

# cerfoar - Technical Document

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## ANNEX 3

### IRAM Rules of Standards Setting and of the Functioning of their Technical Forums – REN

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# **RULES OF STANDARDS SETTING AND OF THE FUNCTIONING OF THEIR TECHNICAL FORUMS**



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These Rules replace the one dated November 1976, modified in June 1980, October 1984 and December 1991.

This new edition establishes the guidelines for the setting up, organization and functioning of the standard setting forums. It establishes the basic principles for the standard setting, their revision, re-approval or possible annulment.

Besides, it considers the mechanisms for the adoption of international, hemispheric and regional standards.

It was approved by the Executive Council of the IRAM (Argentine Institute of Standardization and Certification) in its session on October 27th, 1999 (Minute N° 661) and then, by virtue of the Agreement entered into by and between the Secretariat of Industry and the IRAM, on February 2nd, 1995, within the framework of the Decree 1974/94, they were approved by that Secretariat on December 3rd, 1999.

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M.P. 70.10.278

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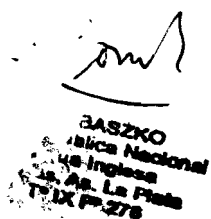
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## **RULES OF STANDARDS SETTING AND OF THE FUNCTIONING OF THEIR TECHNICAL FORUMS**

### **1 PURPOSE, SCOPE AND AMENDMENTS**

**1.1** These Rules establish the general proceedings for the setting up of the technical forums involved in the standard setting, the way they integrate, their functional dependence and functioning guidelines.

**1.2** They also establish the basic principles for the development of the setting, revision or annulment of standards and the mechanisms of adoption of international and regional standards.

**1.3** The situations which are not considered within these Rules and the doubts or controversies which may eventually arise when put into practice, shall be made in writing to the Department of Standardization, which shall give notice to the Special Commission of Rules and Regulations.

### **2 STANDARD SETTING FORUMS**

#### **2.1 Functions**

The functions of the Standard setting forums are:

To develop the works of standardization in a defined activity field performing tasks related to the standard setting, for example:

- a) to seek advice and carry out technical surveys at a national and international level;
- b) to program and do research work;
- c) to program and perform tests inside the laboratory, study official regulations, when requested by governmental authorities and forums and authorities which belong to this institution.

#### **2.2 Types of Forums**

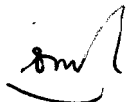
The different types of forums which are enumerated below, as well as their dependence characteristics, shall be constituted with the approval of the Department of Standardization.

##### **2.2.1 Committees**

**2.2.1.1** Their function is to guide and to establish the strategies to be followed in the development of the studies of topics of a given specialty.

- They provide and coordinate the Plan of Studies of Standards of their specific area; they create the corresponding Subcommittees of Standard Setting and determine their scope.
- They supervise the work of the Standards Setting Forums which depend on them and approve the documents studied by the Subcommittees so that they can be submitted to the General Committee of Standards (GCS) of the IRAM.

**2.2.1.2** They shall be constituted with the approval of the Department of Standardization and of the Board of

  
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Directors and shall have a minimum of six members.

Their members shall be representatives of public and private entities which are members of the IRAM and of governmental forums, related to the basic topic of the Committee, with enough power of decision.

A Chairman (see 2.4) and a Secretary (see 2.5) shall be appointed for their functioning. Besides, they shall have a Coordinator appointed by the IRAM.

## 2.2.2 Subcommittees

2.2.2.1 They are created to function independently or connected to a Committee.

They develop relatively broad plans of work and, in general, they continue through time.

Their functions are:

a) When they function independently:

- To propose and coordinate the Plan of Standard Setting in their area of concern;
- To develop the standard setting process;
- To approve normative documents in their different stages;
- To submit the approved documents to the GCS of the IRAM;
- To create Commissions of Standards Setting for specific matters;
- To supervise the work of the Commissions which depend on them;
- To approve the documents studied by the Commissions so that they are submitted to the GCS of the IRAM;


b) When they function connected to a Committee:

- To develop the standard setting that the Committee entrusts them with;
- To approve the documents studied by the own Subcommittee so that they are submitted to the Committee they depend on;
- To constitute Commissions of Standards Setting for specific matters;
- To supervise the work of the Commissions which depend on them;
- To approve the documents studied by the Commissions so that they are submitted to the Committee.

2.2.2.2 They will be integrated, in as much as possible, by representatives of divisions A (General Interests), B (Production) and C (Consumption) of the members of the IRAM, taking into account what is indicated in section 2.3.1 of these Rules. Likewise, the intention will be that there is a balance between the number of representatives of divisions B and C.

They will appoint a Secretary (see 2.5) and they will have a Coordinator appointed by the IRAM (see 2.6) for



  
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 their functioning.

### 2.2.3 Commissions

**2.2.3.1** They are created to function independently or connected to a Subcommittee. They develop plans of work on specific matters and they will be kept functioning until the planned tasks are finished.

Their functions are:

a) When they function independently:

- To propose and coordinate the Plan of Standards Setting in their area of concern;
- To develop the standards setting; To approve normative documents;
- To submit the approved documents to the GCS of the IRAM;

b) When they function connected to a Subcommittee:

- To develop the standards setting that the Subcommittee entrusts them with;
- To approve normative documents;
- To submit the approved documents to the Subcommittee they depend on.

**2.2.3.2** They shall be constituted with a limited number of members given the specificity of their tasks.

They will be integrated, in as much as possible, by representatives of divisions A (General Interests), B (Production) and C (Consumption) of the members of the IRAM, taking into account what is indicated in section 2.3.1 of these Rules. Likewise, the intention will be that there is a balance between the number of representatives of divisions B and C.

They will appoint a Secretary (see 2.5) and they will have a Coordinator appointed by the IRAM (see 2.6) for their functioning.

### 2.2.4 Work Groups

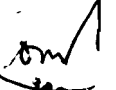
**2.2.4.1** They can be created by a Subcommittee or a Commission in order to solve particular aspects of topics of study. The conclusions they will come to shall be submitted to the Standard setting forum they depend on, so that it makes a final decision.

Also in this case, they shall be constituted by a limited number of members.

## 2.3 Structure of the Forums

**2.3.1** The Standard Setting Forums may be composed of:

a) institutional full members;

  
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- b) personal full members;
- c) founding and life members, at the Board of Directors' request;
- d) joining members,
- e) reciprocal members;
- f) members who are specialists: They are people invited by the IRAM, with intervention of the Board of Directors, by virtue of their background and who are not employees of member entities which belong to divisions B and C;
- g) special guests: They are representatives of entities which are not members of the IRAM; their incorporation to the forums shall demand the Board of Director's consent, which shall be able to limit their number in a certain Standard setting forum .

**2.3.2** The rights of the members of the Standards setting forums are defined as follows:

- a) the personal and institutional full members, founding members, life members, reciprocal members and national joining members shall have a say in the matter and shall be able to become Chairman or Secretary of an Standard setting forum ;
- b) the members who are specialists shall have all the rights attached to the members of the IRAM; they shall have a say only with voice, they shall not be able to vote and they shall not be able to become Chairman of the Standard setting forum ,
- c) the special guests shall have a say only with voice and they shall not be able to become Chairman or Secretary of the Standard setting forum ;
- d) the representatives of the foreign joining members of groups B and C shall have a say only with voice and they shall not be able to become Chairman or Secretary of the Standard setting forum .

**2.3.3** When a Standard setting forum shall be constituted, expanded or reorganized, a circular shall be sent to the members allegedly interested in the matter, inviting them to collaborate in the respective studies.

**2.3.4** The intention of opening a new Standard setting forum , inviting the members to incorporate, shall be published in the Newsletter of the IRAM, or other equivalent media of the IRAM.

**2.3.5** When necessary, a circular shall be sent to the entities which are not members of the IRAM, which are supposed to be interested in the matter, highlighting the general advantages of the standardization, the importance which that study in particular means to them, inviting them to incorporate to the Standard setting forum and to the IRAM.

**2.3.6** When a member fails to be present at three consecutive meetings or at five within the same period, without prior notice, the regularization of their assistance shall be requested.

If the member does not normalize the situation, this shall be notified to the entity they represent and, if it does not solve the problem within the periods established in each case, the representation may be considered vacant, and if necessary, it shall be covered.

**2.3.7** The associate members shall have the right to send up to 2 representatives to a meeting. Under special circumstances and with express authorization of the Department of Standardization or the Board of Directors, a greater number may be admitted, but in particular cases, the Coordinator of the IRAM may limit the permission to speak to only one of such representatives.

## **2.4 Chairman of the Committee**

**2.4.1** He or she shall be designated by the Committee by mutual agreement. He or she shall have a term of office of two years, renewable on agreement of the Committee. He or she shall be the representative of a member of the IRAM, in accordance with what is indicated in section 2.3.2 and shall have broad knowledge of the technical and political framework of the matters under study.

**2.4.2** The Chairman of the Committee shall chair the meetings of the Forum contributing to moderate and organize the debates, encouraging the effective and egalitarian participation of the members. He or she shall watch over the compliance of the planned activities and the set terms and objectives.

He or she shall collaborate with the preparation and update of the strategic plans of the Committee and shall sign the documents prepared by it.

**2.4.3** He or she shall represent the Committee before the Department of Standardization and the Board of Directors of the IRAM and before international, regional and national forums, when necessary.

## **2.5 Secretary of the Standard setting forum**

**2.5.1** He or she shall be designated by the Standard setting forum , by mutual agreement, in order to act within each annual period. He or she shall have to be the representative of a member of the IRAM in accordance with what is indicated in section 2.3.2. He or she shall be a person with knowledge of the matters under study and of the basic concepts of standardization.

**2.5.2** The Secretary of the Committee shall assist the Chairman and the Coordinator with the tasks of effective management of the forum. He or she shall collaborate with the Coordinator in the preparation of meetings and in the procedures and queries necessary to perform the tasks of the Committee.

**2.5.3** The Secretary of the Subcommittee or of the Commission shall collaborate with the Coordinator of the IRAM for a better development of the works and shall support them technically.

He or she shall sign the projects and the documents which are sent to public discussion, when expressly necessary.

He or she shall represent the Standard setting forum whenever necessary.

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**2.6.2 He or she shall be in charge of writing minutes, the organization and the general aspects of standardization of documents available for Public Discussion and of the projects submitted to the GCS.**

**2.6.3** It shall also be part of his or her job to propose appropriate technical solutions to the problems which may arise; to such ends, he or she shall be able to carry out international and national surveys, do some research work and tests inside the laboratory, etc., after informing these criteria to the Standard setting forum

**2.7.1 The meetings shall be summoned by means of a written notice, which shall contain the agenda.**

**2.7.3** The attendance of the members of the Standard setting forums shall be registered in a guestbook or equivalent register system.

### 2.8.1 Consensus

According to the IRAM 50-1, (equivalent to Guide ISO/IEC 2:1991) "Consensus is the general agreement come to by means of a process in which the opinions of all the interested sectors have been taken into account, without the existence of a founded and firm opposition and in which possibly divergent positions have been saved. NOTE: The consensus does not necessarily imply unanimity".

**2.8.2.1** If the agreement is not achieved, after having exhausted every means of action, (seek advice from specialists, international and national suitable forums, agreed mediated resolutions, etc.), the pending matters shall be resolved by voting.

**2.8.2.2** So that voting takes place, a special meeting shall be summoned, with return receipt (fax, e-mail, etc.) at least 20 days in advance. In this way, whoever is not able to attend the meeting, may send their vote in writing, in which case, the IRAM reserves the right to request the certification of the cast vote.



**2.8.2.3** For the purpose of the voting, a form similar to the one indicated as Form N° 1 shall be sent, where all the proposals to be voted for shall be clearly detailed, doing it in a way that people vote for YES or NO, or Proposal 1 or Proposal 2, etc.

