



Systematic

Review Process for

National Standards



Abbreviations

BTS	Bhutan Standard
BSB	Bhutan Standards Bureau
DBTS	Draft Bhutan Standard
FBTS	Final Draft Bhutan Standard
IEC	International Electrotechnical Commission
IS	Indian Standard
MBUA	Member Body User Administrator
NMC	National Mirror Committee
NSB	National Standards Body
NWIP	New Work Item Proposal
O-member/ISO	Observer member of ISO committee
P-member/ISO	Participating member of ISO committee
SC	Subcommittee
SRP	Systematic Review Process
TC	Technical Committee
TS	Technical Specification
WD	Working Draft

PART 1- the what

What is Systematic Review?

National Standards and other deliverables represent a consensus among experts in the field concerned. To ensure that they remain up-to-date, National Standards are reviewed at least every five years after publication through the Systematic Review Process. Through this process, Bhutan Standards Bureau, The National Standards Body of Bhutan reviews the document in consultation with stakeholders and respective Technical Committee to decide whether it is still valid, should be updated, revised or withdrawn the National Standards.

Why is Systematic Review important?

Systematic Review provides valuable information on the relevance of the standard. It is to ensure the standard developed/adopted which are published can be used/implemented as broadly as possible by affected industries and other stakeholders in markets. In order to understand the global relevance of Bhutan Standards, we must understand where and how they are used.

The Systematic Review process is carried out by Maintenance Section under Standardization Division of BSB which is the main tool for collecting the information, and it is therefore very important that Technical members and Member Secretaries respond accurately to Systematic Review enquiries. For example, if the results of the Systematic Review show that a standard has been more than five years after publication then its relevance is called into question. Thus these standards can be proposed for revision/amendments or even likely to be proposed for withdrawal.

The information collected on the use of the standard is also of interest to the committee that have involved in developing it. Comments obtained by Systematic Review can be used as input for the next revision of the standard, and can make the committee aware of factors that have an important impact on the implementation of the standard in different sectors.

Systematic Review can therefore lead to a revised standard, incorporating changes that facilitate its implementation that have not yet adopted or used the standards.

Overview of Systematic Review

The Systematic Review process

Every Bhutan Standard published by BSB alone, is subject to Systematic Review (SR) in order to determine whether it should be confirmed, revised/amended, converted to another form of deliverable, or withdrawn.

The Systematic Review process for Bhutan Standards: Step by Step

The committee can decide to launch the SR whenever necessary, or it is automatically launched 5 years after the publication or confirmation of a Bhutan Standard (BTS).

A committee can (at any time between Systematic Review) pass a resolution initiating a revision or amendment of a standard.

A Technical Committee member can also request a Systematic Review before the automatic 5-year deadline.

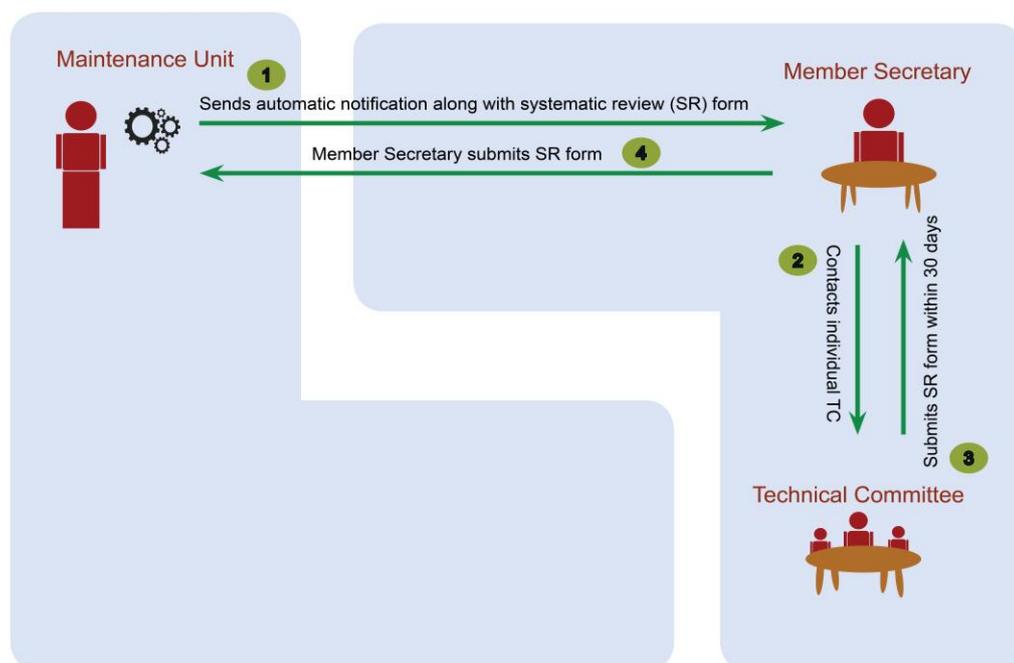
Systematic Reviews are administered electronically by Maintenance Section under Standardization Division and all are invited to respond to such reviews.

