, a member has transgressed the code of conduct, such a member will be removed from the committee and his/her organization shall be notified and given an opportunity to nominate another representative. Transgression of such a code may lead to the individual not being allowed to participate.

7-1-3 It is the responsibility of standardization department, to ensure that committee membership is balanced and representative. Membership shall not be granted to an organization seeking only to advance its own proprietary interest.

Any individual or body deemed to be exploiting membership solely for its own commercial advantage may be suspended or removed from membership.

7-1-4 It is generally expected that those sitting on a committee shall

- a) actively represent nominating organization interest in the work of the committee, and
- b) be able to demonstrate expertise in some area of the committee's work.

7-2 Composition of technical committees

7-2-1 TCs shall be constituted to be representative of valid national interests in the standardization of products or processes.

7-2-2 Membership is preferably on the basis of organization, association or forum representation as opposed to on an individual basis. Organizations normally invited to serve on TCs include organs of state, chambers of industry and trade, consumer organizations or associations, non-governmental organizations, organized labor and professional, technical and trade organizations.

7-2-3 Organizations (which have not been invited to participate) can be eligible for membership in an individual capacity if it can be demonstrated that their participation would be of wider benefit to the work of the technical committee and would not adversely affect the balance of the decision-making.

7-2-4 Organizations that wish to serve in technical committee shall, as a general rule,

- a) be an authoritative voice for a defined interest or group of interests affected, or potentially affected, by the work of the technical committee, and
- b) be committed to active support for the principle of consensus-based voluntary standardization.

7-2-5 Organizations that wish to have more than one representative are expected to be able to justify such a request. This would be considered in the context of the overall size and balance of the technical committee.

7-2-6 Individuals can be co-opted onto a technical committee if they offer the specialist technical expertise required for a specific project or work program but they shall not be allowed to represent their individual interests.

7-2-7 A technical committee member is expected to have a working knowledge of standardization procedures together with technical expertise on the subject matter covered by the TC/SC scope.

7-2-8 Records shall be maintained by JSMO of those invited to participate in the work of a technical committee. In order to encourage transparency.

7-2-9 Any person involved in standardization work may propose the establishment of a new TC. The proposer shall define the name and scope of new TC. The agreed name and scope of new TC shall be submitted to JSMO for approval.

7-3 Subcommittees

7-3-1 TCs can form or dissolve SCs to which they may delegate the responsibility of preparing standards/other deliverables.

7-3-2 The title and scope of a SC shall be defined by the parent TC, and shall be within the defined scope of the parent TC.

7-3-3 Members of the TC shall have the right to become members of an SC, subject to the restrictions stated in clause 7-2. An SC is obliged to report to the TC at least once a year on all activities of such SC.

7-3-4 SCs are autonomous and need not seek approval from the TC for decisions within their scope of activities.

7-4 Working groups

A committee can set up WGs that are usually temporary in nature to undertake specific, short-term tasks, such as the preparation of a working draft, or investigating the relevancy of a standard or other deliverable. When required, WG may co-opt subject matter experts and shall report to the TC/SC. WGs make recommendations to the TC/ SC for approval. Any individual (nominated as a member in the committee), who wishes to participate in a WG that is already established, shall request permission from the secretariat.

7-5 Mirror committees

When there are international (ISO and IEC) standardization projects that are of special interest to Jordan, the TC/ SC may mirror the work of the international committee. These committees shall also, subject to the approval of JSMO (see also clause 7-11), mandate delegates to the relevant international committees. TCs/ SCs mirroring international committees are also responsible for commenting and voting on documents circulated by the international committees they mirror.

7-6 Reconstitution of committees

Standardization department may, following review by the secretariat, decide that major changes are necessary to the constitution of a committee. This often occurs when a committee has been inactive for some time or when there has been a significant shift in the technical aspects of a committee's responsibility. Reconstitution involves the disbanding of the existing committee, and the reconstitution of the committee.

