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## Standard Setting Procedure

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**Thailand Forest Certification Council - TFCC**

**The Federation of Thai Industries**



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## **Introduction**

According to Thailand Forest Certification System (TFCS), forest management certification is based on requirements, defined as Thailand Industrial Standards Institute (TISI) and Thailand Forest Certification Council (TFCC). Standards and requirements for standard setting process is a holistic approach that takes into the balance of ecological, social and economic consideration. Related stakeholders can be a part of public participation for the standard setting process in terms of open, transparent and consensus baseline with suggestions and recommendations in the development of standards.

TFCC is committed to work with a broad range of stakeholders and to provide them with opportunity for public participation in the standard setting process in which performs consensus meeting amongst the participating stakeholders.

This document is based on ISO/IEC Guide 59. In addition, the ISEAL Code of Good Practice for Setting Social and Environmental Standards was taken into consideration.

## **1 Scope**

1.1 This document includes procedures for the development of the standard setting process in order to ensure objectivity, efficiency, transparency and consensus among the participating related stakeholders.

The document's requirements are applicable to:

- a) Development of new standards or their parts,
- b) Standards Revision,

1.2 Standards shall be regularly reviewed and revised every five years or before just in case of each standard takes into account comments from related stakeholders. The document is publicly available.

## **2 Normative references**

The following referenced documents are indispensable for the application of this document. For both dated and undated references, the latest edition of the referenced document (including any amendment) applies.

PEFC ST 1001, Standard Setting

TFCC Statute

TFCC PD 007, the Investigation and Resolution of Public Complaints and Appeals Procedure

ISO/IEC Guide 2, Standardization and related activities - General vocabulary

ISO/IEC Guide 59, Code of good practice for standardization

### **3 Terms and definitions**

#### **3.1 Consensus**

General agreement characterised by the absence of sustained opposition to substantial issues by any important part of the concerned interest 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 (ISO/IEC Guide 2)

#### **3.2 Disadvantaged stakeholder**

A stakeholder who might be financially or otherwise disadvantaged in participating in the standard - setting process.

#### **3.3 Working draft**

Proposed document that is available generally for comments or voting within a working group/committee.

#### **3.4 Enquiry draft**

A proposed document that is available for public consultation.

#### **3.5 Standardisation Committee draft**

Proposed document that is available generally for comments or voting within the Standardisation Committee.

#### **3.6 Final draft**

A proposed document that is available for formal approval.

#### **3.7 Key stakeholder**

A stakeholder whose participation is critical to the results of the standard setting process.

#### **3.8 Normative document**

A document that provides rules, guidelines or characteristics for activities or their results.

Note 1: The term “normative document” is a generic term that covers such documents as standards, technical specifications, codes of practice and regulations.

Note 2: “A document” is to be understood as any medium with information recorded on or in it.

Note 3: The terms for different kinds of normative documents are defined considering the document and its content as a single entity (ISO/IEC Guide 2)

#### **3.9 Revision**

Introduction of all necessary changes to the substance and presentation of a normative document.

Note: The results of the revision are presented by issuing a new edition of the normative document (ISO/IEC Guide 2).

### **3.10 Review**

Activity of checking a normative document to determine whether it is to be reaffirmed, changed or withdrawn.

### **3.11 Stakeholder**

A person, group or organisation with an interest in the subject of the standardisation.

Note: The nine major groups that have been defined by Agenda 21 of the United Nations Conference on Environment and Development (UNCED) in Rio de Janeiro in 1992 provides an example of stakeholders involved in/concerned by sustainable forest management: (i) business and industry, (ii) children and youth, (iii) forest owners, (iv) indigenous people, (v) local authorities, (vi) NGOs, (vii) scientific and technological community, (viii) women, and (ix) workers and trade unions.

### **3.12 Standard**

A document, established by consensus and approved by a recognised 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 or 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 benefits (ISO/IEC Guide 2).

## **4 Organisational structure and responsibilities for standard setting**

Organisational structure and responsibilities for standard setting shall not allow certification bodies be involved in the standard setting process as governing or decision making body

TISI is the National Standardisation Body who is a member of International Standardization and Organization (ISO) and responsible for national standard setting process.

TFCC is the National Governing Body who is a member of the Programme for the Endorsement of Forest Certification (PEFC) with responsible for development of Thailand Forest Certification System (TFCS).