**2.8.2.4** Only the members of the Standard setting forum who are members of the IRAM and who meet the following requirements shall have the right to vote:

- a) Be enabled to do so, according to the Articles of Association of the IRAM.
- b) Having been accepted as members of the IRAM no less than 6 months before the voting date.
- c) Having participated in the meetings where the technical Forum treated the matter in question with an attendance of no less than 70% of all the meetings. This percentage shall not take into account the attendance at study meetings of earlier editions.
- d) When an entity is represented by more than one person, only one of them shall be able to vote. If a person represents more than one entity, they shall only have the right to one vote.

**2.8.2.5** The voting shall be resolved in favour of the most voted proposal, provided the number of votes obtained by this one represents, at least, 75% (3/4) of all the votes, without taking into account the abstentions or the votes which were not made.

**2.8.2.6** In case of no definite result, a second voting shall be summoned, sending the corresponding form together with the minutes in which the first voting was considered and the comments on the matter, applying the criteria indicated in 2.8.2.5.

**2.8.2.7** Considering nothing is resolved in this second voting either, the opposing parties shall be requested to elaborate a report which maintains their position properly, quoting bibliography, foreign and national background, essay results, etc.

**2.8.2.8** A mediating resolution shall be resorted to immediately afterwards. The arbitrators shall have the previous agreement of the parties. All the documentation belonging to the study and the reports indicated in 2.8.2.7 shall be sent to them.

The report of the arbitrator or arbitrators shall be observed without right to subsequent appeals.

**2.8.2.9** If the mediating instance is not resorted to, a third voting shall be summoned, sending the voting form together with the reports mentioned in 2.8.2.7. If in this third instance the matter is not resolved in the conditions indicated in 2.8.2.5 either, the suspension of the study shall be decided until there are reasons which justify taking it up again.

### **2.8.3 Treatment of resolutions**



**2.8.3.1** The fundamental resolutions adopted by the forum in meetings, in a minority, shall be conditional, resulting in approved ones if, when considering the minutes in meetings with the minimum quorum necessary, observations shall not be formulated.

**2.8.3.2** If observations had been formulated, the corresponding matter shall be addressed again at the first meeting that the Forum organizes, where the matter may be ratified or rectified by the attending members, provided they constitute the minimum quorum necessary.

**2.8.3.3** The reconsideration of a matter already agreed shall only take place at a meeting with a similar or greater quorum than the one at the meeting in which it was approved, and in which exists the conformity of the two thirds of the attending members, at least.

**2.8.3.4** Every decision and a summary of the deliberations shall be recorded in the minutes, which shall have to be approved by the Forum, in meetings or in writing.

**2.8.3.5** The matters not included in the Order of the Day shall be treated, but the resolutions made shall only be proposals and shall remain subject to their approval at the following meeting.

**2.8.3.6** If there was an interruption of the meetings or prolonged periods of time between two consecutive ones, because of the end of the annual period or because of other reasons, the approval of the last minutes shall be requested in writing. If observations were received, the Forum shall have to be informed in order to take them into account at the first following meeting, acting then as appropriate.

**2.8.3.7** In the cases mentioned in 2.8.3.6, it shall be possible to continue with the procedure of the documents "ad referendum" of the approval of the last minute.

### **3 GENERAL COMMITTEE OF STANDARDS (GCS)**

So that the documents approved by the Standards setting forums become standards, they shall have to be considered by the General Committee of Standards, an honorary and independent Forum, integrated by specialists of different technical and scientific branches, with enough background so as to deserve such an appointment by the Executive Council, as suggested by the Board of Directors.

#### **3.1 Functions**

The GCS is in charge of the following specific functions:

- a) examine the projects of standards approved by the Standard setting forums taking into account their global content;
- b) coordinate the common elements of the projects of standards which come from the different Standard setting forums and observe possible divergences with standards already in existence;
- c) ensure the adequate and clear writing of the projects of the standard, on the basis of fundamental

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standards and according to the general guidelines established and which may be established, concerning their specific orbit.

### **3.2 Setting up**

#### **3.2.1 The GCS shall be constituted by:**

##### **A) Stable members:**

- A minimum of six members appointed for those duties, trying to cover every specialty of the standardization.
- The Technical Coordinator appointed by the Board of Directors to practise those tasks.

##### **B) Transitory members:**

- The Coordinator of the Forum responsible of the standard setting.
- The Special Delegate appointed by the Standard setting forum .
- Members who are specialists, who act as informing members or advisors of the GCS for a certain speciality and who are invited to participate when standards of that speciality are considered.

**C) The General Director and the Director of Standardization of the IRAM and the Managers of the Departments of Standardization.**

**3.2.2** The stable members of the GCS shall be appointed by the Executive Council, according to article 59 of the Articles of Association. They shall have a term of office of three years and they can be appointed again with no restrictions whatsoever.

**3.2.3** It is advisable that the members of the GCS are not, at the same time, members of Standard setting forums. If they were, they shall refrain from introducing problems already discussed in the Standard setting forum or from insisting in positions which do not support the standard.

**3.2.4** If a member failed to be present at five consecutive meetings without prior notice or valid justification it shall be considered as if they were resigning to their position, and the GCS shall be able to request their substitution to the Executive Council.

### **3.3 Authorities**

**3.3.1** At the first meeting of the year, the GCS shall appoint a Chairman and a Vice-Chairman.

**3.3.2** The mission of the Chairman is:

To represent the Committee before the Board of Directors, the Department of Standardization and before the international, regional and national forums, when necessary.

b) To decide on matters of order to facilitate the good course of the studies, within the range of the GCS.

**3.3.3** The mission of the Vice Chairman is to replace the Chairman when the latter is absent, or to collaborate with him or her as requested.

**3.3.4** The Coordinator shall be in charge of the coordination of the meetings which the GCS organizes and of the debates which may give rise to, during the consideration of the documents.

### **3.4 Functioning**

**3.4.1** The GCS shall have to meet, at least, once a month, between March and December each year. So that their resolutions are valid, there shall be a quorum of half of their members with the right to vote, excluding from the total number required to determine the quorum those full members who were absent, as indicated in 3.2.4. In the exceptional cases which request so, particularly in extraordinary meetings, the GCS shall be able to make resolutions with a minimum partial quorum of 20% of their members with the right to vote; that 20% shall not be lower than four members with the right to vote. In these cases the resolution shall be informed in the following GCS meeting with full quorum.

**3.4.2** The GCS shall be able to create commissions for specific matters, with the aim of accelerating the treatment of the standards.

**3.4.3** The Coordinator shall send, at least 20 days in advance, the invitation to the corresponding meeting and a copy of the documents which shall be treated in that session, to all the members of the GCS.

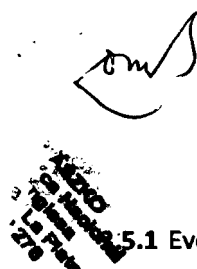
**3.4.4** The GCS shall invite the special delegates appointed by the Standard setting forums every time documents submitted by such Forum are to be considered. They shall only be allowed to speak while discussing the documents of which they are delegates.

**3.4.5** In case the special delegate or delegates are absent, the GCS shall be able to consider the document anyway. When there are reasons which suggest so, it would be possible to postpone their treatment, not further than a meeting, so that they are present.

**3.4.6** Any member of the GCS, on their own initiative or together with other members, shall be able to make suggestions on the structuring of the standards, on their terminology or other aspects in general, common to a group of standards or to all of them, always within the framework of standard IRAM 1-1. These suggestions shall be sent to the Department of Standardization and to the rest of the members of the GCS for their evaluation and possible put into practice.

### **3.5 Consideration of the project**





**3.5.1** Every project, before being considered by the GCS, shall be specially studied by one or more of their members, who shall formulate a written or verbal report, with the relevant observations.

### **3.5.2 Observations**

**3.5.2.1** The members of the GCS shall be able to make fundamental observations to the projects, which shall be treated by those present and, in case of being accepted, the respective modifications shall take place, in accordance with the following description:

- Observations of form
- Observations of detail
- Fundamental observations

**3.5.2.2 Observations of form:** Those which do not suggest a change in values, concepts or important aspects of the standards, or their fundamentals or scope, for example, errata, writing changes, explanations, notes, etc.

**3.5.2.3 Observations of detail:** Those which suggest modifying less important aspects but which are considered that shall be seen again by the Standard setting forum . For example modifications in drawings, addition of paragraphs, explanations, etc.

**3.5.2.4 Fundamental observations:** Those which suggest changing the purpose or the scope of the standard, modifying values, including new types or eliminating one or more of the existing ones, putting warnings and precautions on labels, etc., which cannot be defined by the Special Delegate and therefore shall be considered by the Standard setting forum .

**3.5.2.5** Considering that every situation is particular, the orientations given in preceding paragraphs are merely illustrative. Consequently, the description of the type of observation shall be given by the GCS, taking into account the opinion of the Special Delegate or Delegates and when necessary, by the Department of Standardization.

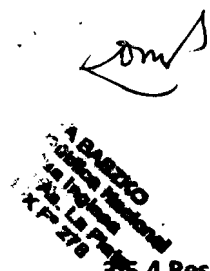
### **3.5.3 Course of the project**

**3.5.3.1** If there were no observations, or if these were only of form, the project shall be approved, continuing according to 3.5.5.

**3.5.3.2** If the project received only observations of detail, accepted by those present, these shall be sent to the Standard setting forum , which shall make a decision about the matter and the project shall not be treated by the GCS again.

**3.5.3.3** If the project received fundamental observations, and they were accepted, the project shall be returned to the Standard setting forum , together with the minutes containing such observations and an extended report of the reasons of the rejection, if necessary.

**3.5.3.4** The decisions of the GCS shall have to be registered in minutes, which shall be considered approved if no observations are made to them.



### **3.5.4 Resolutions**

**3.5.4.1** In the case indicated in 3.5.3.2, if the Standard setting forum agreed with the observations of the GCS, the standard, when corrected, shall be automatically approved, informing the GCS about this.

**3.5.4.2** In the case indicated in 3.5.3.3, if the Standard setting forum agreed with the fundamental observations of the GCS, the standard, when corrected, shall be considered by the GCS again.

**3.5.4.3** If there was a different criterion between the GCS and the respective Standard setting forum , meetings shall be held between the members of both, with the aim of searching for a solution to the problem. If there was no agreement, in the technical and specific aspects of the corresponding matter, the criterion of the Standard setting forum shall prevail.

### **3.5.5 Approval and enactment of standards**

**3.5.5.1** The Coordinator of the GCS shall submit the list of projects of standard and other approved documents to the Board of Directors, so as to proceed to their enactment and later printing.

**3.5.5.2** The standards shall come into effect as from the moment when they are available to the public, which shall coincide with the edition date. This date shall be included in the cover of the standard.

## **4 PLANS OF STANDARDS SETTING**

### **4.1 Purposes**

The plans of Standard setting shall have to take into account the following requirements:

- a) of the national government, the provincial governments and municipal governments;
- b) of the Technical Committees of Standardization;
- c) of producers and consumers in general, especially of the members of the IRAM;
- d) of the technical and scientific community;
- e) of the aspects of basic standardization essential to the regulatory task.

### **4.2 Preparation**

**4.2.1** The plans of Standard setting shall have, at least, an annual scope and shall be prepared by the Coordinator in charge of the Standard setting forum and the respective Department Managers, after consulting with each Standard setting forum , before the end of the period of sessions. Once approved by the corresponding Department Manager, they shall be submitted to the Department of Standardization, and, later, to the Board of Directors for their final approval.

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4.2.2 The plans of standard setting shall be prepared taking into account the following aspects:

- a) the standards setting;
- b) the standards in force studied in previous years to consider their possible revision or expiry;
- c) the proposals made by the respective Standard setting forum;
- d) the international and regional standards which can be approved;
- e) requests received by the IRAM, sent spontaneously or as a reply to surveys and queries;
- f) priorities which may arise from what is mentioned in section 4.1;
- g) the proposals presented by the Department of Standardization to the Board of Directors;
- h) the suggestions sent by other work areas of the IRAM.