7-7 Membership cancellation of Chairperson and/or members

TC chairperson and members shall be replaced in case of absence for three consecutive meetings or if the total count for absence exceeded 6 meetings per year.

7-8 Committee chairperson

7-8-1 General

7-8-1-1 A chairperson of a committee is expected to have a working knowledge of standardization procedures at national and international levels and a sound technical knowledge of the subject matter covered by the scope of the TC/ SC. Together with being an effective communicator and competent manager of meetings, the principal qualities sought in a chairperson are as follows:

- a) to assimilate and evaluate complex information quickly; and
- b) to be able to reconcile opposing arguments and to forge an acceptable consensus.

7-8-1-2 Chairpersons are initially appointed to their position for a maximum term of three years. The committee's nomination of the chairperson is not binding to JSMO.

7-8-1-3 The chairperson may re-nominate himself.

7-8-1-4 The chairperson may be removed from his/her position by standardization department because of his/her lack of commitment to attend the committee meetings (see clause 7-7) or on the grounds of incompetence, partiality or not carrying out the duties as stated in clause 7-8-2.

7-8-1-5 In case of unforeseen unavailability of the chairperson at a meeting, the deputy of the chairperson shall be the acting chairperson.

7-8-2 Duties of a committee chairperson

7-8-2-1 The chairperson of a committee together with the secretariat, is responsible for the overall management of that committee, and shall ensure that he/she is updated on the activities of SCs and WGs that report to such committee, if applicable. For this purpose he/she shall receive reports from the chairpersons of any SCs via the SC secretariats.

7-8-2-2 The chairpersons of both TCs and SCs shall

- a) remain impartial at all times, and not have any vested interests in the organizations that are represented on the committee.
- b) adhere to processes and procedures for the development of standards/other deliverables.
- c) propose how technical comments received at the DJS stage are to be dealt with.

- d) conduct meetings with a view to reaching consensus on projects.
- e) ensure at meetings that all points of view expressed are adequately summed up so that they are understood by all present.
- f) ensure at meetings that all resolutions are clearly formulated and made available in written form by the secretariat for confirmation if possible during the meeting.
- g) chair an appeals meeting in the event of an appeal against an SC decision (this is only applicable to TC chairpersons).
- h) present the case for the SC to the TC in the event of an appeal against an SC decision (only applicable to SC chairpersons), and
- i) present the case for the TC to standardization department in the event of an appeal against a TC decision (only applicable to TC chairpersons).

7-9 Committee secretariat

7-9-1 Committee secretariats are responsible for ensuring that all necessary administrative arrangements are made in order for a committee to function efficiently and effectively. In particular they are responsible for the following:

- a) issuing notices and agendas for meetings and preparing the draft of JS/other deliverables (WD, CD, DJS, FDJS).
- b) taking minutes of meetings and ensuring that actions arising are followed up.
- c) offering procedural advice.
- d) acting as the principal interface with standardization department or JSMO management.
- e) ensuring the timely distribution of documents received from international committees mirrored by the TC/SC, and ensuring that comments and voting thereon are forwarded to the international committees within the applicable deadlines.
- f) Membership cancellation of the TC/SC chairperson and members (see clause 7-7).

7-9-2 In the event that voting on a decision is required, committee secretariat shall not be allowed to participate in the voting process.

7-10 Committee decisions

7-10-1 General

7-10-1-1 Decisions taken at committee meetings are available to interested parties for information purposes. However, the discussions within committees are confidential, and therefore members of the press and legal representatives of committee members are not allowed to attend committee meetings, except by special permission from JSMO.

7-10-1-2 It is not acceptable for any committee member to issue a public statement (for example to the press or at a conference) that purports to reflect the collective viewpoint of any committee or of JSMO, unless authorized by JSMO. JSMO shall not give any such authorization without first being satisfied with the committee's consensually established views on the subject.

