

FORM A1: STANDARDS DEVELOPMENT/REVIEW AND INTERNATIONAL PARTICIPATION PROPOSAL FORM (FOR REQUESTOR)

IMPORTANT INSTRUCTIONS

This application form consists of two parts:

- Part I: General information (4 pages)
- Part II: Additional information (8 pages)

Requestor must provide information for all the fields in Part I and to provide, on a best effort basis, the information in Part II of this application form. An incomplete submission of information requested in Part I may cause delay in the evaluation of the application form. Enterprise Singapore (ESG) will engage the requestor after receiving the application form.

INFORMATION OF REQUESTOR

Name (in full):	
Designation:	
Name of Company / Government Body / Industry Association / Professional Institution / Committee etc:	
Address:	
Tel (O):	Mobile number:
Email:	
<div style="display: flex; justify-content: space-around; margin-top: 20px;"> <div style="border-top: 1px solid black; width: 40%; text-align: center;"><i>Signature</i></div> <div style="border-top: 1px solid black; width: 40%; text-align: center;"><i>Date</i></div> </div>	

IMPORTANT NOTES:

- 1) All materials in the standard shall be the property of and belong to ESG, including the materials produced during the development of the standards except for materials from third parties where permission/licence has been sought.
- 2) The source of works (including materials contributed by members of the Drafting Committee, e.g. Technical Committee or Working Group) shall be highlighted to ESG in the “Copyright Declaration Form” provided by ESG so that ESG can ensure that all intellectual property rights in such works are assigned to ESG, or that ESG can secure the proper permissions or licenses from the third parties to incorporate and/or utilise these works in the standard.

- 3) Any request to deviate from the copyright assignment to ESG must be resolved before the commencement of the standards development work.
- 4) All information identified or marked as confidential by the Committee shall be treated as confidential by the Committee members and shall not be disclosed by the Committee members to third parties without seeking permission from ESG.
- 5) ESG shall be notified of any relevant patent rights in the standard.
- 6) Publicity of the standard, including all media matters pertaining to the standard or the standardisation programme must be referred to ESG.
- 7) This form shall be submitted in softcopy to ESG, together with all supporting document(s) to:

Director, Standards Division
Enterprise Singapore
Email: standards@enterprisesg.gov.sg

- 8) ESG reserves the right to accept or not to undertake the project proposed by the requestor.

1. OUTLINE

(a) Type of proposal (please tick the appropriate box)

New Standard

Adoption of Standard*

Review of Standard

Participation in international standardisation

** Requestor is advised to adopt an international standard where possible.*

(b) Title of the standard

NOTE: For participation in international standardisation, please provide indicative title of the international standard when published.

(c) Objective of the standard

(d) Scope of the standard

(e) Describe clearly the current situation, problems, difficulties or opportunities and elaborate on how does the standard/international participation aims to address them.

2. INTENT OF USE AND BENEFITS

(a) Intended use

- Use by government agency
[e.g. mandatory requirements, Approved Code of Practices (ACOP), government initiatives and tenders, etc.]
- Voluntary use by industry
(e.g. industry initiatives)

Please tick the appropriate boxes and provide elaborations accordingly.

- Government initiatives
(e.g. Industry Transformation Map*, publicly-funded projects)
* Integrated roadmaps to drive industry transformation to promote growth and competitiveness for 23 industries.

- Government regulations/guidelines
[e.g. Approved Code of Practices (ACOP) that supports the Workplace Safety & Health (Work at Heights) Regulations]

- Industry initiatives
(e.g. supports the Electronic Container Trucking System Initiative in the logistics industry)

- Training programme
(e.g. building competency of the workforce)

- Others, please specify and elaborate:

(b) Qualitative and quantitative benefits

Elaborate on the benefits to the industry/users in terms of improvement to:

- (i) Facilitate growth (e.g. company/industry growth, product growth, trade, market access)

- (ii) Improve productivity, competitiveness, interoperability & quality

- (iii) Raise resource efficiency & sustainability

- (iv) Support safety, health, environmental protection and social needs

- (v) Others (e.g. consumer & public interest)

3. TIMELINE

Please elaborate if there is an urgent need to complete the standard by a certain date (e.g. to include in tender document).

