

SAUDI ARABIAN STANDARDS ORGANIZATION

(SASO)

**TECHNICAL DIRECTIVE —
PART ONE:
STANDARDIZATION AND RELATED
ACTIVITIES — GENERAL VOCABULARY**

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FOREWORD

This Part of SASO's Technical Directives is Adopted from ISO/IEC Guide 2/2004: Standardization and Related Activities — General Vocabulary.

1. STANDARDIZATION

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.

Notes

- 1) *In particular, the activity consists of the processes of formulating, issuing and implementing standards.*
- 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.*

1.2 Subject of standardization

Topic to be standardized

Notes

- 1) *The expression ‘product, process or service’ has been adopted throughout this guide to encompass the subject of standardization in a broad sense, and should be understood equally to cover, for example, any material, component, equipment, system, interface, protocol, procedure, function, method or activity.*
- 2) *Standardization may be limited to particular aspects of any subject. For example, in the case of shoes, criteria could be standardized separately for sizes and durability.*

1.3 Field of standardization

Domain of standardization (deprecated)

Group of related subjects of standardization.

Note: Engineering, transport, agriculture, and quantities and units, for example, could be regarded as field of standardization.

1.4 **State of the art**

Developed stage of technical capability at a given time as regards products, processes and services, based on the relevant consolidated findings of science, technology and experience.

1.5 **Acknowledged rule of technology**

Technical provision acknowledged by a majority of representative experts as reflecting the state of the art.

Note: A normative document on a technical subject, if prepared with the cooperation of concerned interests by consultation and consensus procedures, is presumed to constitute an acknowledged rule of technology at the time of its approval.

1.6 **Level of standardization**

Geographical, political or economic extent of involvement in standardization.

1.6.1 **International standardization**

Standardization in which involvement is open to relevant bodies from all countries.

1.6.2 **Regional standardization**

Standardization in which involvement is open to relevant bodies from countries from only one geographical, political or economic area of the world

1.6.3 **National standardization**

Standardization that takes place at the level of one specific country

Note: Within a country or a territorial division of a country, standardization may also take place on a branch or sectoral basis (e.g. ministries), at local levels, at association and company levels in industry and in individual factories, workshops and offices.

1.6.4 **Provincial standardization**

Standardization that takes place at the level of a territorial division of a country.

Note: Within a country or a territorial division of a country, standardization may also take place on a branch or sectoral basis (e.g. ministries), at local levels, at association and company levels in industry and in individual factories, workshops and offices.

3.2.1 **Publicly available standards**

Note: By virtue of their status as standards, their public availability and their amendment or revision as necessary to keep pace with the state of the art, international, regional, national and provincial standards (3.2.1.1, 3.2.1.2, 3.2.1.3 and 3.2.1.4) are presumed to constitute acknowledged rules of technology.

3.2.1.1 **International standard**

Standard that is adopted by an international standardizing/standards organization and made available to the public.

3.2.1.2 **Regional standard**

Standard that is adopted by a regional standardizing/standards organization and made available to the public.

3.2.1.3 **National standard**

Standard that is adopted by a national standards body and made available to the public.

3.2.1.4 **Provincial standard**

Standard that is adopted at the level of a territorial division of a country and made available to the public.

3.2.2 **Other standards**

Note: Standards may also be adopted on other bases, e.g. branch standards and company standards. Such standards may have a geographical impact covering several countries.

3.3 **Prestandard**

Document that is adopted provisionally by a standardizing body and made available to the public in order that the necessary experience may be gained from its application on which to base a standard.

3.4 **Technical specification**

Document that prescribes technical requirements to be fulfilled by a product, process or service.

Notes

- 1) *A technical specification should indicate, whenever appropriate, the procedure(s) by means of which it may be determined whether the requirements given are fulfilled.*
- 2) *A technical specification may be a standard, a part of a standard or independent of a standard.*

3.5 **Code of practice**

Document that recommends practices or procedures for the design, manufacture, installation, maintenance or utilization of equipment, structures or products.

Note: A code of practice may be a standard, a part of a standard or independent of a standard.

3.6 **Regulation**

Document providing binding legislative rules, that is adopted by an authority.

3.6.4 **Technical regulation**

Regulation that provides technical requirements, either directly or by referring to or incorporating the content of a standard, technical specification or code of practice.