7-10-1-3 Decisions are taken by consensus. The process of consensus building allows for repeated opportunities for members to comment or object to earlier decisions.

7-10-1-4 In the event that voting on a decision is required, the secretariat shall document the results of the voting in the minutes of the meeting, together with a description setting out the manner in which all comments that accompanied the votes have been addressed.

7-10-2 Decisions taken at meetings

7-10-2-1 Meetings entail a considerable expenditure of resources and should not be convened without good reason. However, it is important that members have the opportunity to discuss complex or contentious matters as part of the consensus-building process.

7-10-2-2 A four weeks' notice of a meeting needs to be given and all members should be given the opportunity to propose items of business for inclusion in the agenda. Members unable to attend a meeting are expected to tender apologies for their absence, which will be taken as an indication of their continued interest in the work of the committee. The secretariat may decide to cancel the meeting if insufficient responses to the invitation for a meeting have been recorded.

7-10-2-3 A quorum requires the attendance of at least 4 members. Where there is no quorum, members present in a meeting may proceed with the meeting. In this instance, all the decisions taken at the meeting shall be clearly minuted and circulated to the whole committee as soon as possible. The committee members shall object within 10 working days of receipt of the minutes. If no objection is received, the committee's decisions shall stand.

7-10-2-4 Every formally-constituted meeting of a committee shall be minuted to record the following details:

- a) the date, time and place of the meeting.
- b) the organizations represented at the meeting.
- c) the organizations represented and not attending at the meeting.
- d) any changes to the constitution of the committee since the last meeting.
- e) any declared conflicts of interest.
- f) decisions, outcomes and actions agreed to at the meeting; and
- g) any specific statement or standpoint that an individual member requests to be recorded.

7-10-2-5 Other than as agreed in clause 7-10-2-4(g), verbatim or extensive records of discussions are not taken.

7-11 Relations with, and participation in, international and regional committees

7-11-1 Wherever practicable, the committee structure should be aligned with that of the corresponding international or regional standards organization. The degree of liaison with international committees shall be determined by the national committee and approved by JS MO. In practice, many committees provide input into the development of international standards and subsequently decide to adopt these international standards Jordanian Standards/other deliverables.

7-11-2 Delegates to international standards meetings represent the views of the relevant national committee. Attendance of international committee meetings shall be approved by JS MO based on the mandate from the committee. No person/organization shall be allowed to attend any international meetings on behalf of Jordan, if approval for such attendance and accreditation by JS MO has not been granted. No person/organization shall offer to host an international meeting without a prior mandate from the committee and approval by JS MO.

7-11-3 The mirror committee shall appoint delegates to formal meetings of international standards committees.

7-11-4 Delegates shall be given a comprehensive mandate from the national committee, and shall represent it fully when attending the meeting in question. If it is necessary to depart from a position established by the mirror committee, delegates should be given the opportunity to defend their actions (for example by reference to broader strategic considerations).

7-11-5 The selection of delegates shall be determined by the nature of the business likely to be discussed at the meeting.

7-11-6 Delegates should have a thorough understanding of the topics under discussion, so that they can respond authoritatively to positions held by other national delegations.

7-11-7 Delegates and subject matter experts attending any international standardization meeting are fully accountable to the respective national committee.

7-11-8 Delegates are expected to provide a succinct but comprehensive report of the outcomes of the meeting within 30 days from the date of the meeting, with particular emphasis on matters of interest or concern to the national committee. Where more than one delegate or subject matter expert attends the same meeting for the same purpose, a single report will usually suffice.

7-11-9 Delegates who fail to submit the report may be barred from travelling again.

7-12 Confidentiality of committee and working group meetings

7-12-1 Members of JS MO TCs, SCs and WGs have access to privileged information. All members are therefore expected to respect the confidentiality of this information and to restrict the sharing of internal discussions and working documents, except for that which is necessary for the development

of the document concerned and for obtaining consensus on the content. JSMO recognizes that in order to achieve consensus within a committee, it is often necessary for members to share company confidential information in an atmosphere of mutual trust; only when technical consensus has been reached is it appropriate to release a DJS for public comment.