NOTE: In general, the target timeframe for development of standards specification is 1 year. For standards that are codes of practice, the target timeframe is 2 years.

4. PARTICIPATION

I/We are willing to participate actively in the national committee on the development of the standard (please tick the appropriate box):

Chairperson Member

If you are not participating as Chairperson, please provide recommendation for Chairperson(s):

5. PROMOTION ACTIVITIES

I/We are willing to co-organise outreach events (e.g. industry seminar, workshop etc.) with Enterprise Singapore and other interested parties to ensure wide adoption of the standard.

Yes No

1. TYPE & CATEGORY OF STANDARDS

(a) Type of standard (please tick the appropriate box)

Singapore Standard Technical Reference

NOTE:

- (i) *Singapore Standard (SS) is a nationally recognised document, established by broad consensus, including a two-month public review as required under the World Trade Organisation Technical Barriers to Trade (WTO TBT) Agreement before publication by Enterprise Singapore.*
- (ii) *Technical Reference (TR) is a pre-Singapore Standard that is developed with the aim of meeting an urgent industry need. This could be done in light of rapid technological changes or absence of a reference standard. Unlike a SS, a TR is published without the two-month public comment.*

(b) Category of standard (you may tick more than one box)

Code of practice Guide Management System

Method of test Specification Vocabulary/Terminology

Others, please specify: _____

Descriptions on the categories of standards:

- (i) **Code of practice**
Recommendations and guidance that reflect current good practice as employed by practitioners/industry (e.g. SS 600 Code of practice for bunkering).
- (ii) **Guide**
A set of Information and guidance that may include recommendations where appropriate (e.g. SS 594 Guide for wayfinding signage).
- (iii) **Management System**
Framework of policies, processes and procedures used by an organisation to ensure that it can fulfill all the tasks required to achieve its objectives (e.g. SS ISO 9001 Quality management systems).
- (iv) **Method of test**
Repeatable and reproducible procedures with consistent outcomes for the assessment of material or product performance (e.g. SS 5 series on methods of test for paints, varnishes and related materials).
- (v) **Specification**
Set of requirements which are verifiable; performance criteria of a product or the fundamental elements of service, product or system (e.g. SS 332 Specification for fire doors).
- (vi) **Vocabulary/Terminology**
Terms and definitions to help harmonise the use of language within a given sector, field or discipline (e.g. SS 594 Terminology for waste management).

2. IMPACT OF THE STANDARD

Please indicate the projected/current, targeted and potential numbers of users of the standard in Table 1 below (on a best effort basis):

Table 1

Stakeholder Groups	Users*			Source of information (i.e. listing of users that should be retained for records)
	Projected/ current number ₁	Targeted number ₂	Potential number ₃	
Government Agency				
Testing, Inspection and Certification Body				
Industry Association				
Professional Institution				
Company (e.g. suppliers, service providers, manufacturers, etc)				
Institute of Higher Learning (e.g. NTU, Polytechnic & ITE)				
Training Provider				
Research Institution				
Individual [e.g. Licensed Electrical Worker (LEW), Professional Engineer]				
Others (please specify):				

* Please refer to [Annex A](#) on guidance in providing the numbers of users.

NOTE:

- (i) *Projected/current users – More or less confirmed number of organisations that have adopted existing standards or will be adopting the standard within 1 year after completion.*
- (ii) *Targeted users - Organisations that represent a significant market share or value/impact in the industry and will be adopting the standard over the next 5 years.*
- (iii) *Potential users - The whole universe of organisations that could adopt this standard.*

3. MEMBERS OF THE WORKING GROUP

(For below, please provide as much details as possible)

Please provide more specific information in Table 2 below on the key Working Group members that should participate in the development of the standard and wherever possible to provide specific names.