When the Maintenance Section marks (**Red**-Consider to be reviewed, **Green**- Review yet to be taken into consideration) for every published BTS after 5 years for review, all the respective Technical Committee and relevant stakeholders (agencies and ministries).

The SR results are made available by Maintenance Section to all the committee responsible for developing the standard in question.

Within 30 days of notification call for review, all the committee secretariat has to submit the Systematic Review Form to Maintenance Section to consider the proposal action and to object if no objectives are reviewed, then action proposed in Systematic Review Form is considered as Committee Draft.

Figure 1. Systematic Review Process



Possible outcomes of Systematic Review

After the 30 days review period, the final decision (to reaffirm, revise/amend or withdraw a standard) remains with the responsible committee.

The following options would be considered:

Option 1:

Reaffirmed (retention without technical change)

When the outcome of the Systematic Review Form shows that a document is still applicable and that it should continue to be made available, and that no technical changes are needed, a deliverable can be reaffirmed.

When a standard is reaffirmed, this will be visible in Maintenance Section Folder marked as follows: "This standard was reviewed and reaffirmed in "YEAR"

Option 2:

Revision or Amendment (Retention with change/s)

When the outcome of the Systematic Review Form shows that a document is used, that it should continue to be made available, but that technical changes are needed, it should be proposed for revision or amendment.

If the revision/amendment is proposed in Systematic Review Form and no members object, then the document will be registered as an approved work item and a call for experts must be launched. The steps for revision or amendment are the same as those for preparation of a new standard.

For minor changes, e.g. updating and editorial changes that do not impact the technical content, a shortened procedure called "minor revision" can be applied. The committee has to take a resolution to approve the minor revision and the decision has to be consulted after which a final draft of the revised deliverable should be circulated for 90 days (Wide Circulation). The Foreword of the next edition of the deliverable should indicate that it is a minor revision.

Option 3:

Withdrawal

When the standard requires major technical changes and or is not relevant to the current situation, the standard should be withdrawn (because it is no longer applicable).

Other reasons why a committee may decide to propose a standard for withdrawal include the following:

1. the standard does not reflect current practice or research
2. it is not suitable for new and existing applications (products, systems or processes)
3. it is not compatible with current views and expectations regarding quality, safety and the environment

Chairperson of the relevant TC should report officially with justification for the withdrawal of National Standard to the Director General of BSB.

If Bhutan standard is withdrawn, it means it is no longer relevant at any level, thus no further work will be done to maintain or update a withdrawn standard.

Withdrawn standards are therefore still available in the Maintenance Section (though are marked as withdrawn) and if required, can be purchased from the Standard Promotion Section under Standardization Division.