Note: While members of JSMO TCs, SCs and WGs are expected to respect the confidentiality of privileged information, owing to the fact that the sharing of internal discussions and working documents may be necessary within organizations in order to obtain consensus, JSMO cannot guarantee absolute confidentiality of company confidential information and no such guarantee is given. Submission of company-confidential information is done at the risk of the committee member.

7-12-2 JSMO has the right to refuse attendance at meetings of an organization or individual that is not a member of a TC, SC or WG.

7-12-3 JSMO shall not release or publish personal data relating to members of committees and WGs. Some personal data has to be used and shared in the framework of standardization work, but members collaborating in an electronic environment are required not to disseminate information such as contact details they have obtained as members of committees to parties other than the secretariat.

7-12-4 With the exception of the secretariat, nobody is allowed to make a recording of any meeting. The recording shall be confidential and for the use of the secretariat only.

8- New projects

8-1 When a project for a new standard/other deliverable is under consideration, one of the following routes can be followed:

- a) an existing suitable international, regional or national standard/other deliverable can be adopted; or
- b) preparing a home-grown Jordanian standard/other deliverable by:
 - using only one reference (nonequivalent adoption).
 - using more than one reference (at least one standard shall be used).
 - using studies or other references (there are no international, regional or national standard).

8-2 The direct adoption of existing international, regional or national standards/deliverables is advantageous in that it is time-saving, cost-effective and may also bring about international or regional harmonization. This is in line with the WTO/TBT agreement. However, it might not adequately represent the full needs and requirements of the Jordan market.

8-3 The advantage of developing a home-grown standard/other deliverable is that it will better address Jordan requirements. It is disadvantageous in that it is time-consuming and costly and should the standard developed deviate from applicable international standards the committee might be called upon by the WTO to provide justification in terms of the TBT agreement.

8-4 The final decision as to which route to follow is taken by the responsible committee. However, the standardization department is committed, wherever possible, to encourage committees to adopt international, regional or national standards, since this will ultimately result in global standardization, with all its benefits.

9- Updating and maintenance of Jordanian Standards/other deliverables

9-1 All documents published by standardization department are reviewed periodically to ensure that they remain valid. The review period is taken to be five years for standards and three years for other deliverables.

9-2 When reviewing a Jordanian standard/other deliverable, the committee will be asked to evaluate the document to determine whether it is

- a) reflective of current practice and technology,
- b) suitable for new and existing applications (products, systems or processes), and
- c) compatible with current views and expectations regarding quality, safety and the environment.

9-3 The outcome of the review will be one of the following:

- a) a confirmation, which means that the document, as is, remains valid. The confirmation includes restructuring of a JS/other deliverable, which doesn't result in a new edition, shall be considered when a change is needed in the basic structure or layout of the document.
- b) amendment, which means that a technical or typographical change will be done on the document, and includes issuing one of the following:
 - 1- a new edition of the amended document.
 - 2- a separate amendment.
 - 3- a separate correction of a typographical error.
- c) withdrawal, JSMO shall retain the withdrawn standards/other deliverables for reference and legislative purposes.

10- Appeals

10-1 General

10-1-1 Appeals process is applied according to clauses 10-2 to 10-4 through the stages of development of JS/other deliverables (drafts stages), and in accordance to clause 10-5 in the approval and publication stages of JS/ other deliverables.

10-1-2 Any organization or individual that may be adversely affected by the draft JS/other deliverables or the approved JS/other deliverables has the right to appeal based on technical or procedural reasons against any action, or inaction that is:

- a) not in accordance with JS 0, or
- b) not in the best interests of national trade and commerce, or such public factors (such as safety, health or the environment).

to the following:

- a) the TC if the appeal was on a decision from the SC,
- b) the standardization department if the appeal was on a decision from the TC, or
- c) the Director of the systems if the appeal was on a decision from the standardization department.
- d) the Board if the appeal was on a decision from Director of the systems.