#### 4.3 Modifications

It shall be possible to modify the approved plans of work, giving priority to other matters, when the interests indicated in 4.1 requests so, following the authorization of the Board of Directors, through the Department of Standardization.

### 5 PREPARATION AND STANDARDS SETTING

The preparation and setting of IRAM standards shall be done in accordance with what is indicated as from 5.1. The preparation and setting of IRAM standards with abbreviations of other entities shall be done in accordance with what is indicated in the respective signed agreements, which establish, in each case, the relevant exceptions to what is specified in the present Rules.

#### 5.1 Background

**5.1.1** When it is decided to start the setting of a standard, the Coordinator of the IRAM of the competent standard setting forum, shall gather the regional, international, national background, investigations, reports of certifications, etc., which exist about the matter to consider. The studies carried out about the matter by ISO, IEC, COPANT, MERCOSUR or other well-known prestigious forums shall be preferred.

**5.1.2** Taking into account the background gathered, the Coordinator of the Standard setting forum shall prepare the corresponding outline. When necessary, such background shall be previously considered by the Standard setting forum, with the aim of setting the criteria to be followed in the preparation of the outline.

### Preparation of the outline

It shall be prepared, taking into account the guidelines established in these Rules and by the fundamental standards in effect.

#### 5.3 Standard

**5.3.1** The outline shall be considered by the Standard setting forum in periodical meetings, of which the Coordinator of the IRAM shall write the minutes containing the resolutions adopted and their main fundamentals. As a consequence of such setting, new outlines shall be prepared, as many as the Standard setting forum deems necessary.

**5.3.2** Once the standard setting of the outline is completed, and if the Standard setting forum considers that it can be discussed publicly, the term for the query shall be fixed, which shall not be less than 30 days or exceed 180, except for reasons that justify so. It shall be explained that the observations shall be formulated in writing and shall be based on information.

**5.3.3** Once the outline is written for public discussion, the corresponding Department Manager shall proceed to their analysis. If it had fundamental observations, they shall summarize them in a report, which shall be considered by the Standard setting forum with the presence of the Observing Department Manager. The Standard setting forum shall make a definite decision.

If there were no fundamental observations, or if these had been resolved, they authorize that they are sent for public discussion, summarizing their observations in a report, which the Standard setting forum shall study at the end of the period of public discussion, together with the rest of the observations which may have been formulated.

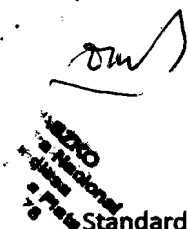
**5.3.4** The outline that is sent for public discussion shall bear the signature (name) of the Coordinator and of the Secretary of the Standard setting forum and the approval of the Department Manager who wrote the respective report.

**5.3.5** The members of the Standard setting forum who prepared the outline and the entities or people who have shown their interest for these studies, as well as the members of other Standard setting forums of standards who may be related to the matter shall be invited to the public discussion.

**5.3.6** When the period of public discussion ends, the Standard setting forum shall consider the observations which may have been formulated, inviting the observants especially to do so.

**5.3.7** The Standard setting forum shall consider the outline, report and observations of the intervening Manager. If fundamental changes were introduced in the outline of the standard as a result of this analysis, the Standard setting forum shall submit it to public discussion again.

**5.3.8** Once the Standard setting forum has completed the study of the outline, it shall approve it as a Project, appointing one or more Special Delegates so that they attend the session of the General Committee of



Standards in which it is considered.

**5.3.9** The respective project shall be submitted to the General Committee of Standards bearing the signature of the Coordinator who is responsible for the standard setting and of the Secretary of the Standard setting forum (names). This submission shall be made with the complete folder of STANDARDS SETTING, which shall contain all the documents that were considered, the observations, team reports, etc. and the project in question.

#### **5.4 Authentication of documents**

**5.4.1** If necessary and advisable, the minutes, the outlines and the projects filed in the folder of the standard shall bear manuscript signatures of the Coordinator of the IRAM and of the Secretary of the Standard setting forum. If the latter cannot be obtained, it shall be replaced by the signature of the corresponding Department Managers.

**5.4.2** Likewise, when necessary, the content of the folder of the standard setting shall be foliated.

#### **5.5 Special cases of Standards setting**

**5.5.1** Accelerated Standard setting when the Standard setting forum meets regularly.

**5.5.1.1** The outline of public discussion shall be written directly, without the previous treatment of an outline in the Standard setting forum, when all the following conditions are met:

- a) the matter shall be considered in the approved Plan of STANDARDS SETTING;
- b) such decision shall be made by the relevant Standard setting forum and recorded in the minutes;
- c) the standard shall not refer to specifications of a material, product or team and, preferably, it shall be related to a nomenclature, terminology, symbols, units and connected aspects;
- d) an international standard or a standard from a foreign country, widely used and renowned, shall be adopted as a base of the outline.

**5.5.1.2** In the proceedings of the standard, according to this case, all the other aspects inherent to the setting of a standard IRAM, that these Rules establish, shall be followed.

**5.5.2** *Standards setting when there are difficulties to call a meeting of the Forum.*

**5.5.2.1** The Department of Standardization of the IRAM shall be able to authorize the standard setting in writing, after the Coordinator is informed about it and with the approval of the respective Department Manager.

**5.5.2.2** This mechanism shall be used when the following conditions are preferably met:

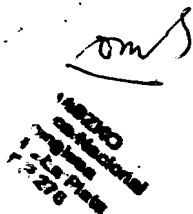
- 5.5.2.3** In this case, in the proceedings of the standard, the following shall be taken into account:

- a) the outline shall be sent for public discussion after the respective Department Manager's report;
- b) if no observations were received, it shall be considered that the document has been approved as a project and shall be submitted to the General Committee of Standards. The Coordinator shall appoint one or more Special Delegates Ad-Hoc;
- c) if observations were received, these shall be sent to all the members of the Standard setting forum so that they can give their opinions about them;
- d) if the opinions are not concordant, specialists of renowned authority shall be consulted so that they give advice and allow the members to obtain greater fundamentals of the possible resolutions to adopt;
- e) with all the information gathered, according to d), the Coordinator shall prepare a new outline, which shall be sent for public discussion again, together with the treatment given to the observations, repeating the procedure until achieving consensus.
- f) in the other aspects of the proceedings, the requirements established in these Rules shall be met.

### 6.1 Standards under study

a) the initial copy that the Coordinator of the IRAM puts into consideration of the Standard setting forum shall be designated **"Outline A of the standard IRAM"** or **"Outline A of standard IRAM..."**, including the abbreviation which corresponds to the entity with which an agreement of cooperation was signed;

- 21



c) the outline which the Standard setting forum approves to be submitted to public discussion shall be designated **"Outline 1"**;

d) returning from public discussion, the successive copies which are prepared until the project is approved, shall be identified as **"Outline 1a, 1b, 1c,"** etc.;

e) if during the consideration of the outline which has returned from public discussion fundamental changes are included, the Forum shall be able to send it again for public discussion as **"Outline 2"**;

f) the copy approved by the Standard setting forum and submitted to the General Committee of Standards shall be designated **"Project 1"**. If this document is returned by the GCS, in its stages after the treatment in the Standard setting forum, it shall be designated **"Project 1a, 1b,"** etc.;

g) when revising the standard, the outline and the project shall be designated as indicated in a/f, adding the date.

## 6.2 Approved standards

a) after being enacted by the Board of Directors, it shall be designated **"standard IRAM"** or **"standard IRAM..."** including the abbreviation which corresponds to the entity with which an agreement of cooperation has been signed, for the study of those standards, followed by the corresponding number and the edition date.

b) when an international or regional standard is adopted as IRAM standard, it shall be called

IRAM-NM XXX;	IRAM-COPANT XXXX...;	IRAM-ISO XXXX or IRAM XXXX...
IRAM XXXX...	IRAM XXX...NM XXX	COPANT XXX
ISO XXX		

(For further details, see Guide ISO/IEC 21)

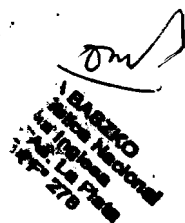
c) when changes are introduced after the date of approval of the standard, and these are included in the printed copy that shall be expressly stated in the cover or in the Preface.

## 7 REGISTRATION OF THE STUDIES

7.1 Every meeting of the Standard setting forums shall be registered in minutes, which shall be approved by the mentioned Forum, at the first following meeting in which there is quorum, after the approval of the Department Manager.

7.2 The minutes shall have to reflect faithfully in their texts what was resolved at the corresponding meeting and their fundamentals, and particular opinions, if any.

When there were observations, the approval shall originate the relevant rectifications, if possible, or the rejection of the observations, if they were not appropriate.



7.3 When by any cause the sessions of the Standard setting forum are interrupted, the minutes shall be sent to the members for their written approval, without waiting for a new summon, with the aim of avoiding proceeding delays.

7.4 When minutes are sent for their written approval, and if once the stipulated period has expired there were no observations, it shall be considered approved.

7.5 Every document related to the standard setting shall be gathered by the Coordinator of the Standard setting forum and shall be filed in a folder, which shall have the following sections:

- I – Proceedings (even the printed and approved standard)
- II – Minutes (of the Forum and of the GCS in which it was treated)
- III – Observations and notes
- IV – Regulatory background and other documents considered

## **8 OBSERVATION, MODIFICATION AND ANNULMENT OF THE STANDARDS**

### **8.1 Observations**

8.1.1 The standards in effect shall be observed by entities or people, even by personnel of the IRAM.

8.1.2 In such cases, the observations shall be presented in writing, and they shall contain the reasons why the standard is asked to be reviewed, if that is the case.

8.1.3 The observations presented by personnel of the IRAM shall be approved by the corresponding Department Manager and the Department of Standardization, before being sent to the Standards setting forums.

8.1.4 The observations shall be sent to the Standard setting forum which is responsible for the standards and it shall meet to consider them even if they are not in the Plan of Standard setting approved. The observer of the standards shall be especially invited to that meeting.

8.1.5 At the meeting summoned for that purpose, the Standard setting forum shall resolve, basing their decision in the corresponding minutes, if it proceeds to:

- a) reject the observations;
- b) revise the standard totally;
- c) revise the standard partially.


8.1.6 In case 8.1.5 b), that is, when the Standard setting forum resolves that the standard shall be revised totally, the proceedings to follow are the same as the ones followed for the standard setting.



## 8.2 Modifications

**8.2.1 To do so, the following definitions shall be especially taken into account:**

### 8.3 List of errata

  
 A B A S T R O  
 S E C R E T A R I A T O  
 D E S T A N D A R D I Z A C I O N  
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forum which is responsible for the matter is functioning, it shall have to be registered in minutes of such Forum.

If the Standard setting forum was not functioning, the introduction of the List of errata shall be guaranteed by the Department Manager and by the Director of Standardization.

#### **8.4 Re-approval of standards**

**8.4.1** When the edition of a standard has been in effect for more than 5 years, it shall be considered by the Standard setting forum with specific competence. If it decides that fundamental modifications shall not be introduced, the GCS shall be asked to proceed to the re-approval of the standard. Once accepted, it shall be identified as "belonging to the re-approval of the edition of ..."

This inscription shall be placed on the cover of the standard and in the Preface, indicating the date of re-approval.

**8.4.2** If there is no Standard setting forum which resolves the re-approval of the standard, the Department Manager of the area to which the standard belongs shall be able to submit this proposal of re-approval to the Department of Standardization.

If the Department of Standardization agreed, a survey (Form Nº 2) shall be sent to the companies and sectors which may be interested in the matter, asking for their opinion. At the same time, this shall be announced in the Newsletter of the IRAM, or other equivalent media of the IRAM, providing a period of 60 days to make comments. If conflicting opinions coming from the survey or the publication were received, what was done shall be informed to the GCS, asking for the re-approval.

