

First edition

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**Standard for standards — Principles and
practices for standardisation**

In order to match with technological development and to keep continuous progress in industries, standards are subject to periodic review. Users shall ascertain that they are in possession of the latest edition

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Foreword

Rwanda Standards are prepared by Technical Committees and approved by Rwanda Standards Board (RSB) Board of Directors in accordance with the procedures of RSB, in compliance with Annex 3 of the WTO/TBT agreement on the preparation, adoption and application of standards.

The main task of technical committees is to prepare national standards. Final Draft Rwanda Standards adopted by Technical committees are ratified by members of RSB Board of Directors for publication and gazettment as Rwanda Standards.

RS 0 was discussed and reviewed by the ad hoc Standards Committee of the Division in charge of Standards Development and approved by the Board of Directors in Rwanda Standards Board (RSB).

In the preparation of this standard, reference was made to the following documents:

BS 0: 2016, *A standard for standards — Principles of standardization*, BSI Standards Limited, London, UK

World Trade Organization, 1995, *The WTO agreements series*; Centre William Rappard, Rue de Lausanne 154, Geneva, Switzerland

The assistance derived from the above source is hereby acknowledged with thanks.

Introduction

0.1 Rwanda Standards Board (RSB)

RSB is a governmental institution established by law N°50/2013 OF 28/06/2013 which determines its mission, organisation and functioning. RSB shall have legal personality, administrative and financial autonomy and be governed in accordance with the laws governing Public Institutions.

RSB has the following roles and responsibilities:

- a) establish and publish Rwanda standards;
- b) disseminate information on standards, technical regulations relating to standards and conformity assessment;
- c) raise awareness and promote the importance of standards and quality service as tools to improve market access technology transfer and sustainable development;
- d) carry out research in the areas of standards and metrology for the setting up of measurement standards and reference materials in the field of chemical metrology;
- e) participate in monitoring standardization at national, regional and international level;
- f) participate in putting in place technical regulations relating to standards;
- g) provide products and quality service certifications and monitor conformity for issued certifications;
- h) provide legal, scientific and industrial metrology services;
- i) represent the country at the regional and international standardisation organizations;
- j) establish laboratories capable of conducting tests and offering testing services;
- k) act as reference laboratory in the quality domain;
- l) carry out measurement and comparison of proficiency with same level at regional and international institutions;
- m) organize training programs in the area of standardization, metrology and conformity assessment;
- n) advise the Government on defining, devising and implementing the standardization policy; and
- o) establish and develop relations and collaboration with other institutions at national, regional and international levels with similar mandate, whether public or private.

NOTE (Refer to Official Gazette n° 30 of 29/07/2013, Law N° 50/2013 of 28/06/2013, establishing Rwanda Standards Board (RSB) and determining its mission, organisation and functioning.)

0.2 Why RS 0?

RS 0, *Standard for standards — Principles and practices for standardization*, is the basic document by which RSB sets out how Rwanda Standards and standards deliverables are developed, maintained and implemented.

The document clarifies the following inter alia:

- a) Standardisation principles;
- b) Standards development process;
- c) Standards intellectual property;
- d) Standards pricing policy;
- e) Standards compliance aspects; and
- f) Standards compliance vis-à-vis regulations.

The use of this document by whoever involved in standardisation activities in Rwanda, will improve consistency and coherence in standards development and implementation. Application of this document is used in conjunction with existing directives, procedures and guides in order to ensure that standardisation is more effective and efficient.

Standard for standards — Principles and practices for standardization

1 Scope

This Rwanda Standard specifies the principles for developing, approving, publishing, pricing and educating Rwanda standards or standards deliverables.

It illustrates practices regarding standards development, conformity assessment, procedures and regulatory framework related to standardization in Rwanda.

It also clarifies the role of RSB in the regional and international standardization and conformity assessment activities in line with its responsibilities.

2 Normative references

The following documents are referred to in the text in such a way that some or all of their content constitutes requirements of this document. For dated references, only the edition cited applies. For undated references, the latest edition of the referenced document (including any amendments) applies.

ISO 80000 (All parts), *Quantities and units*

ISO/IEC 17025, *General requirements for the competence of testing and calibration laboratories*

ISO/IEC Directives, Part 2, *Rules for the structure and drafting of International Standards*, 2016

Law N°50/2013 of 28/06/2013 *Law establishing Rwanda Standards Board (RSB) and determining its mission, organisation and functioning*

OIML V.1, *International vocabulary of terms in legal metrology (VIML)*, 2013

OIML G 19, *The role of measurement uncertainty in conformity assessment decisions in legal metrology*, 2017

Republic of Rwanda, *Regulations for sale and labelling of pre-packaged products*, 2016

RS ISO 17000, *Conformity assessment — Vocabulary and general principles*

RS ISO 17020, *Conformity assessment — Requirements for the operation of various types of bodies performing inspection*

RS ISO 9001, *Quality management systems — Requirements*

3 Terms and definitions

For the purposes of this standard, the following terms and definitions apply.

3.1

Intellectual Property Rights (IPR)

rights that have been included within a standard such that it would be impossible to implement the standard without making use of those rights, and the only way to avoid an infringement of the rights in respect of implementation of the standard is therefore to request a license from the owner

3.2

patent

limited legal monopoly granted to an individual to make, use, and sell its invention, and to exclude others from doing so

3.3

review

regular and periodic examination of a Rwanda Standard to ascertain its utility and up-to datedness leading to its re-affirmation, amendment, corrigendum, revision or withdrawal

3.4

re-affirmation

indication that Rwanda Standard continue being used without any changes

3.5

revision

exercise of re-examining a standard afresh resulting in changes to its technical requirements aimed at keeping abreast of technical progress by issuing a new edition of the Rwanda Standard

3.6

amendment

modification, addition or deletion of specific parts of the content of the Rwanda Standard

3.7**withdraw**

process where an existing Rwanda Standard is approved to be no longer relevant to serve its intended purpose

3.8**conformity assessment**

demonstration that specified requirements relating to a product, process, system, person or body are fulfilled (See RS ISO/IEC 17000)

3.9**testing**

determination of one or more characteristics of an object of conformity assessment, according to a procedure

3.10**requirement**

expression in the content of a standard conveying criteria to be fulfilled if compliance with the standard is to be claimed and from which no deviation is permitted

3.11**calibration**

operations, that under specified conditions, in a first step establishes, a relation between the quantity values with measurement uncertainties provided by measurement standards and corresponding indications, with associated measurement uncertainties and, in second step uses this information to establish a relation for obtaining a measurement result from an indication

A set of operations that establish, under specified conditions, the relationship between values of quantities indicated by a measuring instrument or measuring system, or values represented by a material measure or a reference material, and the corresponding values realized by standards.