Responsibilities of the different actors in the SR process

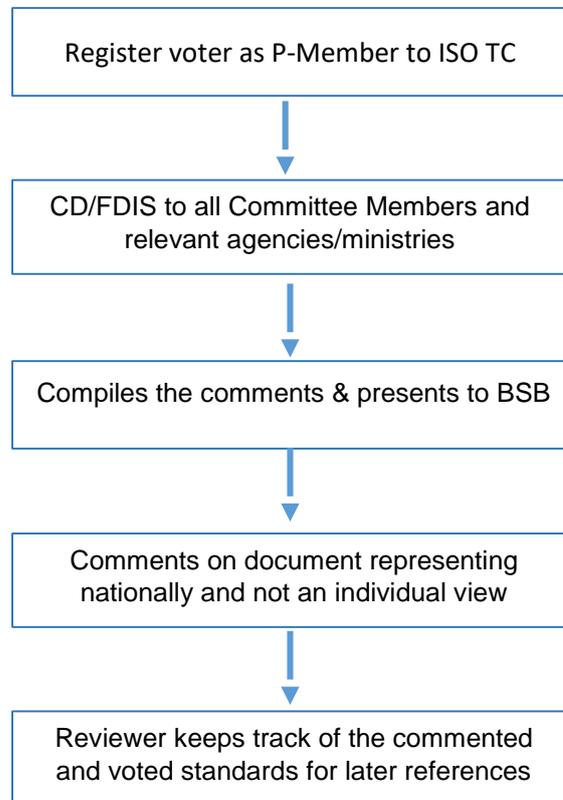
For the purposes of this document, we have simplified the Systematic Review process by dividing it into three main stages, each with a different key actor.

Stage	What happens?	Key actor responsible
1. Technical Committee	Member secretary receives the SR Systematic Review Form from Maintenance Section	TC member and relevant agencies/ministries
2. Information input	National experts/stakeholders provide their input to the BSB, who uses the aggregated input received to fill out the answers to the SR questions	Respondents to the SR questions: National experts (NMCs), stakeholders
3. Analysis and decision-making	The Member secretary receives the SR results, analyses them and makes a recommendation for action to Maintenance Section	TC/SC/WG committee secretaries & Maintenance Section