**8.4.3** If there were conflicting opinions, the re-approval shall be postponed until they can be considered by the Standard setting forum made up for that purpose, inviting the companies or people who made the comments or observations to be part of it.

**8.4.4** If the observations are accepted according to 8.4.3, and if there is interest in the revision, this shall be done.

#### **8.5 Annulment of IRAM standards**

**8.5.1** If there was an evident need to annul the IRAM standard, the Standard setting forum with specific competence or, failing that, the sectors allegedly interested in the matter that the standard treats shall be consulted by means of Form Nº 3.

**8.5.2** At the same time, the intention to annul the standard, with brief information about the reasons, shall be announced in the Newsletter of the IRAM, or in other equivalent means of the IRAM, providing a period of 60 days to make comments.

**8.5.3** If there were no conflicting opinions from the query or the publication, there shall be an annulment,

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submitting the query to the Board of Directors, accompanying the documentation which corresponds to any proceedings.

Once the standard is annulled, this information shall be published in the Newsletter of the IRAM, or in other equivalent means of the IRAM.

**8.5.4** If there are conflicting opinions, the annulment shall be postponed until they can consider themselves in the corresponding Standard setting forum .

## **9 TECHNICAL DOCUMENTS APPROVED BY THE IRAM**

For a better understanding of the types of documents which the IRAM studies, the definitions established by the International Forum for Standardization (ISO) which defines the following concepts have been taken as the basis:

**Technical specification.** Document which established the characteristics of products and services, such as levels of quality, performance, safety, dimensions, etc. This can also include definitions, symbols, methods of trial, branding, labelling, etc.

**Standard.** Document established by consensus and approved by a well-known Forum which provides, for repetitive and common uses, the rules, guidelines or characteristics for the activities or their results, oriented to the obtainment of an optimum degree of order within a given context (according to IRAM 50-1).

**Note:** The standards shall be based on results consolidated by science, technology and experience, and shall be oriented to promote optimum benefits for the community.

On the basis of these fundamentals, the IRAM studies and approves the following types of documents:

### **9.1 IRAM standard**

It is any approved standard which follows every step prescribed in these Rules. The IRAM standards may refer to specifications of material, definitions, sampling, recommended practices of procedures, etc.

### **9.2 Experimental IRAM standard**

**9.2.1** It is the approved standard which follows the requirements of these Rules, but on which approach or matter there is no sufficient experience so as to approve it directly as an IRAM standard.

**9.2.2** These standards shall be valid for the period of time that the corresponding Standard setting forum establishes, with a maximum of 2 years.

The cover of the standard shall contain its condition of "experimental" and the date on which its validity ends.

**9.2.3** It shall be possible that the experimental standards refer to a new matter or study to substitute an IRAM

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Standard

Standard

Standard

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Standard

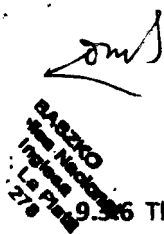
- Standard

Standard

Standard

Standard

Standard



**9.3.6** The Standard setting forum shall set the period of validity of the emergency standard and shall be especially careful when stating its expiry, extend its period of validity or approve it as an IRAM standard, spreading the news, in every case, as much as possible.

**9.3.7** When the period of validity of an emergency standard expires, the Standard setting forum shall evaluate the results of its application.

- If it considers they are satisfactory, it shall give its favorable opinion for their enactment as an IRAM standard, in which case this shall be informed to the GCS. If modifications had been included in its text, it shall have to be submitted to the approval of the General Committee of Standards.
- If the Standard setting forum did not consider it satisfactory, it shall be canceled.

**9.3.8** If there was a previous standard, the new standard shall be considered as its revision. If the emergency standard was canceled, the previous standard shall come into effect again.

## **10 ADOPTION OF REGIONAL STANDARDS (COPANT AND MERCOSUR)**

### **10.1 Regional standard already in existence**

**10.1.1** The adoption of regional standards as IRAM standards shall be considered by the Standard setting forum of IRAM standards which approved it at that time. When none had participated in the studies, this in the case of COPANT standards, it shall be considered by one which is set up for that purpose.

**10.1.2** So that the specialized Standard setting forum can set its position, a copy of the regional standard of which adoption is proposed shall be available to all its members. A period of time of no less than 30 days or more than 60 days shall be provided to express their opinion by sending a form like N° 4.

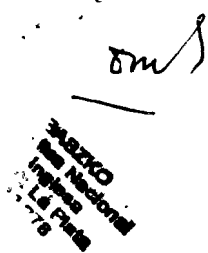
All the members of the GCS who have shown their interest in the matter shall be included at this time of queries. At the same time, the intention of this adoption shall be announced in the Newsletter of the IRAM or other equivalent media of the IRAM, providing information about the period to give opinions.

**10.1.3** During the whole process a folder containing the following shall be made: the list of members, invitations, minutes, sent and received material, the standard which is proposed to be adopted and the IRAM standard which is proposed to be substituted, if it is the case.

**10.1.4** The opinions and observations received shall be considered at meetings of the Standard setting forum. The presentation and resolution of the matter, possibly by consensus, shall be registered in minutes.

**10.1.5** In case consensus is not reached, the proceedings indicated in 2.8.2 shall not be followed.

**10.1.6** Once the adoption is solved, the document as project of standard shall be considered approved and the corresponding folder shall be submitted to the GCS, which shall verify the correct compliance of the proceedings, proceeding to consider it for their approval.



**10.1.7** Considering this is an approved regional standard, the GCS shall not be able to introduce modifications of form or changes in the text. Once approved, the Board of Directors shall enact it as IRAM standard, with the appointment indicated in 6.2.

**10.1.8** In case of replacing an IRAM standard already in existence, this shall be annulled.

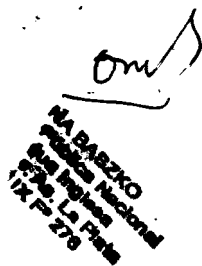
**10.2 Regional standard in which study they are participating**

**10.2.1** In this case, the chart indicated in Form N° 4 shall be sent when sending the query, before voting the project of standard and they shall proceed according to 10.1.2/10.1.6.

**11 ADOPTION OF INTERNATIONAL STANDARDS**

**11.1** The adoption of international standards, for example ISO or IEC, shall be done starting from the Spanish translation of the document and making it fulfills the complete proceedings established by IRAM standards.

**11.2** During the study of the matter, the indications in Guide ISO/IEC 21 shall be taken into account, with the aim of determining the degree of correspondence with the international standard (identical, modified or non equivalent) and the way of indicating it.



## ARGENTINE INSTITUTE OF STANDARDIZATION

### FORM N° 1

The Subcommittee of ..... at their meeting on ..... Minutes N° ..... decided to put to vote, according to point 2.8 of the "Rules of STANDARDS SETTING" of the IRAM, the following proposals.

1) \*

2) \*

Deadline for casting the vote (1):

I vote for [ ] (write in here the number of the proposal you vote for)

Name:

Company being represented:

Member number:

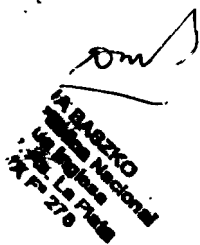
Signature:

Date:

Only the votes of those members of the Subcommittee which observe what is stipulated in point 2.8.2.4 of the Rules of Standard setting shall be taken into account.

\* The proposals put to vote shall be clearly indicated.

(1) Note. The votes received later than the deadline shall not be taken into account.



# ARGENTINE INSTITUTE OF STANDARDIZATION

## FORM Nº 2

PROPOSAL OF RE-APPROVAL OF THE IRAM STANDARD .....Title:

Date:

Deadline for giving opinions (1):

The approval of the standard of the epigraph is proposed because of the following reasons:

a)

b)

The interested ones are requested to send this form by hand, mail, fax or electronic mail. It shall be properly completed and signed before the indicated deadline.

☐ We agree on the re-approval of the IRAM standard .....

☐ We do not agree on the re-approval because of the following reasons. (Attach sheets of paper, if necessary).

☐ We abstain.

Name:

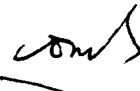
Company being represented:

Signature:

Date:

(1) Note. In case this form is not received before the mentioned deadline, it shall be considered that there is an agreement on the re-approval proposed.



  
 VINA BAZZO  
 e Plata Nacional  
 10. Av. La Plata  
 P.D. 17-270

ARGENTINE INSTITUTE OF STANDARDIZATION

FORM N°3

PROPOSAL OF ANNULMENT OF THE IRAM STANDARD .....

Title:

Date:

Deadline for giving opinions (1):

The annulment of the standard of the epigraph is proposed because of the following reasons:

- a)
- b)

The interested ones are requested to send this form by hand, mail, fax or electronic mail. It shall be properly completed and signed.

- ☐ We approve the annulment of the IRAM standard .....
- ☐ We do not approve the annulment because of the following reasons. (Attach sheets of paper, if necessary).
- ☐ We abstain.

Name:

Company being represented:

Signature:

Date:

(1) Note. In case this form is not received before the mentioned deadline, it shall be considered that there is an agreement on the annulment proposed.

Handwritten signature and stamp in the top left corner.

ARGENTINE INSTITUTE OF STANDARDIZATION

FORM Nº 4

PROPOSAL OF ADOPTION OF THE MERCOSUR STANDARD ..... AS IRAM STANDARD.

COPANT

SUBSTITUTING THE ..... (if this is the case)

Deadline for giving opinions (1):

The members of the Standard setting forum are requested to complete and sign this form and send it to the IRAM by hand, mail, fax or electronic mail before the indicated deadline.

☐ We approve the adoption as IRAM standard, substituting the IRAM ..... (if this is the case)

☐ We do not approve the adoption because of the fundamental technical reasons attached.

☐ We abstain.

Name:

Company being represented:

Signature:

Date:

(1) Note. In case this form is not received before the mentioned deadline, it shall be considered that there is an agreement on the adoption and replacement proposed (if this is the case).

Es traducción fiel del documento adjunto, escrito en idioma nacional, que he tenido a la vista, al cual me remito, y que he vertido al idioma inglés. La Plata, Buenos Aires, 10 de febrero de 2012.

Handwritten signature of Romina Baszko and her official stamp as a National Public Translator in English.

LA PLATA, 10 FEB 2012

**CERTIFICO** que la firma que antecede, perteneciente a

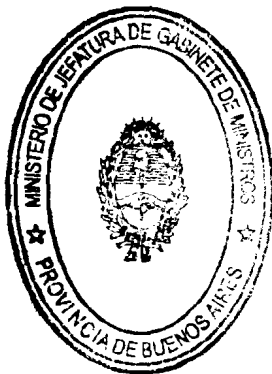
.....**ROMINA BISZKO**..... es

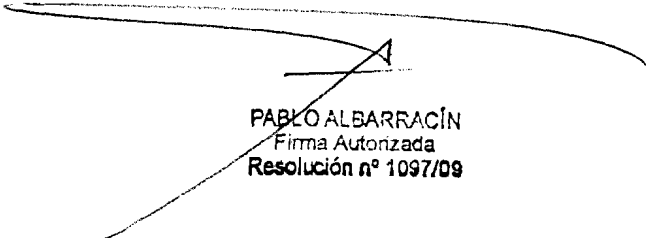
**auténtica**, por cuanto concuerda con la obrante en el  
respectivo Registro de este Departamento.

**DIRECCION TECNICA ADMINISTRATIVA.**

**DEPARTAMENTO DESPACHO Y PROTOCOLIZACION.**

**LEGALIZACIONES**



  
PABLO ALBARRACÍN  
Firma Autorizada  
Resolución nº 1097/09

RULES OF STANDARDS SETTING  
AND OF  
THE FUNCTIONING OF THEIR  
TECHNICAL  
FORUMS



DECEMBER 1999

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These Rules replace the one dated November 1976, modified in June 1980, October 1984 and December 1991.

This new edition establishes the guidelines for the setting up, organization and functioning of the standard setting forums. It establishes the basic principles for the standard setting, their revision, re-approval or possible annulment.