3.12**verification**

provision of objective evidence that a given item fulfils specified requirements

3.13**label**

any written, printed or graphic matter affixed to, applied to, attached to, blown onto, formed or moulded into, embossed on or engraved in or appearing upon a package containing any pre-packaged products for the

purpose of branding, identifying, or giving any information with respect to the pre-packaged products or to the contents of the package

3.14

online discussion

by use of electronic tools to discuss or give comments on a given issue (e-mails, social media tools, cellphones,...)

3.15

performance standard

standard with requirements that are expressed in terms of performance rather than design or descriptive characteristics. That kind of standard leaves maximum freedom to technical development. Primarily those characteristics that are suitable for worldwide (universal) acceptance. Where necessary, owing to differences in legislation, climate, environment, economies, social conditions, trade patterns, etc., several options may be indicated

3.16

standard of Rwanda origin

Rwanda Standard developed within Rwanda for typical Rwandan products/services

3.17

standardisation

activity of establishing, with regard to actual or potential problems, provisions for common and repeated use, aimed at the achievement of the optimum degree of order in a given context (see: ISO/IEC Guide 2)

NOTE 1 In particular, the activity consists of the processes of formulating, issuing and implementing standards.

NOTE 2 Important benefits of standardization are improvement of the suitability of products (including services) and processes for their intended purposes, prevention of barriers to trade and facilitation of technological co-operation.

3.18

metrology law

law that governs the national metrology services which includes scientific metrology, industrial metrology and legal metrology.

3.19

RSB Standards Committees (RSB/SC)

Committees playing role in the development of Rwanda standards

3.19.1**Standards Project Committee (SPC)**

Group of RSB Division Managers and Directors of Technical Units that is responsible for review and approval of all New Work Items, ratification, dissolution and revision of formation of RSB Technical Committees and NMC providing direction to the TCs, commenting on Draft Rwanda Standards and approval of participation in International Standardization activities

3.19.2**RSB Technical Committee (RSB/TC)**

Group of representatives from businesses, industry, government, academia, consumers and other groups, brought together for the development of Rwanda standards that reflect valid national interests. Any RSB/TC is titled in respect with the field of concern

3.19.3**National Mirror Committee (NMC)**

National structure set up to mirror the work of an ISO Technical Committee within a National Standards Body. The NMC brings together stakeholders to establish a national consensus position on the work.

3.19.4**National Codex Committee (NCC)**

Committee affiliated to Codex Alimentarius Commission mandated to coordinate the development of food and agriculture related standards and advise the government on national policy on food safety, quality and international trade in food and agriculture products

3.19.5**National Electrotechnical Committee (NEC)**

National Committee of the International Electrotechnical Commission (IEC) which has the role of commenting on IEC International Standards and consider the adoption of IEC International Standards related to the electrotechnical fields for use and/or as reference in national laws or regulations

3.19.6**Sub-committee (SC)**

Group of representatives that is responsible for the preparation of Rwanda Standards within a subfield of the scope of a Technical Committee and that reflects valid national interests within the subfield

3.19.7**Working Group (WG)**

Group of experts selected by a Technical Committee or Subcommittee to deal with a particular project or with a particular aspect of a project

3.20

certification

third-party attestation related to products, processes, systems or persons

3.21

auditing

systematic, independent, documented process for obtaining records, statements of fact or other relevant information and assessing them objectively to determine the extent to which specified requirements established by relevant standards are fulfilled

3.22

attestation

issue of a statement, based on a decision following review, that fulfillment of specified requirements has been demonstrated

3.23

accreditation

third-party attestation related to a conformity assessment body conveying formal demonstration of its competence to carry out specific conformity assessment tasks

3.24

testing

determination of one or more characteristics of an object of conformity assessment, according to a procedure/protocol established by the relevant standard

3.25

standard (as document)

document, established by consensus and approved by a recognized body, that provides, for common and repeated use, rules, guidelines or characteristics for activities or their results, aimed at the achievement of the optimum degree of order in a given context

3.26

standard (as metrology tool/etalon)

object, system or experiment that bears a defined relationship to a unit of measurement of a physical quantity. Standards are the fundamental reference for a system of weights and measures, against which all other measuring devices are compared.

3.27**inspection**

examination of a product design, service, process or installation and determination of its conformity with specific requirements or, on the basis of requirements established by the relevant standard

NOTE Inspection of a process includes inspection of persons, facilities, technology and methodology vis-à-vis predetermined requirements.

3.28**work program**

plan of standards development activities for the period of six months. The work program is composed of standards new work items approved by SPC

3.29**ad hoc committee**

committee composed of relevant directors of units, standards development officers and editors for the particular project related to standards development process

NOTE Based on the field of expertise any other internal or external person may be invited to be part of ad hoc committee.

3.30**Technical Specification (RTS)**

Type of standard with possibility to become a Rwanda Standard and with a maximum life span of 3 years but which was developed under the following conditions:

- a) lesser consensus reached on the document in the Rwanda Technical Committee(See 5.3.10.5);
- b) Rwanda Technical Committee worked on it with limited membership in terms of representation (See 5.5.2);
- c) concerned subject matter is still under technical development; or
- d) there were documented reasons for fast tracking the development of the standard (See 5.5.3).

4 Standardisation principles**4.1 Openness**

Participation in Rwanda Standards Development process is open on a non-discriminatory basis to all interested parties:

- a) representation at TC/SC/NEC/NMC/NEC/WG;
- b) public enquiry process (Public review) on Draft Rwanda Standards (RS); and
- c) right to propose new work item.

4.2 Transparency

The development of Rwanda Standards is a transparent process and all essential information must be accessible to all interested parties through:

- a) announcement of approved work programme on the RSB website and notification to ISO/IEC information centre;
- b) announcement of drafts for public review on the website of RSB, official newspaper and a notification to WTO Secretariat;

NOTE All Draft Rwanda Standards, except international adoptions, under public review can be freely downloaded from the RSB web-site.

- c) notification and publication of approved/adopted/amended/re-affirmed standards;
- d) anyone in need of Rwanda Standards can have them in accordance with RSB procedures
- e) accessibility of the catalogue of Rwanda Standards on RSB website (Standards Webstore).