10-1-3 Before launching into the appeals procedure, persons who are dissatisfied with procedures or decisions shall first address the chairperson of the relevant TC or SC about their dissatisfactions. Because sometimes errors or omissions are due to oversights and these can swiftly be rectified once they are brought to the chairperson's attention, and would not require or justify the invocation of the appeals process.

10-1-4 Upon receipt of an appeal, standardization department shall assess it and determine if it is an appeal or a complaint. In the case of complaints, the approved JSMO procedure for dealing with suggestions and complaints shall be applied.

10-1-5 All appeals shall be in writing and shall be fully motivated to support the appellant's concern.

10-1-6 The appeal shall state the nature of the dispute(s), including, as relevant, the following:

- a) any direct and material adverse effects;
- b) the clause(s) of this JS Zero, or the JS/other deliverables that is at issue;
- c) actions or inactions that are at issue;
- d) the specific remedial action(s) that would satisfy the appellant's concerns; and
- e) Previous efforts to resolve the dispute(s) and the outcome of each shall be included.

10-1-7 When an appeal is against a decision in respect of work in progress, the work shall be continued up to, but not including, approval of the JS/other deliverables by the Board.

10-1-8 In the case of CDs, appeals shall be made within ten working days after receipt of the minutes of the meeting documenting a decision taken at the meeting. Permission may be granted for late submission for an appeal by the appellant as long as it can be proven that they are in consultation with the chairperson. Such extensions shall not exceed 30 working days.

10-2 Appeal against an SC decision

10-2-1 The documented appeal shall be submitted by the appellant to the TC secretariat.

10-2-2 Upon receipt of the documented appeal, the TC secretariat shall circulate copies to the SC and to the TC chairperson.

10-2-3 The TC secretariat shall advise all its members of the appeal, and take immediate action, by correspondence or at a meeting, to consider and decide on the appeal.

10-2-4 If the TC supports the SC decision, the appellant who initiated the appeal may either

- a) accept the TC decision, or
- b) appeal against the decision.

10-3 Appeal against a TC decision

10-3-1 Appeals against a TC decision may be one of the following:

- a) an appeal against an original decision of a TC; or
- b) an appeal arising out of clause 10-2-3.

10-3-2 The documented appeal shall, in all cases, be submitted to standardization department, with a copy to the TC chairperson and secretariat.

10-3-3 Standardization department shall within 30 calendar days take action to consider and decide on the appeal. Standardization department shall report the decision taken to the TC chairperson and secretariat, and send a copy to the SC chairperson, if relevant, as well as the appellant.

10-3-4 If standardization department supports the TC decision, the appellant who initiated the appeal may either:

- a) accept standardization department decision, or
- b) appeal against standardization department decision.

10-4 Appeal against a standardization department decision

10-4-1 An appeal against a standardization department decision can only arise out of clause 10-3-4.

10-4-2 The appeal shall be documented and submitted to the director of the systems, with a copy to Standardization Department.

10-4-3 The director of the systems shall within one month take action to consider and decide on the appeal. The director of the systems shall report his/her decision to standardization department.

10-4-4 If the director of the systems supports the standardization department decision, the appellant who initiated the appeal may either:

- a) accept the director of the systems decision, or
- b) appeal against the director of the systems decision.

10-5 appeal against the director of the systems decision

10-5-1 the appeal against the director of the systems decision may be one of the following:

- a) an appeal against an original decision of the approval of a JS/other deliverables by the Board; or
- b) an appeal arising out of clause 10-4-4.

10-5-2 The appeal shall be documented and submitted to the chairman of Board, with a copy to director of the systems.