PART 2

Comments on International/Regional Draft Standard

The following pathway will be followed for voting/commenting in ISO

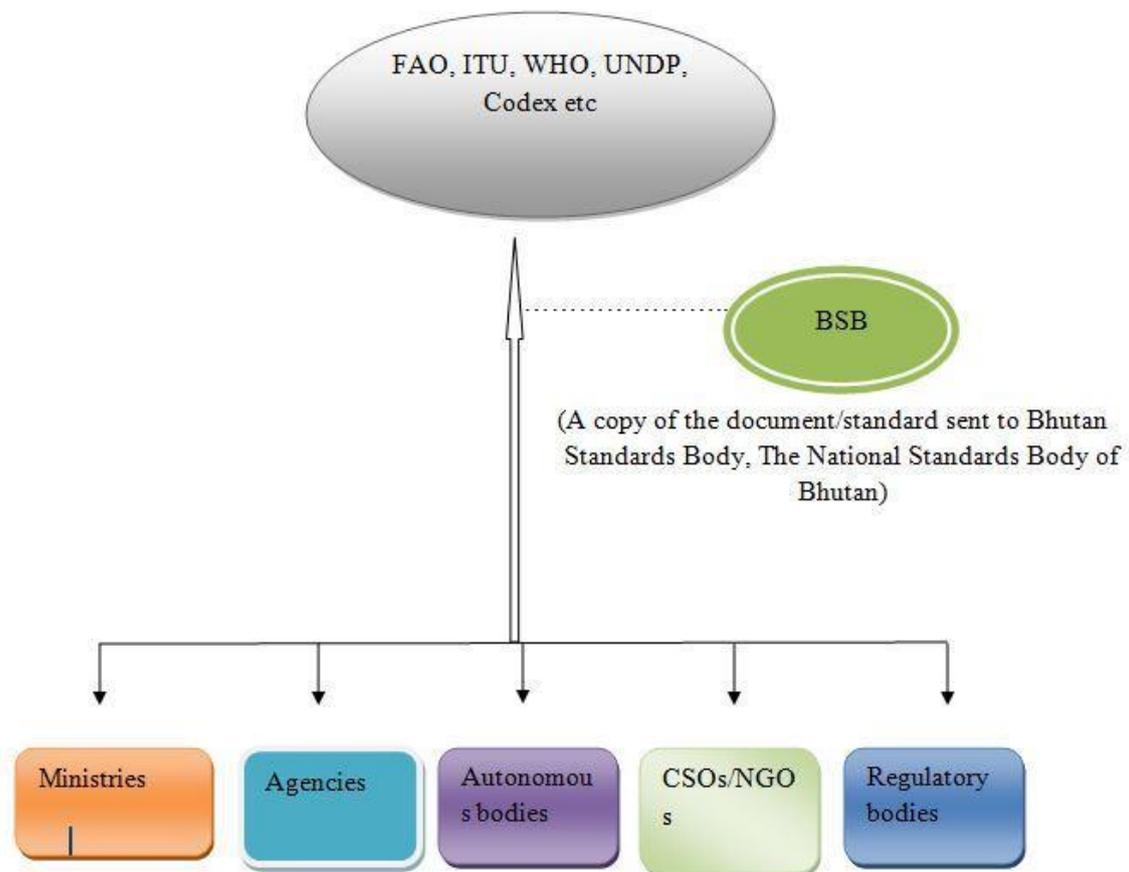


Guidance for Member Secretaries

Before the Systematic Review Process begins at the committee level, the Secretary shall prepare the documents necessary for the review process. In order to help secretaries in this task, Maintenance Section sends an automatic notification 6 months before an SR is due to open. When Secretaries receive this notification, they are encouraged to conduct a pre-review of the standard.

In addition, Secretaries are encouraged to inform his/her TC member creating awareness on the BTS standard due for SR and also to create a folder (accessible to Committee Member).