4.3 Impartiality

The Rwanda Standards development process does not favour the interests of any particular party and grants equal rights and opportunities in the development and in the dissemination of standards to all interested parties.

4.4 Consensus

General agreement; characterized by the absence of sustained opposition to substantial issues by any important part of the concerned interests and by a process that involves seeking to take into account the views of all parties concerned and to reconcile any conflicting arguments.

NOTE Consensus does not imply unanimity.

4.5 Effectiveness and relevance

In order to serve the national interests Rwanda Standards need to be relevant and to effectively respond to regulatory and market needs, as well as scientific and technological developments.

4.6 Coherence and harmonisation

To avoid duplication and conflict RSB participates in regional and international standardization activities and adopts regional and international standards where applicable; except where such standards or relevant parts would be ineffective or inappropriate

Hence, cooperation and coordination with the international, regional and sub-regional standardization bodies must be consistently undertaken

4.7 Prevention of unnecessary obstacles to trade

Rwanda Standards are not be prepared, adopted or applied with a view to, or with the effect of, creating unnecessary obstacles to trade.

4.8 Development dimension

Having mechanisms for facilitation of the participation of SMEs and all stakeholders in the standards development process.

4.9 Due process

Rwanda Standards development work is carried out in accordance with established stages, principles and practices

4.10 Performance based

Whenever possible, requirements are expressed in terms of performance rather than design or descriptive characteristics to allow maximum freedom for technical development and reduce risks of undesirable market impacts.

4.11 Stakeholders engagement

Stakeholders are important for RSB and should be actively engaged in the policy and technical levels related to standardisation activities.

4.12 Science based discussion

It is not simple provision of comment/question or argument. Any point in an RSB/TC base on scientific documented research.

4.13 Confidentiality

Any information related to standards development and conformity assessment is kept confidential and can be shared in respect of existing procedures and not disclosed to whoever, whenever and however.

5 Standards development

5.1 Introduction

Rwanda standards are developed basing on international best practices with respect to the principles mentioned in Clause 4. The way the process is designed and managed takes into account national socio-economic transformation strategies aiming at promoting trade and safeguarding health and safety of Rwandan citizens.

Depending on their initial origin and level of application, Rwanda standards may be divided into standards of Rwanda origin and Standards by adoption of international or regional standards. Rwanda Standards are developed by RSB Standards Committees and approved by RSB/BoD or Director General for the case of Technical specification.

5.2 RSB Standards Committees

Rwanda Standards are developed under the responsibility of the specific RSB technical committees depending on the field of standardization.

Where Rwanda participates in international standardisation activities, the participation is done through NMCs, NECs or NCCs.

For regional standardisation activities the relevant RSB/TC committees represent the country.

The SPC monitors and controls the Rwanda Standard through its life cycle.

5.2.1 Constitution of Rwanda Standards committees

5.2.1.1 General

When there is a need of formation of RSB/TC or NMC to undertake the development of Rwanda Standards or participate in regional/international standard development work, the proposal is submitted to the Standards Project Committee (SPC) to review the scope and title of RSB/TC or NMC and recommend for DG's approval.

Systematically, the RSB/TC and NMC can be reviewed after 5 years but, whenever deemed necessary and approved by the RSB Director General, the review can be done even before the period mentioned.

The details on the formation and dissolution of Rwanda Standard Committees are defined in RSB internal procedures.

Whenever necessary and approved by the RSB Director General, the review of RSB/TC and NMC is done.

5.2.1.2 Membership and structure of RSB Standards committees

5.2.1.2.1 Standards Project Committee (SPC)

Standards Project Committee (SPC) is composed of division managers and directors of RSB divisions and any other person officially nominated by the Director General.

SPC is chaired by one of the Division managers officially appointed by the RSB/DG and the secretariat is handled by the Director of Standards Education, Research, Information and Documentation Unit.

5.2.1.2.2 RSB/TC, NEC, NMC, NCC

The membership in these RSB/TC, NEC, NMC, and NCC consists of stakeholders from different concerned fields including but not limited to manufacturers, producers, service providers, academia, industries, regulators, government institutions, consumer associations, and research institutions, traders, NGOs, professional bodies.

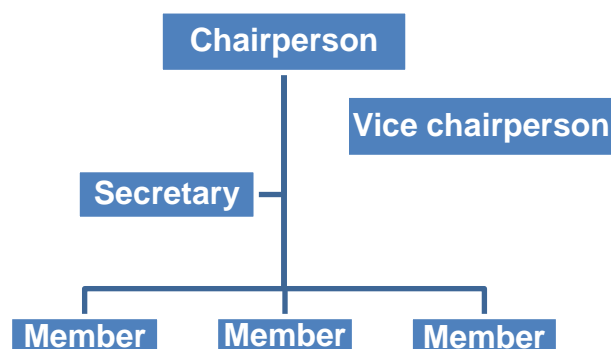
NOTE 1 Except National Standards Division staff in charge of standards development who ensure the secretariat, all other RSB divisions' staff have membership rights (see 5.3.9) other than voting at different stages of standards development.

NOTE 2 Membership to Sub-committees is based on the same principle as the one of RSB/TC or NMC, however membership to working group is based on individual expertise.

Selection of the representatives of organisations is based on academic background of the nominees, working experience and commitment to represent the interests of their organisations in particular and bearing in mind the general interests of all players in the sector of standardization and the Rwandan society in general.

RSB/TC, NEC, NMC, and NCC are structured differently as illustrated below:

- a) **NEC:** consists of the chairperson and a balanced membership drawn in line with guidelines given by International Electrotechnical Committee (IEC), whereas the secretariat of the committee is handled by Rwanda Standards Board;
- b) **NCC:** NCC: The NCC is chaired on rotational basis by the Ministry in charge of Health and Ministry in charge of Agriculture while the secretary is the Codex Contact Person (CCP) of the RSB. NCC may establish subsidiary bodies including technical sub-committees and ad hoc committees responsible for technical works or activities. Where the scope of the above technical sub-committees is similar to that of RSB technical committees, the RSB technical committees undertake the ongoing activities;
- c) **RSB/TC and NMC:**



NSD relevant staffs handle the secretariat for RSB/TC and NMC. However, where needed, an RSB/TC or NMC may have a co-secretary that may be from other RSB Divisions other than NSD.