### **4.1 Standard Setting Process**

Refer to TISI (St)-P-VS-01, the Standard Setting Procedure, Section 7

TISI is the National Standardisation Body who is responsible for national standard setting process.

TFCC represents a representative to act as a member of Technical Committee of TISI and is in charge of some parts of the standard setting process, as detailed in TFCC PD 006 below:

- A) Stakeholder mapping
- B) Announcement of the standard setting and invitation of related stakeholders
- C) Technical Committee Establishment
- D) Development of a draft standard
- E) Public consultation
- F) Standard testing
- G) Consensus-building
- H) Formal approval of the standard
- I) Publication of the standard
- J) Periodic revision of the standard

#### **4.2 Standardising body**

Refer to the Industrial Products Standards Act

#### **4.3 Industrial Product Council (IPC)**

Refer to the Industrial Products Standards Act (No.7), Section 8

#### **4.4 Technical Committee (TC)**

##### 4.4.1 Technical Committee's responsibilities

Refer to TISI(St)-R-CM-01, Operation Manual of Technical Committee, Section 4.1

##### 4.4.2 Technical Committee Members

Refer to TISI(St)-W-TC-01, Work Instruction for the Notification and Review of Technical Committee Members, Section 5.1.3

##### 4.4.3 Technical Committee Composition

Refer to TISI(St)-W-TC-01, Work Instruction for the Notification and Review of Technical Committee Members, Section 5.1.1

##### 4.4.4 Technical Committee Secretariat

Refer to TISI(St)-R-CM-01, the Operation Manual of Technical Committee, Section 5.3

#### **4.5 Technical Subcommittee (SC)**

Refer to TISI(St)-R-CM-01, Operation Manual of Technical Committee, Section 4.2

#### 4.6 TFCC Committee

Refer to TFCC Statute, Section 5

4.6.1 TFCC Committee's responsibilities within the standard setting process shall be:

To perform forest certification under TFCC Statute, TFCC Committee shall perform as follows:

(1) To establish policies, procedures, management, and implementation for Thailand's forest certification;

(2) To issue regulations necessary for internal implementation associated with Thailand's forest certification;

(3) To appoint a committee to handle any and all complaints relating to Thailand's forest certification; and

(4) To operate in accordance with the national, regional and international requirements and objectives as the National Governing Bodies (NGB).

4.6.2 TFCC Committee shall be established and reviewed by Chairman of IAI Committee, and TFCC Committee shall report to IAI Committee.

#### 4.7 Standard Version

Standard Version shows in the Table 1 below:

Table 1: Standard Version

Stages	Standard Version		Standard Setting Process
	Name	Abbreviation	
Preparatory stage	Committee Draft	CD	Preparing CD by Sub technical Committee or Drafting committee
Development of standard draft	Committee Draft for Vote	CDV	Considering CD to CDV by Technical Committee providing for public consultation
Consensus-building stage	Final Draft National Standard	FDNS	Revising from public consultation by Technical Committee
Approval stage	National Standard	TIS standard	Approving by the Industrial Product Council and signing by the Minister of Industry

### 5 Standard setting process

#### 5.1 Stakeholder mapping and disadvantaged and key stakeholders

Office of the National Standardization Council of Thailand (ONSC - TISI) and TFCC staffs shall define stakeholders as following;

5.1.1 The stakeholder mapping of Thailand shall arrange in the way of the compatibility to the country performance and availability such as UNCED or EU FLEGT.

Note: The stakeholder categories should be defined in consistent with the nine major groups relevant to the sustainable forest plantation management, defined by Agenda 21 of the United Nations Conference on Environment and Development (UNCED) in Rio de Janeiro in 1992. a) Business and industry relating to Sustainable Forest Plantation Management, b) Children and youth, c) Forest owners/managers, d) Indigenous people, e) Local authorities or governmental authorities, including national and international levels, f) Non-governmental organisations, g) Scientific and technological community, h) Women and i) Workers and trade unions.

5.1.2 All stakeholders shall be identified disadvantaged and key stakeholders.

5.1.3 The communication way of stakeholders should be based on the processes of invitation letters, meetings, seminars, emails and feedback channels.

5.1.4 The disadvantaged stakeholders shall participate by the processes of public consultation, meetings or seminars, emails and feedback channels.