10-5-3 The Board shall take action to consider and decide on the appeal. The decision shall be reported to director of the systems.

10-5-4 The decision of the Board will be final and where relevant, the secretariat may proceed with procedures.

11- Copyrights

11-1 Various sources are used for the drafting of a particular standard/other deliverables, which could be international, regional or national standards/other deliverables, internal company documents and research papers.

11-2 Jordanian Standards or other deliverables are protected by copyright. Where these documents are based, by agreement, on international standards (such as ISO or IEC), or regional standards

(such as EN, Arabic Standards) or the national standards (such as ASTM or BS), JSMO has the obligation to protect the rights of these copyright owners within Jordan.

11-3 It is the responsibility of persons and representatives of organizations who contribute such material to ensure that the agreement of the copyright owners has been obtained and that they have a right to submit such material.

11-4 The reproduction or dissemination by electronic means of Jordanian Standards/other deliverables, is permitted free of charge exclusively for use in the process of standards/other deliverables development under the auspices of a JSMO TC or SC, although they are copyright protected documents, and remain subject to certain other copying and redistribution limitations.

11-5 JSMO publications are commercial publications and may not be copied or shared on an electronic network without explicit authorization from JSMO.

Note: In the case of a sector technical agreement, copyright might, under certain circumstances be shared between JSMO and the group, sector or consortium concerned.

11-6 When committee members submit material that they have originated, and such material is subsequently included in a normative document, JSMO recognizes the right of the originator of the material to continue to reproduce the material in the form in which it was originally submitted. Any copyright in material that results from the standards/other deliverables development process itself, however, is exclusively and irrevocably assigned to JSMO. Committee members are reminded that although they might have contributed part of the content of a standard/other deliverables, this does not entitle them to reproduce the entire contents of the published standard/other deliverables without prior permission from JSMO, nor may they lay claim to any intellectual property rights or assert any related rights.

12- Patents

12-1 If technical reasons justify the preparation of a standard or other deliverables, which includes the use of items covered by patent rights or could be covered by pending patent rights should they be granted, the following procedures shall be complied with:

a) The originator of a proposal for Jordanian Standard or other deliverables shall draw the attention of the committee to any patent rights or pending patent rights that affect any item of the proposal of which the originator is aware.

b) If the proposal is accepted on technical grounds, the originator shall ask any holder of such identified patent rights or pending patent rights for a statement that the holder would be willing to negotiate national licenses under his/her rights with applicants on reasonable and non-discriminatory terms and conditions. Should the holder not be willing to negotiate such licenses, the proposal would need to be referred back to JSMO for re-evaluation.

c) Negotiations are left to the parties concerned and are performed outside JSMO.

d) Any member of the TC, SC involved in the preparation of a Jordanian standard or other deliverables shall draw the attention of the committee to any patent rights or pending patent rights which may affect any item within the standard or normative document and of which it becomes aware during any stage in the development of the document. The TC will decide on the way forward which may involve obtaining a patent statement from the holder of the patent rights or pending patent rights as in clause 12-1 b), or considering viable alternative technology, which could be included in the Jordanian standard or other deliverables.

e) Any member of a TC, SC shall undertake not to register any patents based on the information gathered during committee activities.

12-2 A Jordanian Standard or other deliverables shall not be published until the statements of the holders of all identified patent rights or pending patent rights have been received, unless authorized by JSMO. A statement to this effect shall be included in the foreword of the Jordanian standard or other deliverables.

12-3 JSMO does not require that patent searches be carried out, but it is expected that all who participate in a particular standards development project draw attention to any relevant patent right or pending patent rights of which they are, or become, aware. Standardization department shall not be held responsible for identifying any or all such patent rights.

12-4 Should it be revealed after publication of a Jordanian Standard or other deliverables that licenses under patent rights, which appear to cover items included in the standard/other deliverables, cannot be obtained under reasonable and non-discriminatory terms, the standard, Technical Regulation and other normative document shall be referred back to the relevant committee for further consideration.