5.5 **Process standard**

Standard that specifies requirements to be fulfilled by a process, to establish its fitness for purpose

5.6 **Service standard**

Standard that specifies requirements to be fulfilled by a service, to establish its fitness for purpose.

Note: Service standards may be prepared in fields such as laundering, hotel-keeping, transport, car-servicing, telecommunications, insurance, banking, trading.

5.7 **Interface standard**

Standard that specifies requirements concerned with the compatibility of products or systems at their points of interconnection.

5.8 **Standard on data to be provided**

Standard that contains a list of characteristics for which values or other data are to be stated for specifying the product, process or service.

Note: Some standards, typically, provide for data to be stated by suppliers, others by purchasers.

6. HARMONIZATION OF STANDARDS

Note: Technical regulations can be harmonized like standards corresponding terms and definitions are obtained by replacing “standards” by “technical regulations” in the definitions 6.1 to 6.9 and “standardizing bodies” by “authorities” in definition 6.1.

6.1 **Harmonized standards**

Equivalent standards

Standards on the same subject approved by different standardizing bodies, that establish interchangeability of products, processes and services, or mutual understanding of test results or information provided according to these standards.

Note: Within this definition, harmonized standards might have difference in presentation and even ip

7. CONTENT OF NORMATIVE DOCUMENTS

7.1 **Provision**

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

Note: These types of provision are distinguished by the form of wording they employ; e.g. instructions are expressed in the imperative mood, recommendations by the use of the auxiliary “should” and requirements by the use of the auxiliary “shall”.

7.2 **Statement**

Provision that conveys information

7.3 **Instruction**

Provision that conveys an action to be performed.

7.4 **Recommendation**

Provision that conveys advice or guidance

7.5 **Requirement**

Provision that conveys criteria to be fulfilled.

7.5.1 **Exclusive requirement**

Mandatory requirement (deprecated)

9.1.1 **Standards project**

Specific work item within a standards programme.

9.2 **Draft standard**

Proposed standard that is available generally for comment, voting or approval

9.3 **Period of validity**

9.9 **New edition**

New impression of a normative document that includes changes to the previous edition

Note: Even if only the content of existing correction or amendment sheets is incorporated into the text of a normative document, the new text constitutes a new edition.

10. **IMPLEMENTATION OF NORMATIVE DOCUMENTS**

Note: A normative document can be said to be “implemented” in two different ways. It may be applied in production, trade, etc., and it may be taken over, wholly or in part, in another normative document. Through the medium of this second document, it may then be applied, or it may again be taken over in yet another normative document.

10.1 **Taking over an international standard (in a national normative document)**

Publication of a national normative document based on a relevant international standard, or endorsement of the international standard as having the same status as a national normative document, with any deviations from the international standard identified.

Note:

11. REFERENCE TO STANDARDS IN REGULATIONS

11.1 Reference to standards (in regulations)

Reference to one or more standards in place of detailed provisions within a regulation.

Notes:

- 1) *A reference to standards is either dated, undated or general, and at the same time either exclusive or indicative.*
- 2) *A reference to standards may be linked to a more general legal provision referring to the state of the art or acknowledged rules of technology. Such a provision may also stand alone.*

11.2 Precision of reference

11.2.1 Dated reference (to standards)

Reference to standards that identifies one or more specific standards in such a way that later revisions of the standard or standards are not to be applied unless the regulation is modified.

Note: The standard is usually identified by its number and either date or edition. The title may also be given.

11.2.2 Undated reference (to standards)

Reference to standards that identifies one or more specific standards in such a way that later revisions of the standard or standards are to be applied without the need to modify the regulation.

Note: The standard is usually identified only by its number. The title may also be given.

11.2.3 General reference (to standards)

Reference to standards that designates all standards of a specified body and/or in a particular field without identifying them individually.

11.3 Strength of reference

11.3.1 Exclusive reference (to standards)

Reference to standards that states that the only way to meet the relevant requirements of a technical regulation is to comply with the standard(s) referred to.

11.3.2 **Indicative reference** (to standards)

Reference to standards that states that one way to meet the relevant requirements of a technical regulation is to comply with the standard(s) referred to.

Note: An indicative reference to standards is a form of deemed-to-satisfy provision.

11.4 **Mandatory standard**

Standard the application of which is made compulsory by virtue of a general law or exclusive reference in a regulation.

12. CONFORMITY ASSESSMENT

The terms and definitions given in ISO/IEC 17000 apply.