## **5.2 Announcement of the standard-setting and invitation of related stakeholders**

Refer to TISI(St)-W-TC-01, Work Instruction for the Notification and Review of Technical Committee Members, Section 5.1.3

ONSC and TFCC staffs shall make a public announcement of the start of the standard-setting process and include an invitation for participation in a timely manner on its website and in suitable media as appropriate to afford stakeholders an opportunity for meaningful contributions. The announcement and invitation shall include:

- (a) information about the objectives, scope and the steps of the standard-setting process and its timetable,
  - (b) information about opportunities for stakeholders to participate in the process,
  - (c) an invitation to stakeholders to nominate their representative(s) to the working group/committee.
- The invitation to disadvantaged and key stakeholders shall be made in a manner that ensures that the information reaches intended recipients and in a format that is understandable,
- (d) an invitation to comment on the scope and the standard-setting process, and
  - (e) reference to publicly available standard-setting procedures.

TFCC staffs shall make the announcement process of standard setting by publishing on the website <http://fti-tfcc.org/>

## **5.3 Technical Committee Establishment**

Refer to TISI(St)-W-TC-01, Work Instruction for the Notification and Review of Technical Committee, Section 5.1

#### **5.4 Development of a draft standard**

Refer to TISI (St)-W-DR-01, Work Instruction of Standard Drafting Process, Section 5.1

#### **5.5 Public consultation**

Refer to TISI(St)-W-DR-01, Work Instruction of Standard Drafting Process, Section 5.2, and;

TFCC staffs shall make the public consultation process of CDV by publishing on the website <http://fti-tfcc.org/> at least 60 days

#### **5.6 Standard testing**

5.6.1 TFCC staffs shall be responsible to standard testing process in terms of related standards. It purposes for testing new standards for analyzing and applying to use in the real implementation.

5.6.2 TFCC staffs shall submit the standard testing results to TFCC Committee for the consideration before submitting to Technical Committee for the consideration in order to the result's effect to standard.

Note: Standard testing is not required in case of revision of a standard where experience from its usage can substitute for pilot testing.

#### **5.7 Consensus-building**

Refer to TISI (St)-R-CM-01, Operation Manual of Technical Committee, Section 4.3.2.3

A synopsis of received comments compiled from material issues, including the results of their consideration, is publicly available on TISI/TFCC website

#### **5.8 Formal approval of the standard**

Refer to TISI (St)-W-DR-01, Work Instruction of Standard Drafting Process, Section 5.6

#### **5.9 Publication of the standard**

Refer to TISI (St)-W-GZ-01, Work Instruction of Standard Announcement Process, Section 5.1.3

The formally approved standards shall be publicly available on TISI/TFCC website.

### **6 Standard revision**

Refer to TISI (St)-W-RV-01, Work Instruction for the Establishment and Review of standard setting, Section 1

## **7 Documented information system**

7.1 TFCC staffs shall perform the documented information system, according to TFCC PD 008: 2017.

7.2 TISI's work instructions and documentations, related to standard setting process, shall be listed, according to the master list of external documents below:

- The Industrial Products Standards Act, B.E.2511 (1968) (Attachment 1)
- TISI(St)-P-VS-01, Standard Setting Procedure (Attachment 2)
- TISI(St)-R-CM-01, Operation Manual of Technical Committee (Attachment 3)
- TISI(St)-W-TC-01, Work Instruction for the Notification and Review of Technical Committee Members (Attachment 4)
- TISI(St)-W-DR-01, Work Instruction of Standard Drafting Process (Attachment 5)
- TISI(St)-W-GZ-01, Work Instruction of Standard Announcement Process (Attachment 6)
- TISI(St)-W-RV-01, Work Instruction for the Notification and Review of National Standards (Attachment 7)
- PSY-DC02-01, Record Control Procedure (Attachment 8)

7.3 TISI shall show the process of record accumulation, index, accession and keeping approximately 10 years or long – lasting, according to The Regulations of the Office of Prime Minister on Procurement 2<sup>nd</sup> edition, B.E. 2548 (2005) (Attachment 9).

7.4 The latest edition of the referenced documents, including any amendment, shall apply into the master list of documented information with application date and revision edition for the documented information system.

## **8 Communication**

8.1 TFCC documented information, including standards and requirements, procedures, other documents and documented information, shall be publicly available for Technical Committee and related stakeholders.

8.2 The communication channels shall be mostly in patterns of either website or documentation system, to reach for Technical Committee and related stakeholder accession.

Figure 1: Standard Setting Process