Annex A
(Normative)
Code of Conduct for Technical Work

This code of conduct for Technical Work applies to every member who chooses to participate in a TC, SC or WG, established to develop standards/other deliverables under the auspices of JSMO. Such code of conduct is drawn from broader international guidelines and is not negotiable.

Code of Conduct for Technical Work	
We, the committee members, acknowledge the responsibility to participate in the development of standards/other deliverables. We agree to adhere to this code of conduct to support the productive participation by all members in the development of Jordanian standards and other deliverables, in accordance with the rules set out herein:	
Rule	Description
Work for the net benefit of the national community	We recognize that the development of standards/other deliverables is for the net benefit of the national community, over and above the interests of any individual, company or representative organization.
Uphold the consensus process	We shall uphold the principles of our consensus-based process through openness, transparency, balance and respect for each member in alignment with internationally recognized principles of consensus in the development of standards/other deliverables.
Agree to a clear purpose and scope	We shall commit to the development of a clear shared purpose, objective, agenda and action plan to ensure the timely and efficient development and maintenance of standards/other deliverables.
Respect others in meetings	We commit to respect others and the professional culture of Jordanian standards/other deliverables. We shall attend meetings fully briefed and prepared. We commit to uphold etiquette and the rules of engagement.
Participate actively	We agree to our roles and responsibilities and shall actively participate in Jordanian standards/other deliverables development projects. We shall engage and consult with our nominating organizations to ensure that our constituency is informed and that their views are represented.
Declare all relevant interests	We shall behave in a transparent manner by declaring all conflicts of interest. We shall manage or remove potential, perceived or actual conflicts of interest, to facilitate the resolution of competing interests via the open and structured process that forms the basis of consensus standardization.
Escalate and resolve issues	We shall identify and escalate issues and disputes in a timely manner to ensure rapid resolution. We shall uphold the agreed escalation and dispute resolution processes.
Behave ethically and legally	We shall act in good faith and with due care and diligence. We shall conduct ourselves in a manner whereby the interests of the consumer, as provided for in the Consumer Protection law, are of paramount importance. We shall promote a culture of fair and ethical behavior and encourage the reporting of unethical behavior, breaches of the Act and matters detrimental to JSMO and its reputation.
Uphold this code	We actively encourage compliance with this code at all times. We accept and encourage the rapid initiation of action to address poor, unacceptable or inappropriate behavior and breaches of this code.

Committee Name and Number:

Member Name:

Organization:

Signature:

Date:

Annex B
(Informative)
How to write standards

B-1 General

This Annex is for people wanting to write clear, concise and user-friendly standards and other publications. For more detailed authoring and editorial rules, please see the Jordanian Directive 1-2, part 2: Rules for the structure and drafting of Jordanian Standards.

B-1 Writing plain language

Write standards with the user in mind. Using plain language is an effective means of getting your message across so that the reader takes the action you want.

How to use plain language:

- Be clear to yourself about your main message – try reading it to yourself out loud.
- Put yourself in the place of the reader.
- Keep your sentences short. Have one idea per sentence. Drop words you don't need and avoid long lists in sentences.
- Use the active voice whenever possible.
- Be concise. Use short, simple words. Avoid turning verbs into nouns.
- Punctuate your writing carefully. Use more full stops, fewer commas and brackets. Use lists when you can.
- Phrase your points positively.
- Pay special attention to the scope of the document.
- Use everyday language whenever possible and reduce jargon.
- Use inclusive language where possible.
- To sum up, “ Say what you mean, using the simplest words that fit.”

B-3 Main components of standards

B-3-1 Title

The title must be clear and concise. It can include the following elements:

- a) an introductory element.
- b) a main element.
- c) a complementary element.

B-3-2 Table of contents

The table of contents is an optional element. As a general rule, it is useful for documents of more than 10 pages.