NOTE 1 In case of formation of RSB/Joint Technical Committee (JTC) NSD staff can be a co-secretary as per 5.3.10.3.

NOTE 2 whenever necessary, RSB/TC and NMC can have sub-committees or working groups which report to the parent committees.

5.3 Roles and responsibilities

5.3.1 Board of Directors (BoD)

The BoD of RSB has the following roles and responsibilities:

- a) approve the Final Draft Rwanda Standards (FRS) as Rwanda Standards (RS);
- b) approve standards pricing scheme; and
- c) review and approve the standardisation plans and strategies;

5.3.2 Rwanda Standards Board/Director General (RSB/DG)

The RSB/DG has the following roles and responsibilities:

- a) appointment of RSB standards committees' chairs and members;
- b) call the public to comment on Draft Rwanda Standards;
- c) approve standards development work program;
- d) approve Technical Specification;
- e) approve the new work items proposals to be submitted to regional/international standardisation organisations;

- f) approve and ensure implementation of cooperation agreements with other national/regional/international standardisation organisations; and
- g) provide guidance on any initiative related to standardisation.

5.3.3 Standards Project Committee (SPC)

The SPC has the following roles and responsibilities:

- a) recommend for approval of the formation, revision and dissolution of RSB/TCs, Sub-committees and NMCs;
- b) recommend for approval of participation in the specific regional/international project of national interest;
- c) recommend for approval the collaboration between RSB and other national standardisation bodies;
- d) discuss and recommend for approval the standards development work program;
- e) discuss and approve the standards new work items;
- f) review and recommend for approval of the Draft Rwanda Standards;
- g) discuss and provide way forward in case of unsolved RSB/TC disputes; and
- h) discuss on documents governing standardisation in Rwanda (Standard for standards and Directives) and recommend them for Board of Directors approval.

5.3.4 National Electrotechnical Commission (NEC)

The NEC has the following roles and responsibilities:

- a) coordinate the participation of Rwanda in IEC/AFSEC standardisation activities;
- b) recommend standards for adoption at national level;
- c) advise the government on electrotechnical related matters;
- d) consider and recommend for approval the initiation of new work items to be submitted to IEC/AFSEC; and
- e) ensure Rwandan position is considered at the IEC/AFSEC policy and management levels.

5.3.5 National Codex Committee (NCC)

The NCC has the following roles and responsibilities:

- a) define priorities of Rwanda concerning food safety standards;
- b) formulate the country's position to the proposals of the Codex Alimentarius Commission;
- c) identify and develop proposals for new work items of interest for Rwanda to Codex Alimentarius Commission;
- d) advise and/or nominate experts to various Codex activities;
- e) advise the government on the decisions regarding Codex standards implementation;
- f) coordinate the participation of Rwanda in Codex Committees AFRICA and CODEX Alimentarius standardisation activities;
- g) carry out awareness and undertake advocacy of standards and Codex matters among the stakeholders; and
- h) undertake other duties related to food safety according to the government's recommendation

5.3.6 Rwanda Standards Board/Technical Committees (RSB/TC) and National Mirror Committees (NMC)

5.3.6.1 Roles and responsibilities of RSB/TC

RSB/TCs have the following roles and responsibilities:

- a) work on draft standards at stages of Rwanda Standards development i.e. Preliminary draft, committee draft and Draft Rwanda Standards;
- b) ballot for RS to be considered by SPC;
- c) maintain RSB/TC outputs including Rwanda Standards, standards deliverables, corrigenda, amendments and business plan pertaining to their relevant scopes in accordance with Rwanda standards development procedure;
- d) act as mirror committees for Regional harmonisation activities;
- e) whenever necessary; propose establishment and dissolution of Sub Committee (SC) or Working Group (WG) and define its responsibility.

NOTE When it comes to participating in international standardisation activities, an RSB/TC may act as:

- 1) National Mirror Committee (NMC) for the ISO Technical Committees;
- 2) sub-committees of the National Electro-technical Committee (NEC); and
- 3) sub-committees of the National Codex Committee (NCC).

5.3.6.2 Roles and responsibilities of NMC

Particularly, NMCs are responsible for the formulation and support the national position in ISO standards under development process.

5.3.7 Committees chairs

RSB standards committee chairs have the following roles and responsibilities:

- a) ensure coordination of the work of the RSB standard committees, follow up the implementation of decisions and monitor the application of procedures;
- b) coordinate the RSB standard committees work and lead the discussions towards having common understanding on relevant issues with consensus based approach;
- c) ensure that the committee works in accordance with agreed business plan and achieves its objectives; and
- d) conduct meetings in impartial manner guiding and controlling the meeting in order to reach balanced and prompt decisions;

NOTE When the Chairperson cannot stand for his/her responsibilities, the vice-chairperson undertakes his/her responsibilities. The RSB standards committee elects among present members someone to chair the meeting once both are absent.

5.3.8 RSB Standard Committees secretaries

The RSB Standards Committees' secretaries are responsible for:

- a) providing the management support services associated with running of the committee;
- b) ensuring that all resources needed for the committee work are available;
- c) arranging meetings (in consultation with the chairperson) as required in order to meet the target;
- d) ensuring that documents for the meeting are timely sent to the committee members;
- e) recording and maintain the minutes and other committee documents;
- f) preparing and distribute reports of the meetings to the committee; and
- g) ensuring timely implementation of the committee meeting resolution.

5.3.9 RSB Standards Committees members

The RSB Standards Committees members are responsible for:

- a) providing technical expertise and science based comments to the ongoing standardization work;
- b) representing in the committee the interest aspirations and concerns of their respective nominating organizations;
- c) participating actively in committee meetings; and
- d) balloting for or against Draft Standard to advance from one stage to the next stage where applicable.

NOTE For the sake of impartiality, staff of the National Standards Division is not allowed to ballot.

5.3.10 RSB Standards Committees mode of working

5.3.10.1 RSB Standards Committee Meetings

It is important that members have the opportunity to discuss complex or contentious matters as part of the consensus-building process. Meetings can be held physically or electronically.

Members unable to attend a meeting are expected to send apologies for absence, which will be taken as an indication of continuing interest in its work. They are also encouraged to make written submissions for consideration during the meeting.

Decisions taken by the present committee members at a formal meeting are binding on the entire committee and business concluded at a meeting cannot be subsequently reopened by those who were not party to it.