Besides, it considers the mechanisms for the adoption of international, hemispheric and regional standards.

It was approved by the Executive Council of the IRAM (Argentine Institute of Standardization and Certification) in its session on October 27th, 1999 (Minute Nº 661) and then, by virtue of the Agreement entered into by and between the Secretariat of Industry and the IRAM, on February 2nd, 1995, within the framework of the Decree 1974/94, they were approved by that Secretariat on December 3rd, 1999.

These Rules cover the following aspects:

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## **RULES OF STANDARDS SETTING AND OF THE FUNCTIONING OF THEIR TECHNICAL FORUMS**

### **1 PURPOSE, SCOPE AND AMENDMENTS**

**1.1** These Rules establish the general proceedings for the setting up of the technical forums involved in the standard setting, the way they integrate, their functional dependence and functioning guidelines.

**1.2** They also establish the basic principles for the development of the setting, revision or annulment of standards and the mechanisms of adoption of international and regional standards.

**1.3** The situations which are not considered within these Rules and the doubts or controversies which may eventually arise when put into practice, shall be made in writing to the Department of Standardization, which shall give notice to the Special Commission of Rules and Regulations.

### **2 STANDARD SETTING FORUMS**

#### **2.1 Functions**

The functions of the Standard setting forums are:

To develop the works of standardization in a defined activity field performing tasks related to the standard setting, for example:

- a) to seek advice and carry out technical surveys at a national and international level;
- b) to program and do research work;
- c) to program and perform tests inside the laboratory, study official regulations, when requested by governmental authorities and forums and authorities which belong to this institution.

#### **2.2 Types of Forums**

The different types of forums which are enumerated below, as well as their dependence characteristics, shall be constituted with the approval of the Department of Standardization.

##### **2.2.1 Committees**

**2.2.1.1** Their function is to guide and to establish the strategies to be followed in the development of the studies of topics of a given specialty.

- They provide and coordinate the Plan of Studies of Standards of their specific area; they create the corresponding Subcommittees of Standard Setting and determine their scope.
- They supervise the work of the Standards Setting Forums which depend on them and approve the documents studied by the Subcommittees so that they can be submitted to the General Committee of Standards (GCS) of the IRAM.

**2.2.1.2** They shall be constituted with the approval of the Department of Standardization and of the Board of Directors and shall have a minimum of six members.

Their members shall be representatives of public and private entities which are members of the IRAM and of governmental forums, related to the basic topic of the Committee, with enough power of decision.

A Chairman (see 2.4) and a Secretary (see 2.5) shall be appointed for their functioning. Besides, they shall have a Coordinator appointed by the IRAM.

## **2.2.2 Subcommittees**

**2.2.2.1** They are created to function independently or connected to a Committee.

They develop relatively broad plans of work and, in general, they continue through time.

Their functions are:

a) When they function independently:

- To propose and coordinate the Plan of Standard Setting in their area of concern;
- To develop the standard setting process;
- To approve normative documents in their different stages;
- To submit the approved documents to the GCS of the IRAM;
- To create Commissions of Standards Setting for specific matters;
- To supervise the work of the Commissions which depend on them;
- To approve the documents studied by the Commissions so that they are submitted to the GCS of the IRAM;

b) When they function connected to a Committee:

- To develop the standard setting that the Committee entrusts them with;
- To approve the documents studied by the own Subcommittee so that they are submitted to the Committee they depend on;
- To constitute Commissions of Standards Setting for specific matters;
- To supervise the work of the Commissions which depend on them;
- To approve the documents studied by the Commissions so that they are submitted to the Committee.

**2.2.2.2** They will be integrated, in as much as possible, by representatives of divisions A (General Interests), B (Production) and C (Consumption) of the members of the IRAM, taking into account what is indicated in section 2.3.1 of these Rules. Likewise, the intention will be that there is a balance between the number of representatives of divisions B and C.

They will appoint a Secretary (see 2.5) and they will have a Coordinator appointed by the IRAM (see 2.6) for their functioning.

### **2.2.3 Commissions**

**2.2.3.1** They are created to function independently or connected to a Subcommittee. They develop plans of work on specific matters and they will be kept functioning until the planned tasks are finished.

Their functions are:

a) When they function independently:

- To propose and coordinate the Plan of Standards Setting in their area of concern;
- To develop the standards setting; To approve normative documents;
- To submit the approved documents to the GCS of the IRAM;

b) When they function connected to a Subcommittee:

- To develop the standards setting that the Subcommittee entrusts them with;
- To approve normative documents;
- To submit the approved documents to the Subcommittee they depend on.

**2.2.3.2** They shall be constituted with a limited number of members given the specificity of their tasks.

They will be integrated, in as much as possible, by representatives of divisions A (General Interests), B (Production) and C (Consumption) of the members of the IRAM, taking into account what is indicated in section 2.3.1 of these Rules. Likewise, the intention will be that there is a balance between the number of representatives of divisions B and C.

They will appoint a Secretary (see 2.5) and they will have a Coordinator appointed by the IRAM (see 2.6) for their functioning.

### **2.2.4 Work Groups**

**2.2.4.1** They can be created by a Subcommittee or a Commission in order to solve particular aspects of topics of study. The conclusions they will come to shall be submitted to the Standard setting forum they depend on, so that it makes a final decision.

Also in this case, they shall be constituted by a limited number of members.

## **2.3 Structure of the Forums**

**2.3.1** The Standard Setting Forums may be composed of:

a) institutional full members;

- b) personal full members;
- c) founding and life members, at the Board of Directors' request;
- d) joining members,
- e) reciprocal members;
- f) members who are specialists: They are people invited by the IRAM, with intervention of the Board of Directors, by virtue of their background and who are not employees of member entities which belong to divisions B and C;
- g) special guests: They are representatives of entities which are not members of the IRAM; their incorporation to the forums shall demand the Board of Director's consent, which shall be able to limit their number in a certain Standard setting forum .

**2.3.2** The rights of the members of the Standards setting forums are defined as follows:

- a) the personal and institutional full members, founding members, life members, reciprocal members and national joining members shall have a say in the matter and shall be able to become Chairman or Secretary of an Standard setting forum ;
- b) the members who are specialists shall have all the rights attached to the members of the IRAM; they shall have a say only with voice, they shall not be able to vote and they shall not be able to become Chairman of the Standard setting forum ,
- c) the special guests shall have a say only with voice and they shall not be able to become Chairman or Secretary of the Standard setting forum ;
- d) the representatives of the foreign joining members of groups B and C shall have a say only with voice and they shall not be able to become Chairman or Secretary of the Standard setting forum .

**2.3.3** When a Standard setting forum shall be constituted, expanded or reorganized, a circular shall be sent to the members allegedly interested in the matter, inviting them to collaborate in the respective studies.

**2.3.4** The intention of opening a new Standard setting forum , inviting the members to incorporate, shall be published in the Newsletter of the IRAM, or other equivalent media of the IRAM.

**2.3.5** When necessary, a circular shall be sent to the entities which are not members of the IRAM, which are supposed to be interested in the matter, highlighting the general advantages of the standardization, the importance which that study in particular means to them, inviting them to incorporate to the Standard setting forum and to the IRAM.

**2.3.6** When a member fails to be present at three consecutive meetings or at five within the same period, without prior notice, the regularization of their assistance shall be requested.

If the member does not normalize the situation, this shall be notified to the entity they represent and, if it does not solve the problem within the periods established in each case, the representation may be considered vacant, and if necessary, it shall be covered.

**2.3.7** The associate members shall have the right to send up to 2 representatives to a meeting. Under special circumstances and with express authorization of the Department of Standardization or the Board of Directors, a greater number may be admitted, but in particular cases, the Coordinator of the IRAM may limit the permission to speak to only one of such representatives.

## **2.4 Chairman of the Committee**

**2.4.1** He or she shall be designated by the Committee by mutual agreement. He or she shall have a term of office of two years, renewable on agreement of the Committee. He or she shall be the representative of a member of the IRAM, in accordance with what is indicated in section 2.3.2 and shall have broad knowledge of the technical and political framework of the matters under study.

**2.4.2** The Chairman of the Committee shall chair the meetings of the Forum contributing to moderate and organize the debates, encouraging the effective and egalitarian participation of the members. He or she shall watch over the compliance of the planned activities and the set terms and objectives.

He or she shall collaborate with the preparation and update of the strategic plans of the Committee and shall sign the documents prepared by it.

**2.4.3** He or she shall represent the Committee before the Department of Standardization and the Board of Directors of the IRAM and before international, regional and national forums, when necessary.

## **2.5 Secretary of the Standard setting forum**

**2.5.1** He or she shall be designated by the Standard setting forum , by mutual agreement, in order to act within each annual period. He or she shall have to be the representative of a member of the IRAM in accordance with what is indicated in section 2.3.2. He or she shall be a person with knowledge of the matters under study and of the basic concepts of standardization.

**2.5.2** The Secretary of the Committee shall assist the Chairman and the Coordinator with the tasks of effective management of the forum. He or she shall collaborate with the Coordinator in the preparation of meetings and in the procedures and queries necessary to perform the tasks of the Committee.

**2.5.3** The Secretary of the Subcommittee or of the Commission shall collaborate with the Coordinator of the IRAM for a better development of the works and shall support them technically.

He or she shall sign the projects and the documents which are sent to public discussion, when expressly necessary.

He or she shall represent the Standard setting forum whenever necessary.

## **2.6 Coordinator of the IRAM**

**2.6.1** The Coordinator of the IRAM appointed to the attention of a Standard setting forum shall prepare or coordinate the writing of the documents which shall be analyzed by the latter and shall provide, if possible, the information requested in relation to the documents they represent. He or she has the right to participate in debates speaking but without voting.

**2.6.2** He or she shall be in charge of writing minutes, the organization and the general aspects of standardization of documents available for Public Discussion and of the projects submitted to the GCS.

**2.6.3** It shall also be part of his or her job to propose appropriate technical solutions to the problems which may arise; to such ends, he or she shall be able to carry out international and national surveys, do some research work and tests inside the laboratory, etc., after informing these criteria to the Standard setting forum.

## **2.7 Functioning of the Standard Setting Forums**

**2.7.1** The meetings shall be summoned by means of a written notice, which shall contain the agenda.

**2.7.2** When the meeting takes place with less than three members, it shall be considered a meeting in a minority.

**2.7.3** The attendance of the members of the Standard setting forums shall be registered in a guestbook or equivalent register system.

## **2.8 Resolutions**

### **2.8.1 Consensus**

In the resolutions adopted during the standards setting, the consensus of all the present members shall be sought, trying to avoid voting.

According to the IRAM 50-1, (equivalent to Guide ISO/IEC 2:1991) "Consensus is the general agreement come to by means of a process in which the opinions of all the interested sectors have been taken into account, without the existence of a founded and firm opposition and in which possibly divergent positions have been saved. NOTE: The consensus does not necessarily imply unanimity".

### **2.8.2 Voting**

**2.8.2.1** If the agreement is not achieved, after having exhausted every means of action, (seek advice from specialists, international and national suitable forums, agreed mediated resolutions, etc.), the pending matters shall be resolved by voting.

**2.8.2.2** So that voting takes place, a special meeting shall be summoned, with return receipt (fax, e-mail, etc.) at least 20 days in advance. In this way, whoever is not able to attend the meeting, may send their vote in writing, in which case, the IRAM reserves the right to request the certification of the cast vote.

**2.8.2.3** For the purpose of the voting, a form similar to the one indicated as Form Nº 1 shall be sent, where all the proposals to be voted for shall be clearly detailed, doing it in a way that people vote for YES or NO, or Proposal 1 or Proposal 2, etc.