B-3-3 Foreword

The foreword is an essential part of each document, it includes a general part (prepared by JSMO and contains information about JSMO and Jordanian Standards as a general) and a specific part about the document itself.

B-3-4 Introduction

The introduction is optional but we encourage its inclusion. It may describe the content of the standard and give information on why the standard is needed. It can help users decide whether the standard meets their needs. Don't include any disclaimers or statements intended to limit the use of the standard.

B-3-5 Scope

The scope is mandatory and it describes what the document does (for example, This Jordanian Standard: “specifies”, “establishes”, “gives guidelines for”, “defines terms”, ...etc.).

You should express it as a series of statements of fact. Don't put any requirements in the scope.

B-3-6 Normative references

The normative references clause is optional, and lists other documents which are indispensable for the application of the standard. Remember to date the normative reference if reference is made to a specific clause, sub clause, figure, table, ...etc., from it.

B-3-7 Terms and definitions

The terms and definitions clause is optional, clarifying the meaning of certain words in the context of the standard. A definition is a single phrase that can replace the term wherever used. It shall not take the form of, or contain, a requirement.

B-3-8 Clauses

Clauses and sub clauses form the main part of any standard. This is the section that tells users of the standard what they need to do to implement it. Number clauses and sub clauses to help people reference key parts of the standard.

In all clauses, you should be clear about what is a requirement and what is a recommendation or other statement. Standardization department uses the following words to make the distinction:

- Requirements: shall, shall not.
- Recommendations: should, should not.
- Permission: may, need not.
- Possibility and capability: can, cannot.

Notes and examples are used for giving additional information intended to assist the understanding or use of the document. Don't put any requirement in the notes or examples. You can also refer to a specific document rather than repeating large portions of text.

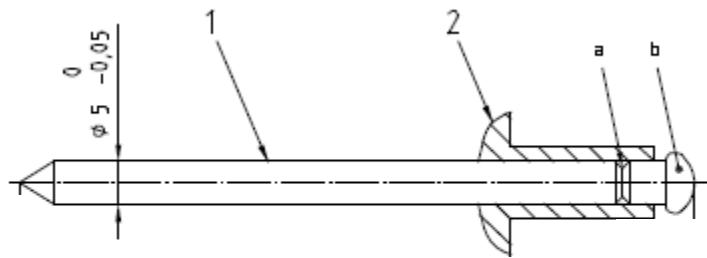
B-3-9 Tables and figures

Tables and figures shall have labels and titles as shown below:

Table B – 1 – Dimensions and type

Dimension	Type		
	A cm	B mm	C m
Length	15	22	15

Notes used in tables and figures follow the same rules as notes to text.



Key

1 mandrel shank

2 blind rivet head

The mandrel shall be designed such that the blind rivet end deforms during installation, and the shank can expand.

Note: Figure B – 1 illustrates a type A rivet head.

^a The break area shall be milled.

^b The mandrel head is commonly chromium plated.

Figure B – 1 – Blind rivet

B-3-10 Mathematical formulae

Use the International System of Units. Explain the meaning of the symbols used in a formula in a list below the formula. If necessary, number your formulae sequentially in the text using numbers between parentheses.

B-3-11 Annexes

Annexes are used to provide additional information to the user of the standard. They can be normative (for example, a test method that the user is required to follow) or informative (additional information that complements the user's understanding). Annexes are designated by a capital letter (A, B, C, etc.). Annex A is the first annex cited.

B-3-12 Bibliography

List documents here that provide general information to the user in an informative annex.

Annex C
(Informative)
Bibliography

- [1] BS 0, A standard for standards – Principles of standardization.
- [2] ISO/IEC Directives, Part 2:2004, Rules for the structure and drafting of International Standards.

References

- SANS 1-1:2012, Standard for Standards, Part1: The development of South African National Standards.
- Procedures related to Standardization Department of JSMO.
- ISO document, How to write standards.