In the RSB Standards Committee Meetings are conducted in the four official languages used in Rwanda i.e. English, French, Kinyarwanda and Swahili.

NOTE Convening and conducting RSB standards committee meetings are detailed in relevant internal procedures.

The quorum in the RSB/TC, NMC, NCC and NEC is at least five (5) external members. The quorum for SC and WG is to be at least three (3) members or experts respectively.

When the quorum is not reached, the members present in the meeting proceed then the resolutions are drafted and circulated to all members of the committee for consideration and balloting within 10 working days. Any technical comment is submitted to the secretary and considered in the next meeting.

5.3.10.2 RSB Standards Committee meeting minutes

Any RSB standards committees' meetings must be minuted. At the start of the next committee meetings, the minutes from the previous meeting should be reviewed and confirmed by all present committee members (with modifications if appropriate), then signed by the both secretary and chairperson.

5.3.10.3 Joint Technical Committee (JTC)

When there is a work that needs a diversity of expertise, a Joint Technical Committee (JTC) is established. JTC combines more than one RSB/TC or NMC having their distinctive numbers, titles and scopes. The

proposal to form a JTC can be made by the relevant director of unit and submitted to the National Standards division Manager for approval. The RSB/TC Secretary that proposed the formation of a JTC automatically becomes its secretary; and the other one become co-secretary.

In a JTC meeting members elect chairperson for the JTC until the end of the work (until the standard(s) is/are approved) and even in the case of review. Once the standard of concern is approved, the JTC is suspended and reconstituted in the relevant standard review process.

5.3.10.4 RSB Standards committees members code of conduct

RSB Standards committees members are expected to maintain high standards of commitment, personal conduct and professional integrity.

Participation in RSB Standards committees is done on voluntary basis and members have a right to expect courteous and open-minded treatment by their colleagues and for their views to be duly considered and respected. The members should also be able to rely on their colleagues' active participation and commitment and on their constructive approach to solving problems, removing obstacles to progress and achieving consensus.

The members representing Rwanda in regional/international standardization works have a particular responsibility to ensure that the Rwanda's influence is not compromised by poor standards of advocacy, commitment or personal conduct.

RSB reserves the right to suspend or remove a committee member or nominating organization for any breach of these principles that is deemed to undermine its work or reputation.

NOTE A detailed code of conduct for RSB Standards committee's members is annexed to this document (See Annex A).

5.3.10.5 Decision making

The decisions in RSB standards committees are made on the basis of consensus. If the consensus is not reached, the committee reviews the progress and makes the following recommendations:

- a) continue effort to obtain consensus;
- b) recommend the publication of a Technical Specification (TS) i.e. lesser consensus document; or
- c) request the cancellation of the project.

5.3.10.6 RSB standards committee disputes

Disagreements within a standard Committee (or between standard committees) can be very damaging. Every effort should be made to resolve them quickly. Initially, it is the responsibility of the Technical committee chairperson to lead this task, with the support of the committee secretary and other RSB staff as appropriate.

An alert should be addressed to SPC whenever the efforts of settling the disputes are not succeeding within a reasonable period likely to negatively impact on the standards development process. The case call for a detailed investigation of the problem and thereafter remedial measures are proposed.

5.3.10.7 Appeal against RSB standards committees decisions

Any person or organization involved in standardization can appeal to SPC against any decision taken by RSB TC/NMC, NCC and NEC. Appeal against any decision taken by SPC should be addressed to RSB Management.

5.4 Standards development process

5.4.1 General

The standards development process is guided by the standardisation principles as detailed in Clause 4 of this document above and Annex 3 of *the WTO/TBT Agreements Series Technical Barriers to Trade*.

It is very important to note that the best technique to develop standards is to adopt existing regional/international standards whenever they exist, but wherever there is none, development of standard of Rwanda origin is advised.

The Standards Development procedure is a very important and detailed document when anyone wants to know why, who, when and how Rwanda Standards are developed.

5.4.2 Types of standards

5.4.2.1 Classification of standards by origin

5.4.2.1.1 Standard of Rwanda origin

Standards developed to cater for products or services typical to Rwanda or having some particular characteristics/features different from other regions all over the world. The development of such kind of standards requires research, to find out relevancy, literature, required levels and test methods. This type of standards is developed in case of absence for relevant regional/international standard.

NOTE Private Standard may exist at the industry level provided that they do not compromise the content of Rwanda Standards. Upon request of the concerned standards user the private can be elevated to Rwanda Standard after passing through all established stages of standards development (see 5.4.2.3).

5.4.2.1.2 Adopted standard

Regional/international standards domesticated as Rwanda Standards either identical or by modification. When RSB participated in the development of regional/international standards adoption goes directly to SPC for recommendation to BoD's approval. On the other side, when RSB did not participate in its development, the standard to be adopted goes through the normal stages of standards development.

Whenever adopted standards are reviewed, whether RSB participates in the review process or not, once approved and published; it has to be updated accordingly in the Rwanda Standards catalogue. The concerned RSB/TC secretary is responsible following any updates carried out on any adopted standard, dress a list on quarterly basis and submit it to the relevant Director with a copy to the director of SERID for consideration. The concerned RSB/TC secretary informs the RSB/TC chairperson and members for consideration.

5.4.2.2 Classification of standards by function

Rwanda Standards are classified in different types as follows:

- a) A **specification** gives a coherent set of absolute requirements, each objectively verifiable. The result is a set of criteria for products. It is particularly suited to giving the performance criteria demanded of a product. To be verifiable each requirement is established together with a test method which is used for testing the product compliance;
- b) A **code of practice** contains recommendations and supporting guidance, where the recommendations relevant to a given user have to be met in order to support a claim of compliance. Users may also justify substitution of any of the recommendations in a code of practice with practices of equivalent or better outcome. Depending on the context and field of application, a code of practice usually reflects current good practice as employed by competent and conscientious practitioners;
- c) A **management systems standard** provides a model to follow when setting up and operating a management system. Rwanda standards management standards respect the structure of that one of international management system standards given in ISO/IEC Directives, Part 2 of the ISO Directives (Annex SL);
- d) A **guide** primarily contains information and guidance. It may also include recommendations where appropriate but these are generally of a nature that would not support reliable claims of compliance (not for audit);
- e) A **Test method** provides repeatable and reproducible procedures with consistent outcomes for the assessment of material, product or process performance;
- f) A **vocabulary/terminology** is a collection of terms and definitions, which helps harmonize the use of language within a given sector, field or discipline; and
- g) A **classification** is an ordering of items or grading system for use across a given sector, field or discipline.