Table 2

Key stakeholder groups	Organisation name	State the relevance	Interested to participate in the standards development work: Yes/No*
Government agency			
Testing, inspection and certification bodies			
Industry Association			
Professional Institution			
Companies			
Institute of Higher Learning (e.g. NTU, Polytechnic & ITE)			
Training Provider			
Research institution			
Others (please specify):			

* Wherever possible, the requestor should check on the stakeholders' interest (listed in the table) to participate in the drafting of the standard. If required, Enterprise Singapore (i.e. Committee Secretary) will assist to check on the stakeholders' interest.

4. IMPLEMENTATION OF STANDARD

(a) Provide an estimate of the costs and manpower required to implement the standard (e.g. infrastructure, certification, training, change of product designs).

(b) What are the potential challenges face by user in implementing the standard? What can be done to address these challenges?

(c) Is the standard intended to be used for conformance through calibration, testing, certification, inspection, auditing or training purposes? (please tick the appropriate box).

Yes No

If yes, please elaborate: _____

(d) Indicate if there is a need for new calibration / inspection / testing / certification services and/or accreditation scheme to support the implementation of the standard (please tick the appropriate box).

Yes No

If yes, please elaborate: _____

(e) Is training required to build competency of user?

Yes

No

If yes, please provide suggestions as who can deliver the training:

(f) Is there existing government or industry grant to support the implementation of this standard?

Yes

No

If yes, please provide the information on the grant:

(g) Propose ways to drive standards adoption amongst projected and targeted users listed in [Table 1](#):

** Examples of adoption strategies to consider:*

(1) Organise outreach & promotion activities;

(2) Provide incentives to encourage adoption;

(3) Find a lead agency or TAC to champion the standard;

(4) Incorporate the standard as a procurement requirement by public agencies and large private organisation; and

(5) Gain mindshare among agencies to adopt the standard as a regulatory requirement

5. TO BE COMPLETED FOR DEVELOPMENT OF NEW STANDARD

(a) Please provide the reference document(s) that can be used to develop the standard. These documents can be industry practice documents (e.g. Workplace Safety and Health Guidelines on Anchorage, Lifelines and Temporary Edge Protection, 2012).

(b) If no documents are available, I/we are willing to contribute resource to the development of the 1st draft with other parties.

Yes No

(c) Please highlight to the best of your knowledge, if the standard to be developed will be 1st in the world or region.

6. TO BE COMPLETED FOR ADOPTION OF STANDARD

(a) Type of adoption (please tick the appropriate box).

Identical adoption Modified adoption

Please specify the designated standard number and year of publication:
(e.g. ISO 9001:2015, EN 1501-1:2011, ASTM F 1487:2017)

NOTE:

(i) *Identical adoption – where the technical content, structure and wording is exactly the same as in the standard adopted, although it may contain editorial changes.*

(ii) *Modified adoption – where technical deviations are made to the standard adopted provided the modifications are clearly identified and explained.*

Enterprise Singapore to provide the following information:

(b) Is Singapore a member in the international/overseas drafting committee that develop the standard?

Yes No

If yes, please provide the following information where applicable:

Committee number and its title (e.g. ISO TC 34 Food Products)	
Type of membership	<input type="checkbox"/> P-membership <input type="checkbox"/> O-membership
National mirror committee (e.g. Working Group on Solar PV Energy Systems)	

7. TO BE COMPLETED FOR REVIEW OF EXISTING STANDARD

Standards are reviewed periodically to ensure that they are current and needed, to keep up with changes in reference standards or changing requirements.

(a) Please tick the reason/purpose

Due for periodic review

NOTE: SS and TR should be reviewed at the end of stability period of not more than 8 years and 3 years respectively (stability period is recommended by Technical Committee/Working Group taking into consideration changes in technologies, regulations, base standards, complexity of SS/TR etc.).

Due to change in regulations/policies, industry feedback and national initiatives

Please elaborate:

Change in base document (i.e. ISO/IEC documents)

Please specify the base document(s):

(b) Please tick the expected outcome:

Revision

Confirmation with Amendments

Confirmation without Amendments

If applicable, please provide the proposed changes:

8. TO BE COMPLETED FOR PARTICIPATION IN INTERNATIONAL STANDARDISATION

(a) Name of the Committee

NOTE: Please state the Committee number and its title (e.g. ISO TC 301 on Energy management and energy savings).