Part 4 Streamlining standardization Process in International Bodies

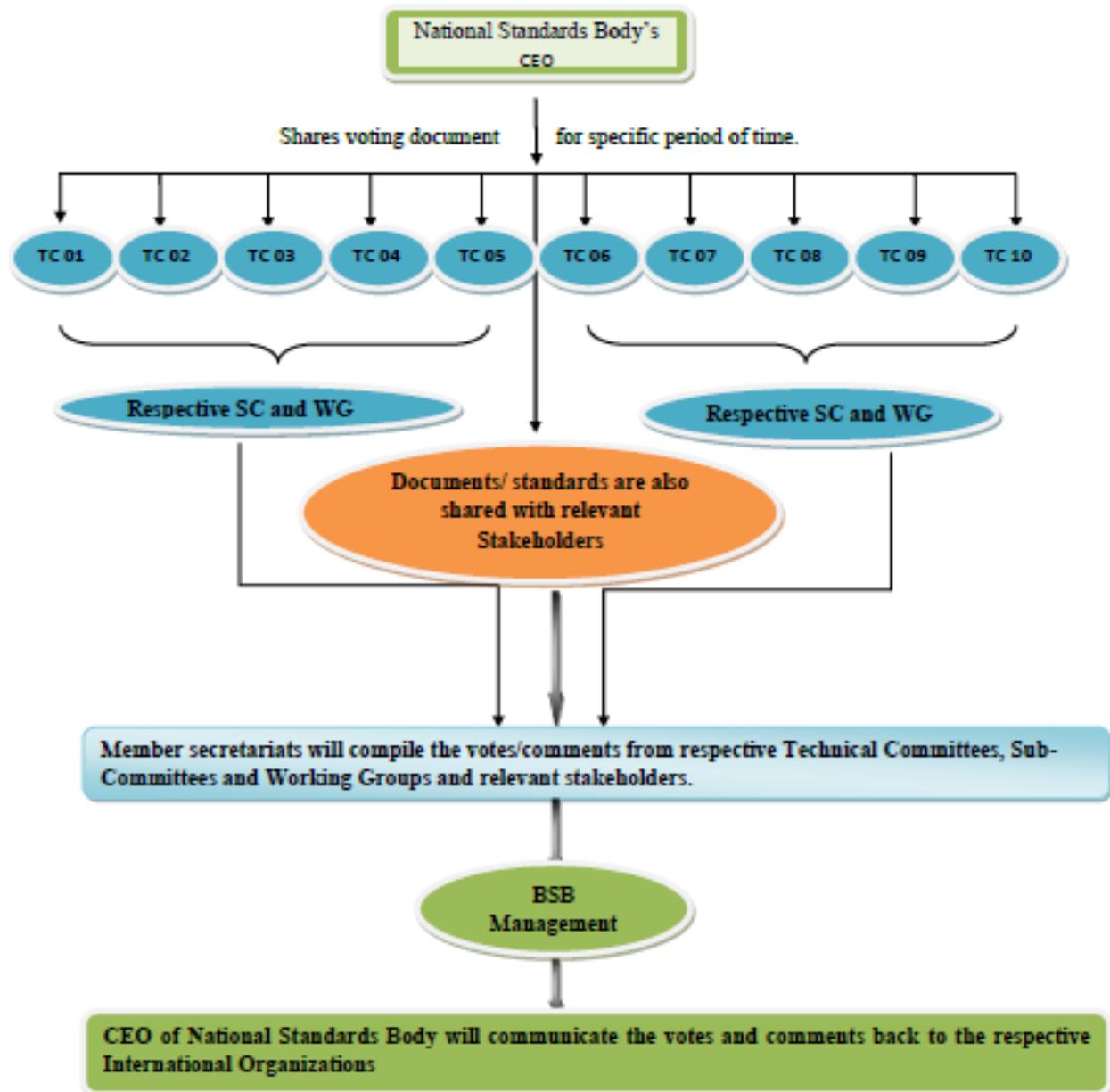


Note:

1. This part is solely for the purpose of streamlining the other agencies/ministries's participation in International Bodies taking into consideration of consensus in Standards, importance of standards and its impact.
2. This process intends to avoid conflicts among the existing organizations.

PART 5

General voting flow chart for International organization's standards and documents.



Annexure

Systematic Review Form

Date: Click here to enter text.	TC/SC: Click here to enter text.
BTS No: Click here to enter text.	N no: Click here to enter text.

This document is to be completed by the Member Secretary and circulated to Maintenance Section within 30 days of the termination of the review period.

<p>Review: Start date: Click here to enter text.. End date: Click here to enter text.</p>
<p>Reference number and title of Bhutan Standard: English title: Click here to enter text. Dzongkha title: Click here to enter text.</p>
<p>Results The following criteria have been met: 1. A simple majority of member's consensus has proposed the following action: a <input type="checkbox"/> withdrawal b <input type="checkbox"/> revision/amendment c <input type="checkbox"/> reaffirmed <input type="checkbox"/> It has been adopted/is intended to be adopted (with or without change) or affirmed by two-third of the committee members.</p>
<p>In the light of results, the following action is proposed and will be considered in the committee decision unless objections are received within 30 days of circulation of this form: Criteria 1 a met or criteria 2 not met: <input type="checkbox"/> withdrawal</p>
<p>Criteria 1 b & 2 met – see Note: <input type="checkbox"/> revision <input type="checkbox"/> amendment <input type="checkbox"/> minor revision (to be registered as a FDIS) Note: The choice between revision and amendment is essentially based on an assessment of whether or not the changes are limited (amendment) or if they require the redevelopment of the whole document (revision). To be determined by the committee secretariat. A minor revision may be selected if the proposed changes do not impact the technical content.</p>

In the case of a Revision or an Amendment, the project is to be registered as:

- A Working draft (WD)**
- A Committee draft (CD)**
- A Draft Bhutan Standard (DBTS)**

A call for experts may or may not be launched for revisions or amendments.

- The scope of the document is confirmed**

Proposed development track

- 18 months**
- 24 months**
- 36 months**
- 48 months**

Proposed Project Leader (name and email address):

[Click here to enter text.](#)

This proposal will be developed by:

- A Technical Committee/ Sub-Committee /existing Working Group/ (please specify which one:**

[Click here to enter text.](#)

- A /Technical Committee/Sub-Committee/new Working Group (title:**

[Click here to enter text.](#)

Note: establishment of a new WG must be approved by committee resolution

- The TC/SC directly**

Criteria **1c & 2**, met:

- Confirmation**

No final decision can yet be taken for the following reason(s) (indicate when decision is expected):

- Other** (Please describe, e.g. division into parts, combination with another IS/ISO/IEC etc)

[Click here to enter text.](#)

Chairperson: Click here to enter text.	Date: Click here to enter text.	Signature of TC/SC Secretary: Click here to enter text.
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