5.4.2.3 Stages of Rwanda standards development

Standards development activity goes through different stages which start by standard needs assessment up to Rwanda Standard. The main stages for Rwanda standards development are as follows:

- a) 00= Preliminary stage;
- b) 10= Proposal stage;
- c) 20= Preparatory stage;
- d) 30= Committee stage;
- e) 40= Enquiry stage (Public review stage);
- f) 50= Approval stage;

- g) 60= Publication stage;
- h) 90= Review stage; and
- i) 95= Withdraw stage.

NOTE The detailed stages for standards development are attached as Annex C.

5.4.2.4 Standards notification

In respect of Annex 3 of WTO/TBT Agreement an Enquiry Point Office (EPO) has been established in the National Standards Division in order to carry out the following duties:

- a) assure that national traders are notified against the Draft Standards under development;
- b) assure that the Draft Rwanda Standards are notified to all WTO member states through systems in place (e-ping system);
- c) identify standards, technical regulations and conformity assessment procedures applicable to products/services on target markets; and
- d) promote trade facilitation by providing national exporters/importers with information on technical requirements from WTO member countries.

5.4.2.5 Structure of Rwanda Standards

Each standard, basing on its functional type, has a specific structure comprised of reference number, title, forward, scope, term and definitions, normative references. The detailed structure of Rwanda standards is in Annex B.

5.4.2.6 Standards development controls

A standard is a high status document which deserves serious control at each stage of its development so as to ensure the final work to be as accurate as possible considering all quality criteria of it, and the impact of every letter to the development of the nation and its health and safety. The detailed controls for standards development are illustrated in Annex C.

5.4.2.7 Development of standards of Rwanda origin

The development of Standards of Rwanda Origin is guided by existing data from various sources including but not limited to standards, publications, research papers and/or test results.

For the products/services where there is a gap in data, research is undertaken to generate required data, and this activity is guided by the procedure on the development of research based standards.

5.4.2.8 Adoption of Regional/International standards

Where relevant international standards exist or their completion is eminent, these standards are identically adopted as Rwanda standards.

However, where some provisions of the regional/international standard conflict with the legitimate objectives and justified by the scientific evidence, the regional/international standard is adopted with modification.

Where Rwanda participated in the development of international standards, the adoption process starts at approval stage, otherwise the standard undergoes all stages.

Where Rwanda is bound by a special agreement/protocol with a regional/international organization the agreement/protocol prevails.

5.5 Technical Specification (TS)

5.5.1 The development of TS follows the normal stages for Development of Rwanda Standards. It is approved by the Director General under recommendations of the SPC.

5.5.2 Technical Specification is a document published by RSB for which there is the future possibility of becoming a Rwanda Standard, but for which at present:

- a) required RSB/TC membership is still limited as far as representation of all concerned stakeholders is concerned,
- b) consensus hasn't been achieved during discussions (5.3.10.5),
- c) the subject matter is still under technical development, or
- d) there is a reason for fast-tracking or deviating from the normal development process (including but not limited to market and regulatory requirements).

NOTE 1 The content of a TS, including its annexes, may include requirements.

NOTE 2 A Technical Specification is not allowed to conflict with an existing Rwanda Standard.

5.5.3 Technical Specification has a limited lifespan (three years, with the possibility of one three year extension), at the end of which, or earlier if appropriate, it is either transformed Rwanda Standard or withdrawn.

5.6 Guide

5.6.1 Document published by RSB giving rules, advice or recommendations relating to standardization in certain specific field with the aim of facilitating implementation of particular standard or family/group of standards. A Guide is a consensus based document, developed as the output of a workshop/consultative meeting, participation in which is open to all stakeholders. A guide is produced to address specific standards user claims vis-à-vis standard(s) interpretation.

5.6.2 The preparation of a guide is approved by the Manager of the division in charge for standards development.

5.6.3 Due to the subject matter developed in the guide, the relevant RSB/TC is responsible for the technical content of the guide.

5.6.4 After drafting the technical content of a guide, the responsible RSB/TC prepares and conducts consultation meeting composed of external experts in order to compile comments necessary for improvement of the guide

5.6.5 A guide is approved by the Director General of RSB, hence made available for use, either in hard or soft copy.

5.6.6 Whenever the relevant Rwanda Standard(s) in a given guide is/are revised, the corresponding guides must be revised as well.

5.7 Participation in regional/international standardization activities

5.7.1.1 Introduction

RSB as National Standardization Body for Rwanda represents Rwandan interests in regional/international standardization organizations.

5.7.1.2 Regional standardization activities

At regional level, RSB participate in standardisation activities for:

- a) East African Community (EAC),
- b) African Electrotechnical Standardization Commission (AFSEC), and
- c) African Organisation for Standardisation (ARSO).
- d) Common Market for Eastern and Southern Africa (COMESA)

5.7.1.3 International standardisation activities

At international level, RSB participates in standardisation activities for:

- a) International Organisation for Standardisation (ISO);
- b) International Electrotechnical Commission (IEC);
- c) Organisation Internationale de la Métrologie Légale (OIML); and
- d) CODEX Alimentarius Commission (CAC)

5.7.1.4 Participation in technical work

Except where there is a binding agreement to participate in all works, RSB selects works of interest to participate in. the details on the selection and participation are provided in the relevant internal procedure.

5.7.2 Cooperation with other Standardisation Bodies

RSB may enter into cooperation with other Standardisation Bodies all over the world depending on the standardization needs and objectives. Once the cooperation is established, official Memoranda of Understanding (MoUs) clarify in details roles and responsibilities of each part.

Currently RSB has signed MoUs with the following NSBs inter alia:

- a) American Society for Testing and Materials (ASTM);
- b) Swedish Standards Institute (SIS);
- c) British Standards Institution (BSI);
- d) Institute of Electrical and Electronics Engineers (IEEE);
- e) Kenya Bureau of Standards (KEBS);
- f) Uganda National Bureau of Standards (UNBS).

5.8 Language used in Rwanda Standards development

5.8.1 General

English is the language used in Rwanda Standards development. However, considering the standards users they may be translated into other languages mainly Kinyarwanda and French.