(b) Level of participation

Please provide the following information

Level of participation in the international committee	<input type="checkbox"/> P-membership <input type="checkbox"/> O-membership
Please indicate any international standard(s) that Singapore should contribute or monitor at the international level.	
Please indicate whether Singapore should chair or provide secretariat support for the international committee/working group.	

NOTE:

- (i) *If the requestor decides to adopt international standards, please fill up Section 6.*
- (ii) *P-member (ISO/IEC) is to participate actively in the work (influence contents & direction of international standards development), with an obligation to vote on all questions formally submitted for voting within the Technical Committee or Subcommittee, on new work item proposals, enquiry drafts and final draft International Standards, and to contribute to meetings.*
- (iii) *O-member (ISO/IEC) to follow the work as an observer (monitor International activities to keep abreast of international standards development), and therefore to receive committee documents and to have the right to submit comments and to attend meetings.*

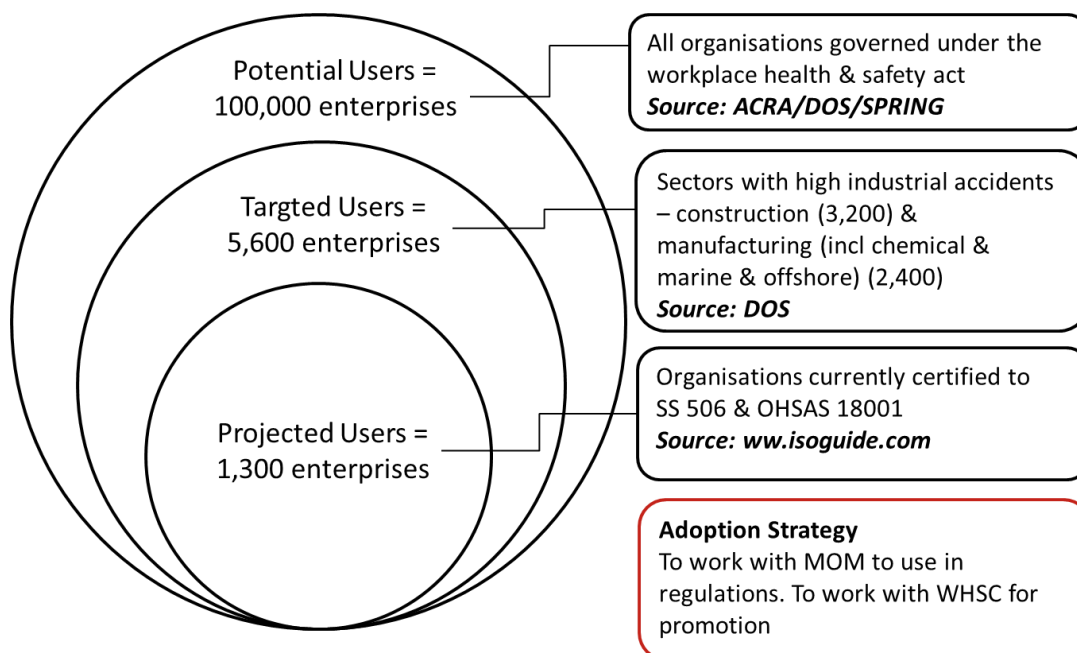
(c) For P-membership, are you willing to travel overseas to attend international meetings with no/partial funding from Enterprise Singapore.

Yes No

Guidance on information required for numbers of users

- 1) Projected/current users – More or less confirmed number of organisations that have adopted existing standards or will be adopting the standard within 1 year after completion.
- 2) Targeted users – Organisations that represent a significant market share or value/impact in the industry and will be adopting the standard over the next 5 years.
- 3) Potential users – The whole universe of organisations that could adopt this standard.

User Case #1 – ISO 45001 (Occupational Health & Safety)



User Case #2 – TR 39 (Container Survey)