**2.8.2.4** Only the members of the Standard setting forum who are members of the IRAM and who meet the following requirements shall have the right to vote:

a) Be enabled to do so, according to the Articles of Association of the IRAM.

b) Having been accepted as members of the IRAM no less than 6 months before the voting date.

c) Having participated in the meetings where the technical Forum treated the matter in question with an attendance of no less than 70% of all the meetings. This percentage shall not take into account the attendance at study meetings of earlier editions.

d) When an entity is represented by more than one person, only one of them shall be able to vote. If a person represents more than one entity, they shall only have the right to one vote.

**2.8.2.5** The voting shall be resolved in favour of the most voted proposal, provided the number of votes obtained by this one represents, at least, 75% (3/4) of all the votes, without taking into account the abstentions or the votes which were not made.

**2.8.2.6** In case of no definite result, a second voting shall be summoned, sending the corresponding form together with the minutes in which the first voting was considered and the comments on the matter, applying the criteria indicated in 2.8.2.5.

**2.8.2.7** Considering nothing is resolved in this second voting either, the opposing parties shall be requested to elaborate a report which maintains their position properly, quoting bibliography, foreign and national background, essay results, etc.

**2.8.2.8** A mediating resolution shall be resorted to immediately afterwards. The arbitrators shall have the previous agreement of the parties. All the documentation belonging to the study and the reports indicated in 2.8.2.7 shall be sent to them.

The report of the arbitrator or arbitrators shall be observed without right to subsequent appeals.

**2.8.2.9** If the mediating instance is not resorted to, a third voting shall be summoned, sending the voting form together with the reports mentioned in 2.8.2.7. If in this third instance the matter is not resolved in the conditions indicated in 2.8.2.5 either, the suspension of the study shall be decided until there are reasons which justify taking it up again.

### **2.8.3 Treatment of resolutions**

**2.8.3.1** The fundamental resolutions adopted by the forum in meetings, in a minority, shall be conditional, resulting in approved ones if, when considering the minutes in meetings with the minimum quorum necessary, observations shall not be formulated.

**2.8.3.2** If observations had been formulated, the corresponding matter shall be addressed again at the first meeting that the Forum organizes, where the matter may be ratified or rectified by the attending members, provided they constitute the minimum quorum necessary.

**2.8.3.3** The reconsideration of a matter already agreed shall only take place at a meeting with a similar or greater quorum than the one at the meeting in which it was approved, and in which exists the conformity of the two thirds of the attending members, at least.

**2.8.3.4** Every decision and a summary of the deliberations shall be recorded in the minutes, which shall have to be approved by the Forum, in meetings or in writing.

**2.8.3.5** The matters not included in the Order of the Day shall be treated, but the resolutions made shall only be proposals and shall remain subject to their approval at the following meeting.

**2.8.3.6** If there was an interruption of the meetings or prolonged periods of time between two consecutive ones, because of the end of the annual period or because of other reasons, the approval of the last minutes shall be requested in writing. If observations were received, the Forum shall have to be informed in order to take them into account at the first following meeting, acting then as appropriate.

**2.8.3.7** In the cases mentioned in 2.8.3.6, it shall be possible to continue with the procedure of the documents "ad referendum" of the approval of the last minute.

### **3 GENERAL COMMITTEE OF STANDARDS (GCS)**

So that the documents approved by the Standards setting forums become standards, they shall have to be considered by the General Committee of Standards, an honorary and independent Forum, integrated by specialists of different technical and scientific branches, with enough background so as to deserve such an appointment by the Executive Council, as suggested by the Board of Directors.

#### **3.1 Functions**

The GCS is in charge of the following specific functions:

- a) examine the projects of standards approved by the Standard setting forums taking into account their global content;
- b) coordinate the common elements of the projects of standards which come from the different Standard setting forums and observe possible divergences with standards already in existence;



c) ensure the adequate and clear writing of the projects of the standard, on the basis of fundamental standards and according to the general guidelines established and which may be established, concerning their specific orbit.

### **3.2 Setting up**

**3.2.1** The GCS shall be constituted by:

A) Stable members:

- A minimum of six members appointed for those duties, trying to cover every specialty of the standardization.
- The Technical Coordinator appointed by the Board of Directors to practise those tasks.

B) Transitory members:

- The Coordinator of the Forum responsible of the standard setting.
- The Special Delegate appointed by the Standard setting forum .
- Members who are specialists, who act as informing members or advisors of the GCS for a certain speciality and who are invited to participate when standards of that speciality are considered.

C) The General Director and the Director of Standardization of the IRAM and the Managers of the Departments of Standardization.

**3.2.2** The stable members of the GCS shall be appointed by the Executive Council, according to article 59 of the Articles of Association. They shall have a term of office of three years and they can be appointed again with no restrictions whatsoever.

**3.2.3** It is advisable that the members of the GCS are not, at the same time, members of Standard setting forums. If they were, they shall refrain from introducing problems already discussed in the Standard setting forum or from insisting in positions which do not support the standard.

**3.2.4** If a member failed to be present at five consecutive meetings without prior notice or valid justification it shall be considered as if they were resigning to their position, and the GCS shall be able to request their substitution to the Executive Council.

### **3.3 Authorities**

**3.3.1** At the first meeting of the year, the GCS shall appoint a Chairman and a Vice-Chairman.

**3.3.2** The mission of the Chairman is:

a) To represent the Committee before the Board of Directors, the Department of Standardization and before the international, regional and national forums, when necessary.

b) To decide on matters of order to facilitate the good course of the studies, within the range of the GCS.

**3.3.3** The mission of the Vice Chairman is to replace the Chairman when the latter is absent, or to collaborate with him or her as requested.

**3.3.4** The Coordinator shall be in charge of the coordination of the meetings which the GCS organizes and of the debates which may give rise to, during the consideration of the documents.

### **3.4 Functioning**

**3.4.1** The GCS shall have to meet, at least, once a month, between March and December each year. So that their resolutions are valid, there shall be a quorum of half of their members with the right to vote, excluding from the total number required to determine the quorum those full members who were absent, as indicated in 3.2.4. In the exceptional cases which request so, particularly in extraordinary meetings, the GCS shall be able to make resolutions with a minimum partial quorum of 20% of their members with the right to vote; that 20% shall not be lower than four members with the right to vote. In these cases the resolution shall be informed in the following GCS meeting with full quorum.

**3.4.2** The GCS shall be able to create commissions for specific matters, with the aim of accelerating the treatment of the standards.

**3.4.3** The Coordinator shall send, at least 20 days in advance, the invitation to the corresponding meeting and a copy of the documents which shall be treated in that session, to all the members of the GCS.

**3.4.4** The GCS shall invite the special delegates appointed by the Standard setting forums every time documents submitted by such Forum are to be considered. They shall only be allowed to speak while discussing the documents of which they are delegates.

**3.4.5** In case the special delegate or delegates are absent, the GCS shall be able to consider the document anyway. When there are reasons which suggest so, it would be possible to postpone their treatment, not further than a meeting, so that they are present.

**3.4.6** Any member of the GCS, on their own initiative or together with other members, shall be able to make suggestions on the structuring of the standards, on their terminology or other aspects in general, common to a group of standards or to all of them, always within the framework of standard IRAM 1-1. These suggestions shall be sent to the Department of Standardization and to the rest of the members of the GCS for their evaluation and possible put into practice.

### **3.5 Consideration of the project**

**3.5.1** Every project, before being considered by the GCS, shall be specially studied by one or more of their members, who shall formulate a written or verbal report, with the relevant observations.

#### **3.5.2 Observations**

**3.5.2.1** The members of the GCS shall be able to make fundamental observations to the projects, which shall be treated by those present and, in case of being accepted, the respective modifications shall take place, in accordance with the following description:

- Observations of form
- Observations of detail
- Fundamental observations

**3.5.2.2 Observations of form:** Those which do not suggest a change in values, concepts or important aspects of the standards, or their fundamentals or scope, for example, errata, writing changes, explanations, notes, etc.

**3.5.2.3 Observations of detail:** Those which suggest modifying less important aspects but which are considered that shall be seen again by the Standard setting forum . For example modifications in drawings, addition of paragraphs, explanations, etc.

**3.5.2.4 Fundamental observations:** Those which suggest changing the purpose or the scope of the standard, modifying values, including new types or eliminating one or more of the existing ones, putting warnings and precautions on labels, etc., which cannot be defined by the Special Delegate and therefore shall be considered by the Standard setting forum .

**3.5.2.5** Considering that every situation is particular, the orientations given in preceding paragraphs are merely illustrative. Consequently, the description of the type of observation shall be given by the GCS, taking into account the opinion of the Special Delegate or Delegates and when necessary, by the Department of Standardization.

#### **3.5.3 Course of the project**

**3.5.3.1** If there were no observations, or if these were only of form, the project shall be approved, continuing according to 3.5.5.

**3.5.3.2** If the project received only observations of detail, accepted by those present, these shall be sent to the Standard setting forum , which shall make a decision about the matter and the project shall not be treated by the GCS again.

**3.5.3.3** If the project received fundamental observations, and they were accepted, the project shall be returned to the Standard setting forum , together with the minutes containing such observations and an extended report of the reasons of the rejection, if necessary.

**3.5.3.4** The decisions of the GCS shall have to be registered in minutes, which shall be considered approved if no observations are made to them.

#### **3.5.4 Resolutions**

**3.5.4.1** In the case indicated in 3.5.3.2, if the Standard setting forum agreed with the observations of the GCS, the standard, when corrected, shall be automatically approved, informing the GCS about this.

**3.5.4.2** In the case indicated in 3.5.3.3, if the Standard setting forum agreed with the fundamental observations of the GCS, the standard, when corrected, shall be considered by the GCS again.

**3.5.4.3** If there was a different criterion between the GCS and the respective Standard setting forum , meetings shall be held between the members of both, with the aim of searching for a solution to the problem. If there was no agreement, in the technical and specific aspects of the corresponding matter, the criterion of the Standard setting forum shall prevail.

#### **3.5.5 Approval and enactment of standards**

**3.5.5.1** The Coordinator of the GCS shall submit the list of projects of standard and other approved documents to the Board of Directors, so as to proceed to their enactment and later printing.

**3.5.5.2** The standards shall come into effect as from the moment when they are available to the public, which shall coincide with the edition date. This date shall be included in the cover of the standard.

### **4 PLANS OF STANDARDS SETTING**

#### **4.1 Purposes**

The plans of Standard setting shall have to take into account the following requirements:

- a) of the national government, the provincial governments and municipal governments;
- b) of the Technical Committees of Standardization;
- c) of producers and consumers in general, especially of the members of the IRAM;
- d) of the technical and scientific community;
- e) of the aspects of basic standardization essential to the regulatory task.

#### **4.2 Preparation**

**4.2.1** The plans of Standard setting shall have, at least, an annual scope and shall be prepared by the Coordinator in charge of the Standard setting forum and the respective Department Managers, after consulting with each Standard setting forum , before the end of the period of sessions. Once approved by the

corresponding Department Manager, they shall be submitted to the Department of Standardization, and, later, to the Board of Directors for their final approval.

**4.2.2** The plans of standard setting shall be prepared taking into account the following aspects:

- a) the standards setting;
- b) the standards in force studied in previous years to consider their possible revision or expiry;
- c) the proposals made by the respective Standard setting forum;
- d) the international and regional standards which can be approved;
- e) requests received by the IRAM, sent spontaneously or as a reply to surveys and queries;
- f) priorities which may arise from what is mentioned in section 4.1;
- g) the proposals presented by the Department of Standardization to the Board of Directors;
- h) the suggestions sent by other work areas of the IRAM.

#### **4.3 Modifications**

It shall be possible to modify the approved plans of work, giving priority to other matters, when the interests indicated in 4.1 requests so, following the authorization of the Board of Directors, through the Department of Standardization.

### **5 PREPARATION AND STANDARDS SETTING**

The preparation and setting of IRAM standards shall be done in accordance with what is indicated as from 5.1. The preparation and setting of IRAM standards with abbreviations of other entities shall be done in accordance with what is indicated in the respective signed agreements, which establish, in each case, the relevant exceptions to what is specified in the present Rules.