It is important that while translating standards, attention should be brought to avoiding mistranslation and ambiguity which can be done deliberately or accidentally. (For more details, refer to *ISO/IEC Guide 21-1*)

5.8.2 Grammar

The process of drafting and editing Rwanda standards follows the normal English grammar rules, except for the following items:

- a) in Rwanda Standard, the use of auxiliary verbs differs from the normal way of doing i.e. shall, should, may, can and their equivalent phrases (Refer to ISO/IEC Directives Part 2, *Rules for the structure and drafting of International Standards*, Annex H); and
- b) all other forms of verbs can be used in a standard but for them there is no special meaning apart from what they normally mean grammatically.

5.8.3 Spelling

The British English spelling is the one used in Standards of Rwanda Origin. e.g:

- “ou” in place of “o” such as odour, flavour;
- “ph” in place of “f” sulphate.

NOTE 1 This does not prevent adoption of standards using American or any other English dialects.

NOTE 2 In case of vocabulary, the best option is British term but American option may be indicated in brackets so as to facilitate comprehension of the standard reader. (For example: children (Br) & kids (Am), holiday (Br) & vacation (Am), flat (Br) & apartment (Am))

5.8.4 Abbreviations and acronyms

In Rwanda Standards, only acronyms recognised officially are indicated in front of their texts in full letters composing acronyms. Acronyms are written in capital letters.

Abbreviated terms (normally scientific names) are also written in full and abbreviated term indicated into brackets when used for the first time in a standard.

5.8.5 Numbers, quantities, units, symbols, signs and values

These items need special attention during standard development process in order to keep coherence and consistency through all Rwanda Standards whether adopted or of Rwanda Origin.

Arabic numbers are the ones used in expressing quantities, units and values.

A coma is used for decimals, and spacing is used for expression of thousands.

The numbers, quantities, units and values in Rwanda Standards are used in line with (ISO/IEC Directives, Part 2, clause 9 or ISO 80000).

The measurement units to be used in Rwanda Standards are illustrated in the Metrology law.

5.8.6 Terminology

The terms used in standards are technical in line with the field of concern in a given standard. For this reason, whenever necessary the option for defining some terms when used differently compared to the normal use. When there are a number of terms used in the same field of standardisation, the TC can opt for developing a standard specific to terminology/vocabulary or glossary of terms for ease of reference.

5.8.7 Syntax

The words and/or phrases in sentences making a standard are arranged in a way that does not cause ambiguity or misinterpretation. The text must be clear and brief; concise and coherent. Repetition, though not being a crime, should be avoided as much as possible.

5.8.8 Punctuation

Punctuation has to be consciously observed all along the text of a standard. All necessary punctuation marks must be put where they fit the most in order to avoid ambiguity and misinterpretation. This follows the normal rules governing grammar rules in language writing except otherwise specified in the Rwanda Standards Template for example the use of comas, semi colon or colon while listing, use of small case in the clause of “terms and definitions” among others.

5.8.9 Style

In Rwanda Standards, the standards officers are required to use plain language as much as possible to let any standards user easily understand the document. The style related to any figure of speech is not allowed due to the fact that interpretations may differ and hence causing ambiguity.

The language style used in standards has to be clear, concise and brief.

5.8.10 References

5.8.10.1 General

While drafting Rwanda Standards, it is worthwhile to refer to other high status documents where they exist such as international or regional standards, other national standards, laws and regulations, research publications and test reports among others. It is worthwhile to note that all the referenced documents other than published laws and standards must be those ones approved by RSB Board of Directors.

5.8.10.2 Normative references

The referenced document may be used normatively when its part or the whole document form part of the requirements. This means that compliance to the referencing standards requires access to the referred documents. Hence, the normative documents are available to the standards users.

Once a non-adopted standard or standard deliverable is normatively referenced, it should automatically be adopted by the relevant RSB/TC for ease of access. Both referencing and referenced standards must be approved and published on the same dates for eases of implementation of the referencing standards.

5.8.10.3 National standards

Depending upon the Memorandum of Understanding (MoU) signed between RSB and any other NSB, a standard from another country/organisation may be used. In that case, its content may be used given that the IPR are to be preserved as described. For that reason, acknowledgement to the used document has to appear in the standards foreword. The reference number and title of the National Standard used must be followed by the recognition sentence below:

“The assistance derived from the above source is hereby acknowledged with thanks.”

5.8.11 Bibliography

At certain extent, any document may be closely related to the developed standards though not quoted in it. In case Rwanda standards developers find it necessary for further information related to the standard; the reference may be put in the bibliography for the standard user who may need to widen his/her knowledge in the field.

5.9 Principle for compliance to Rwanda Standards

5.9.1 Voluntary compliance

In Rwanda, compliance to standards is on voluntary basis in line with international practices for preserving quality products/services together with promoting fair trade across the country and abroad as per WTO/TBT agreement.

5.9.2 Mandatory compliance

Compliance to standards uniquely becomes mandatory when one part or the whole content of it is referred to or incorporated in a technical regulation. In that case, the relevant Rwanda Standards become legal binding documents and as they change the status and become mandatory, hence they have to be notified to the public in official gazette.

6 Standards interpretation

The only body with the power to give a definitive interpretation is RSB in case of misunderstanding. However, any ambiguities, inconsistencies or possible errors notified to RSB will be referred for consideration by the committee responsible for the standard, as will any proposals for changes or improvements. These notifications/comments are actively encouraged as a contribution to the maintenance of a document.

7 Standards Intellectual Property Rights (IPR)

7.1 IPR in standard development process

7.1.1 All the data, software and documentation set out in RSB standardization publications are the property of and are copyrighted by RSB, or of some other persons or entity that owns copyright in the information used and has licensed such information to RSB for its commercial publication and use. This is particularly important where details of IPR-protected technology are intended to be incorporated in a standard.

7.1.2 For international and regional standards, the rules and procedures of the relevant international and regional body governing including intellectual property rights apply.

7.1.3 For fulfillment of its duties, RSB only accepts contributions from RSB/TC members and others in the preparation of Rwanda Standards and deliverables on the following terms:

- a) the RSB/TC member has the right to submit his/her document or any other item to the standards-making process and an acknowledgment to this contribution is made in the national foreword of the Rwanda Standard;
- b) IPR for any new works that might result from the standards-making process are exclusively and irrevocably assigned to RSB, or the international and regional standards organizations as appropriate;
- c) the assignment of standards-making supersedes any competing rights in the new works that the TC members or any third parties might have;
- d) throughout the world no one else has rights of exploiting the IPR of RSB/TC Member's document or any other item except RSB in the context of standards-making process; and
- e) RSB/TC committee member accepts that exploitation of his/her document or any other item will take place without mentioning his/her name.