#### **5.1 Background**

**5.1.1** When it is decided to start the setting of a standard, the Coordinator of the IRAM of the competent standard setting forum, shall gather the regional, international, national background, investigations, reports of certifications, etc., which exist about the matter to consider. The studies carried out about the matter by ISO, IEC, COPANT, MERCOSUR or other well-known prestigious forums shall be preferred.

**5.1.2** Taking into account the background gathered, the Coordinator of the Standard setting forum shall prepare the corresponding outline. When necessary, such background shall be previously considered by the Standard setting forum , with the aim of setting the criteria to be followed in the preparation of the outline.

## **5.2 Preparation of the outline**

It shall be prepared, taking into account the guidelines established in these Rules and by the fundamental standards in effect.

## **5.3 Standard**

**5.3.1** The outline shall be considered by the Standard setting forum in periodical meetings, of which the Coordinator of the IRAM shall write the minutes containing the resolutions adopted and their main fundamentals. As a consequence of such setting, new outlines shall be prepared, as many as the Standard setting forum deems necessary.

**5.3.2** Once the standard setting of the outline is completed, and if the Standard setting forum considers that it can be discussed publicly, the term for the query shall be fixed, which shall not be less than 30 days or exceed 180, except for reasons that justify so. It shall be explained that the observations shall be formulated in writing and shall be based on information.

**5.3.3** Once the outline is written for public discussion, the corresponding Department Manager shall proceed to their analysis. If it had fundamental observations, they shall summaries them in a report, which shall be considered by the Standard setting forum with the presence of the Observing Department Manager. The Standard setting forum shall make a definite decision.

If there were no fundamental observations, or if these had been resolved, they authorize that they are sent for public discussion, summarizing their observations in a report, which the Standard setting forum shall study at the end of the period of public discussion, together with the rest of the observations which may have been formulated.

**5.3.4** The outline that is sent for public discussion shall bear the signature (name) of the Coordinator and of the Secretary of the Standard setting forum and the approval of the Department Manager who wrote the respective report.

**5.3.5** The members of the Standard setting forum who prepared the outline and the entities or people who have shown their interest for these studies, as well as the members of other Standard setting forums of standards who may be related to the matter shall be invited to the public discussion.

**5.3.6** When the period of public discussion ends, the Standard setting forum shall consider the observations which may have been formulated, inviting the observants especially to do so.

**5.3.7** The Standard setting forum shall consider the outline, report and observations of the intervening Manager. If fundamental changes were introduced in the outline of the standard as a result of this analysis, the Standard setting forum shall submit it to public discussion again.

**5.3.8** Once the Standard setting forum has completed the study of the outline, it shall approve it as a Project, appointing one or more Special Delegates so that they attend the session of the General Committee of Standards in which it is considered.

**5.3.9** The respective project shall be submitted to the General Committee of Standards bearing the signature of the Coordinator who is responsible for the standard setting and of the Secretary of the Standard setting forum (names). This submission shall be made with the complete folder of STANDARDS SETTING, which shall contain all the documents that were considered, the observations, team reports, etc. and the project in question.

#### **5.4 Authentication of documents**

**5.4.1** If necessary and advisable, the minutes, the outlines and the projects filed in the folder of the standard shall bear manuscript signatures of the Coordinator of the IRAM and of the Secretary of the Standard setting forum. If the latter cannot be obtained, it shall be replaced by the signature of the corresponding Department Managers.

**5.4.2** Likewise, when necessary, the content of the folder of the standard setting shall be foliated.

#### **5.5 Special cases of Standards setting**

**5.5.1** Accelerated Standard setting when the Standard setting forum meets regularly.

**5.5.1.1** The outline of public discussion shall be written directly, without the previous treatment of an outline in the Standard setting forum, when all the following conditions are met:

- a) the matter shall be considered in the approved Plan of STANDARDS SETTING;
- b) such decision shall be made by the relevant Standard setting forum and recorded in the minutes;
- c) the standard shall not refer to specifications of a material, product or team and, preferably, it shall be related to a nomenclature, terminology, symbols, units and connected aspects;
- d) an international standard or a standard from a foreign country, widely used and renowned, shall be adopted as a base of the outline.

**5.5.1.2** In the proceedings of the standard, according to this case, all the other aspects inherent to the setting of a standard IRAM, that these Rules establish, shall be followed.

**5.5.2** *Standards setting when there are difficulties to call a meeting of the Forum.*

**5.5.2.1** The Department of Standardization of the IRAM shall be able to authorize the standard setting in writing, after the Coordinator is informed about it and with the approval of the respective Department Manager.

**5.5.2.2** This mechanism shall be used when the following conditions are preferably met:

- a) the matter shall be considered in the approved Plan of STANDARDS SETTING;
- b) advice is sought in writing from as many specialists in the matter as possible, in particular from universities and research institutes;
- c) the standard setting is based on an international standard, regional or from a foreign country and is widely used or renowned.

**5.5.2.3** In this case, in the proceedings of the standard, the following shall be taken into account:

- a) the outline shall be sent for public discussion after the respective Department Manager's report;
- b) if no observations were received, it shall be considered that the document has been approved as a project and shall be submitted to the General Committee of Standards. The Coordinator shall appoint one or more Special Delegates Ad-Hoc;
- c) if observations were received, these shall be sent to all the members of the Standard setting forum so that they can give their opinions about them;
- d) if the opinions are not concordant, specialists of renowned authority shall be consulted so that they give advice and allow the members to obtain greater fundamentals of the possible resolutions to adopt;
- e) with all the information gathered, according to d), the Coordinator shall prepare a new outline, which shall be sent for public discussion again, together with the treatment given to the observations, repeating the procedure until achieving consensus.
- f) in the other aspects of the proceedings, the requirements established in these Rules shall be met.

## **6 IDENTIFICATION OF STANDARDS**

### **6.1 Standards under study**

The standards under study shall be, as far as possible, numbered by series and their successive stages shall be distinguished in the following way:



- a) the initial copy that the Coordinator of the IRAM puts into consideration of the Standard setting forum shall be designated **“Outline A of the standard IRAM”** or **“Outline A of standard IRAM...”**, including the abbreviation which corresponds to the entity with which an agreement of cooperation was signed;
- b) the successive copies which may arise as a result of their consideration in the Standard setting forum , shall be identified with **A1, A2, A3, A4**, etc.;
- c) the outline which the Standard setting forum approves to be submitted to public discussion shall be designated **"Outline 1"**;
- d) returning from public discussion, the successive copies which are prepared until the project is approved, shall be identified as **“Outline 1a, 1b, 1c,”**etc.;
- e) if during the consideration of the outline which has returned from public discussion fundamental changes are included, the Forum shall be able to send it again for public discussion as **“Outline 2”**;
- f) the copy approved by the Standard setting forum and submitted to the General Committee of Standards shall be designated **“Project 1”**. If this document is returned by the GCS, in its stages after the treatment in the Standard setting forum , it shall be designated **“Project 1a, 1b,”** etc.;
- g) when revising the standard, the outline and the project shall be designated as indicated in a/f, adding the date.

## 6.2 Approved standards

- a) after being enacted by the Board of Directors, it shall be designated **“standard IRAM”** or **“standard IRAM...”** including the abbreviation which corresponds to the entity with which an agreement of cooperation has been signed, for the study of those standards, followed by the corresponding number and the edition date.
- b) when an international or regional standard is adopted as IRAM standard, it shall be called

<b>IRAM-NM XXX;</b>	<b>IRAM-COPANT XXXX...;</b>	<b>IRAM-ISO XXXX</b>	or	<b>IRAM XXXX...</b>
<b>IRAM XXXX...</b>	<b>IRAM XXX...NM XXX</b>	<b>COPANT XXX</b>		<b>ISO XXX</b>

(For further details, see Guide ISO/IEC 21)
- c) when changes are introduced after the date of approval of the standard, and these are included in the printed copy that shall be expressly stated in the cover or in the Preface.

## 7 REGISTRATION OF THE STUDIES

**7.1** Every meeting of the Standard setting forums shall be registered in minutes, which shall be approved by the mentioned Forum, at the first following meeting in which there is quorum, after the approval of the Department Manager.

**7.2** The minutes shall have to reflect faithfully in their texts what was resolved at the corresponding meeting and their fundamentals, and particular opinions, if any.

When there were observations, the approval shall originate the relevant rectifications, if possible, or the rejection of the observations, if they were not appropriate.

**7.3** When by any cause the sessions of the Standard setting forum are interrupted, the minutes shall be sent to the members for their written approval, without waiting for a new summon, with the aim of avoiding proceeding delays.

**7.4** When minutes are sent for their written approval, and if once the stipulated period has expired there were no observations, it shall be considered approved.

**7.5** Every document related to the standard setting shall be gathered by the Coordinator of the Standard setting forum and shall be filed in a folder, which shall have the following sections:

- I – Proceedings (even the printed and approved standard)
- II – Minutes (of the Forum and of the GCS in which it was treated)
- III – Observations and notes
- IV – Regulatory background and other documents considered

## **8 OBSERVATION, MODIFICATION AND ANNULMENT OF THE STANDARDS**

### **8.1 Observations**

**8.1.1** The standards in effect shall be observed by entities or people, even by personnel of the IRAM.

**8.1.2** In such cases, the observations shall be presented in writing, and they shall contain the reasons why the standard is asked to be reviewed, if that is the case.

**8.1.3** The observations presented by personnel of the IRAM shall be approved by the corresponding Department Manager and the Department of Standardization, before being sent to the Standards setting forums.

**8.1.4** The observations shall be sent to the Standard setting forum which is responsible for the standards and it shall meet to consider them even if they are not in the Plan of Standard setting approved. The observer of the standards shall be especially invited to that meeting.

**8.1.5** At the meeting summoned for that purpose, the Standard setting forum shall resolve, basing their decision in the corresponding minutes, if it proceeds to:

- a) reject the observations;

- b) revise the standard totally;
- c) revise the standard partially.

**8.1.6** In case 8.1.5 b), that is, when the Standard setting forum resolves that the standard shall be revised totally, the proceedings to follow are the same as the ones followed for the standard setting.

**8.1.7** When there is no Standard setting forum which may consider the observations, an appropriate one shall be set up.

## **8.2 Modifications**

In case 8.1.5 c), when it is decided to make a partial revision of the standard, it shall be necessary to decide if the observations are of form or fundamental.

**8.2.1** To do so, the following definitions shall be especially taken into account:

**a) fundamental observations.** Those which imply the modification of the purpose and field or application, of values of requirements, inclusion of new types or deletion of other already in existence, changes in the plans of inspection and reception, important changes in trial methods, etc.

**b) observations of form.** Those which imply minor changes in the writing or legislation of the standard, additions of indications which may facilitate the understanding of the standard, addition of complementary pictures or explanation of pictures already in existence.

**8.2.2** Once the observations are considered, the Standard setting forum shall indicate their description, of form or fundamental, based on the general principles of standardization and taking into account what is indicated in 8.2.1.

**8.2.3** If the observations are considered to be of form, the modifications of the same description which are introduced into the standard shall be expressly stated in the minutes of the session in which their consideration ends. In this case, the approval of the draft of the minutes by the corresponding Department Manager shall imply their consent with the proceedings.

**8.2.4** The modifications of form shall come into effect with the approval of the corresponding minutes, which shall be registered and available to the public.

**8.2.5** When it is considered that the observations are fundamental, the text of the proposed modification shall be sent to public discussion, following the corresponding proceedings.

**8.2.6** The modifications approved according to 8.2.5 shall be submitted to the GCS, accompanied with all the documentation, following the usual proceedings of approval of the standards, the GCS shall be especially careful when analyzing their implication as regards other standards related with them.

**8.2.7** When there are reasons of haste which justify so, the Standard setting forum shall be able to introduce emergency fundamental modifications following the proceedings of the fundamental modifications, but avoiding the period of public discussion. They shall have a determined period of validity which shall be indicated in the printed copy of the modification.

**8.3 List of errata** When it is necessary to include a List of errata in a standard in effect and the Standard setting forum which is responsible for the matter is functioning, it shall have to be registered in minutes of such Forum.

If the Standard setting forum was not functioning, the introduction of the List of errata shall be guaranteed by the Department Manager and by the Director of Standardization.

#### **8.4 Re-approval of standards**

**8.4.1** When the edition of a standard has been in effect for more than 5 years, it shall be considered by the Standard setting forum with specific competence. If it decides that fundamental modifications shall not be introduced, the GCS shall be asked to proceed to the re-approval of the standard. Once accepted, it shall be identified as “belonging to the re-approval of the edition of ...”

This inscription shall be placed on the cover of the standard and in the Preface, indicating the date of re-approval.

**8.4.2** If there is no Standard setting forum which resolves the re-approval of the standard, the Department Manager of the area to which the standard belongs shall be able to submit this proposal of re-approval to the Department of Standardization.

If the Department of Standardization agreed, a survey (Form Nº 2) shall be sent to the companies and sectors which may be interested in the matter, asking for their opinion. At the same time, this shall be announced in the Newsletter of the IRAM, or other equivalent media of the IRAM, providing a period of 60 days to make comments. If conflicting opinions coming from the survey or the publication were received, what was done shall be informed to the GCS, asking for the re-approval.

**8.4.3** If there were conflicting opinions, the re-approval shall be postponed until they can be considered by the Standard setting forum made up for that purpose, inviting the companies or people who made the comments or observations to be part of it.

**8.4.4** If the observations are accepted according to 8.4.3, and if there is interest in the revision, this shall be done.

#### **8.5 Annulment of IRAM standards**

**8.5.1** If there was an evident need to annul the IRAM standard, the Standard setting forum with specific competence or, failing that, the sectors allegedly interested in the matter that the standard treats shall be consulted by means of Form Nº 3.

**8.5.2** At the same time, the intention to annul the standard, with brief information about the reasons, shall be announced in the Newsletter of the IRAM, or in other equivalent means of the IRAM, providing a period of 60 days to make comments.

**8.5.3** If there were no conflicting opinions from the query or the publication, there shall be an annulment, submitting the query to the Board of Directors, accompanying the documentation which corresponds to any proceedings.

Once the standard is annulled, this information shall be published in the Newsletter of the IRAM, or in other equivalent means of the IRAM.

**8.5.4** If there are conflicting opinions, the annulment shall be postponed until they can consider themselves in the corresponding Standard setting forum .

## **9 TECHNICAL DOCUMENTS APPROVED BY THE IRAM**

For a better understanding of the types of documents which the IRAM studies, the definitions established by the International Forum for Standardization (ISO) which defines the following concepts have been taken as the basis:

**Technical specification.** Document which established the characteristics of products and services, such as levels of quality, performance, safety, dimensions, etc. This can also include definitions, symbols, methods of trial, branding, labelling, etc.

**Standard.** Document established by consensus and approved by a well-known Forum which provides, for repetitive and common uses, the rules, guidelines or characteristics for the activities or their results, oriented to the obtainment of an optimum degree of order within a given context (according to IRAM 50-1).

Note: The standards shall be based on results consolidated by science, technology and experience, and shall be oriented to promote optimum benefits for the community.

On the basis of these fundamentals, the IRAM studies and approves the following types of documents:

### **9.1 IRAM standard**

It is any approved standard which follows every step prescribed in these Rules. The IRAM standards may refer to specifications of material, definitions, sampling, recommended practices of procedures, etc.

### **9.2 Experimental IRAM standard**

**9.2.1** It is the approved standard which follows the requirements of these Rules, but on which approach or matter there is no sufficient experience so as to approve it directly as an IRAM standard.

**9.2.2** These standards shall be valid for the period of time that the corresponding Standard setting forum establishes, with a maximum of 2 years.

The cover of the standard shall contain its condition of “experimental” and the date on which its validity ends.

**9.2.3** It shall be possible that the experimental standards refer to a new matter or study to substitute an IRAM standard already in existence, in which case both shall coexist.

**9.2.4** When the experimental IRAM standard coexists with an IRAM standard in effect about the same matter, the experimental standard shall be applied only when the interested parties expressly agree on that. This coexistence shall be registered in the Preface of the experimental standard.

**9.2.5** When the established period expires, the Standard setting forum shall decide if it shall have definite character, if its validity is renewed for a new period as an experimental standard or it is annulled. If it is suggested that it shall have definite character, it shall be submitted directly to the Board of Directors but, if in its text there were modifications, it shall have to be previously submitted to the approval of the General Committee of Standards.

**9.2.6** When there was a previous standard, the new standard shall be considered as its revision and, therefore, the former shall be annulled.

### **9.3 Emergency IRAM standard**

**9.3.1** It is an IRAM standard which has been approved avoiding the period of public discussion, when it is necessary because of any of the following reasons:

- have a standard on matters which have not been standardized yet and there are important reasons for its enactment as quickly as possible;
- there is a standard already approved but, for an important reason like lack of raw materials, relevant weather modifications in the case of natural products, reliable verification that the standard presents difficulties in its application, the fact that its use leads to different problems, etc., its substitution becomes necessary.

**9.3.2** Its previous inclusion in the Plan of Standard setting shall not be required for its study.

**9.3.3** The corresponding Standard setting forum shall accompany the emergency IRAM standard with a report which clearly states the reasons which originated the need to prepare it.

**9.3.4** Once the Standard setting forum has completed the study of the document, it shall submit it, together with the corresponding report, to the General Committee of Standards, after the Department Manager's

report. Once approved by the latter, the Board of Directors shall enact it as a standard and it shall come into effect. The cover of the standard shall contain its condition of “emergency standard” and the date on which its validity ends.

**9.3.5** When an emergency IRAM standard is enacted, and an IRAM standard about the same matter already exists and is in effect, it shall be expressly registered in the minutes of the corresponding Standard setting forum and in the report of the emergency standard that the application of that IRAM standard is suspended during the time the emergency standard is in effect.

**9.3.6** The Standard setting forum shall set the period of validity of the emergency standard and shall be especially careful when stating its expiry, extend its period of validity or approve it as an IRAM standard, spreading the news, in every case, as much as possible.

**9.3.7** When the period of validity of an emergency standard expires, the Standard setting forum shall evaluate the results of its application.

- If it considers they are satisfactory, it shall give its favorable opinion for their enactment as an IRAM standard, in which case this shall be informed to the GCS. If modifications had been included in its text, it shall have to be submitted to the approval of the General Committee of Standards.
- If the Standard setting forum did not consider it satisfactory, it shall be canceled.

**9.3.8** If there was a previous standard, the new standard shall be considered as its revision. If the emergency standard was canceled, the previous standard shall come into effect again.

## **10 ADOPTION OF REGIONAL STANDARDS (COPANT AND MERCOSUR)**

### **10.1 Regional standard already in existence**

**10.1.1** The adoption of regional standards as IRAM standards shall be considered by the Standard setting forum of IRAM standards which approved it at that time. When none had participated in the studies, this in the case of COPANT standards, it shall be considered by one which is set up for that purpose.

**10.1.2** So that the specialized Standard setting forum can set its position, a copy of the regional standard of which adoption is proposed shall be available to all its members. A period of time of no less than 30 days or more than 60 days shall be provided to express their opinion by sending a form like N° 4.

All the members of the GCS who have shown their interest in the matter shall be included at this time of queries. At the same time, the intention of this adoption shall be announced in the Newsletter of the IRAM or other equivalent media of the IRAM, providing information about the period to give opinions.

**10.1.3** During the whole process a folder containing the following shall be made: the list of members, invitations, minutes, sent and received material, the standard which is proposed to be adopted and the IRAM standard which is proposed to be substituted, if it is the case.

**10.1.4** The opinions and observations received shall be considered at meetings of the Standard setting forum . The presentation and resolution of the matter, possibly by consensus, shall be registered in minutes.

**10.1.5** In case consensus is not reached, the proceedings indicated in 2.8.2 shall not be followed.

**10.1.6** Once the adoption is solved, the document as project of standard shall be considered approved and the corresponding folder shall be submitted to the GCS, which shall verify the correct compliance of the proceedings, proceeding to consider it for their approval.

**10.1.7** Considering this is an approved regional standard, the GCS shall not be able to introduce modifications of form or changes in the text. Once approved, the Board of Directors shall enact it as IRAM standard, with the appointment indicated in 6.2.

**10.1.8** In case of replacing an IRAM standard already in existence, this shall be annulled.

## **10.2 Regional standard in which study they are participating**

**10.2.1** In this case, the chart indicated in Form N° 4 shall be sent when sending the query, before voting the project of standard and they shall proceed according to 10.1.2/10.1.6.

## **11 ADOPTION OF INTERNATIONAL STANDARDS**

**11.1** The adoption of international standards, for example ISO or IEC, shall be done starting from the Spanish translation of the document and making it fulfills the complete proceedings established by IRAM standards.

**11.2** During the study of the matter, the indications in Guide ISO/IEC 21 shall be taken into account, with the aim of determining the degree of correspondence with the international standard (identical, modified or non equivalent) and the way of indicating it.



**ARGENTINE INSTITUTE OF STANDARDIZATION**

**FORM N° 1**

The Subcommittee of ..... at their meeting on ..... Minutes N° ..... decided to put to vote, according to point 2.8 of the “Rules of STANDARDS SETTING” of the IRAM, the following proposals.

1) \*

2) \*

Deadline for casting the vote (1):

I vote for [ ] (write in here the number of the proposal you vote for)

Name:

Company being represented:

Member number:

Signature:

Date:

Only the votes of those members of the Subcommittee which observe what is stipulated in point 2.8.2.4 of the Rules of Standard setting shall be taken into account.

\* The proposals put to vote shall be clearly indicated.

(1) Note. The votes received later than the deadline shall not be taken into account.

FORM N° 2

PROPOSAL OF RE-APPROVAL OF THE IRAM STANDARD .....Title:

Date:

Deadline for giving opinions (1):

The approval of the standard of the epigraph is proposed because of the following reasons:

a)

b)

The interested ones are requested to send this form by hand, mail, fax or electronic mail. It shall be properly completed and signed before the indicated deadline.

☐ We agree on the re-approval of the IRAM standard .....

☐ We do not agree on the re-approval because of the following reasons. (Attach sheets of paper, if necessary).

☐ We abstain.

Name:

Company being represented:

Signature:

Date:

(1) Note. In case this form is not received before the mentioned deadline, it shall be considered that there is an agreement on the re-approval proposed.

FORM N°3

PROPOSAL OF ANNULMENT OF THE IRAM STANDARD .....

Title:

Date:

Deadline for giving opinions (1):

The annulment of the standard of the epigraph is proposed because of the following reasons:

a)

b)

The interested ones are requested to send this form by hand, mail, fax or electronic mail. It shall be properly completed and signed.

☐ We approve the annulment of the IRAM standard .....

☐ We do not approve the annulment because of the following reasons. (Attach sheets of paper, if necessary).

☐ We abstain.

Name:

Company being represented:

Signature:

Date:

(1) Note. In case this form is not received before the mentioned deadline, it shall be considered that there is an agreement on the annulment proposed.

FORM N° 4

PROPOSAL OF ADOPTION OF THE MERCOSUR STANDARD ..... AS IRAM STANDARD.

COPANT

SUBSTITUTING THE ..... (if this is the case)

Deadline for giving opinions (1):

The members of the Standard setting forum are requested to complete and sign this form and send it to the IRAM by hand, mail, fax or electronic mail before the indicated deadline.

☐ We approve the adoption as IRAM standard, substituting the IRAM ..... (if this is the case)

☐ We do not approve the adoption because of the fundamental technical reasons attached.

☐ We abstain.

Name:

Company being represented:

Signature:

Date:

(1) Note. In case this form is not received before the mentioned deadline, it shall be considered that there is an agreement on the adoption and replacement proposed (if this is the case).