7.1.4 RSB/TC member retains the IPR for his/her own unique document or any other item providing that it existed prior to its submission to the standards-making process. For the avoidance of doubt, in such cases the following principles apply:

- a) any use of such document or any other item by the RSB/TC member may not adversely affect the promulgation and implementation of the standard published by RSB; and
- b) RSB/TC member continuing to use his/her own unique document or any other item may not refer to the standard as the source.

7.2 Copyright protection of Rwanda Standards

7.2.1 General

Only RSB holds control over IPR for the use, distribution and sale of standards. Whoever uses or provides inputs to the published or under development standards must follow the RSB policies and procedures governing standards-making process or standards implementation (see copyright note in the standards template).

7.2.2 Distribution of Rwanda Standards

Rwanda Standards are commercial publications and cannot be copied or shared on an electronic network without explicit authorization from the RSB.

The Distribution or dissemination of Draft Rwanda Standards or Rwanda Standards in hard or soft copy, is permitted free of charge exclusively for use in the process of standards development to nominated members of the Rwanda Standards Committees by using the watermark tool specifying the Rwanda Standards reference number, title, the owner of the shared copy, date and purpose for use.

Draft Rwanda Standards made available for comments to all interested parties or stakeholders are watermarked to show clearly the action to be taken by the reader. The watermark reads as follows "DRAFT FOR PUBLIC REVIEW".

All clients have free access to soft copy of the standards for consultation only in the National Standards Division library and/or on-line viewing with limited access.

7.2.3 Reproduction of Rwanda Standards

7.2.3.1 The reproduction of Rwanda standards in hard copy or electronic formats, for the purpose of meetings the following principles apply:

- a) only purchased copies of original RS can be reproduced, but each page of each electronic/hard copy must include a watermark with an acknowledgement such as Copied by (name of End User) with the permission of RSB;
- b) the permission to reproduce Rwanda Standards should formally be given by RSB in an appropriate form (email, letter, licensing agreement);
- c) the use of RSB's published content by anyone requires written approval by RSB and entails payment of a fee in accordance with pricing scheme (see clause 9); and
- d) the total number of pages of the RS reproduced must not be more than 25% of the document the material is reproduced in.

7.2.3.2 For incorporating RS or parts of RS in national regulation and internal end user documents such as manuals, procedures among others, the following rules apply:

- a) the End User must seek authorization and document must carry an acknowledgement as described above;
- b) all Rwanda Standards, national adoptions, their Drafts and other works must carry a copyright notice in a suitable place that is clearly visible, together with an abbreviated copyright notice on each page;
- c) the copyright notice to use depends on the type of publication and its status. The acceptable Copyright notices are as follows:
 - 1) abbreviated notice on Rwanda Standards, which should be on each page (i.e © RSB [year] – All rights reserved), and
 - 2) the copyright notice on ISO Standards notice must appear on the back front page of all published standards (draft, final draft as well as working and committee drafts).

7.2.3.2 Having contributed to the development of the Rwanda Standards; committee members, their employers and nominating organizations are not thereby entitled to reproduce the content of the published standard. Requests to do so require written permission from RSB.

7.3 Third party IPR and standards disclosure

7.3.1 The third party has rights to claim/comment on the standard under development at the stage of public review within the period of 60 days as per WTO agreement (Annex 3).

7.3.2 After publication of standard, the third party can exercise its rights and conduct claim/comments to the competent authority (RSB), provided that the claim has to be considered under the standard review (which can result to re-affirmation, amendment, revision or withdrawal).

7.3.3 It is in the responsibilities of the RSB/TC secretary, in consultation with the RSB/TC chairperson and the relevant Director of unit, to choose which appropriate technique to be used in settling the claim with respect of the procedures and principles governing standards development in Rwanda.

7.3.4 Any claim from the third-party on any standard, whether published or still under development, that might be relevant to the standard under development or review must be considered in accordance with the standards development procedure.

NOTE For IPR details refer to Official Gazette n° 50 bis of 14/12/2009 of Law n° 31/2009 of 26/10/2009 on the protection of intellectual property.

8 Standards pricing scheme

8.1 Pricing scheme is approved by the RSB Board of Directors taking into account the following:

- a) Rwanda Standards are priced basing on technical part of the standards i.e. from scope up to Annexes (if any). Therefore, preliminary pages together with bibliography (if any) and cover page are not be charged;
- a) Once the standard is revised, the client is entitled to the first copy of the revision for free to replace the old edition, other edition of the standards will be charged as per the approved scheme;
- b) the price of standards covers all types of published (i.e new, revised, standards of Rwanda origin and those adopted ones) and withdrawn standards;
- c) discount of 20% is allocated for Small or Medium Enterprises (SMEs), client buying more than one copy of standards for any purpose of multiplying standards copies including but not limited to training purpose. It important to note that when it needed to make more than one copy, the first copy of the standard is charged 100%;
- d) membership subscription (to have full access to Rwanda Standards half of the collection to Rwanda Standards or a set of standards) can be guaranteed to government and other interested institutions, on given price approved by the Board of Directors. The licence agreement specifies the period, the use for downloaded standards and termination of the licence. Subscription can be based on the type, size and turnover of the companies/SMEs;
- e) selling other regional and international standards considers the set schemes from the relevant organisations. RSB can sell adopted regional/international standards in accordance with this pricing scheme whenever it does not compromise their own commercial terms;
- f) adopted international standards which are freely accessible must not be charged, they are freely distributed to any client in need (e.g: CODEX STAN, OIML);
- g) withdrawn publications no longer carry the status of Rwanda Standards. However, recognizing that withdrawn publications can be important for research and litigation purposes, RSB endeavours to ensure that copies continue to be available for sale and continues to hold and protect the copyright over them.

8.2 Pricing scheme of Rwanda Standards has to be reviewed after each 5 years to verify its suitability.

NOTE With tangible reasons related to developing national economy, the RSB/BoD may decide to offer standards to client on free basis

9 Standards vis-à-vis conformity assessment services

9.1 General

9.1.1 Standardisation is a wide process involving some interlinked sub processes related to conformity assessment i.e. testing, certification, metrology and inspection. In Rwanda all those services are provided via different divisions composing the National Institution in charge of standardisation known as Rwanda Standard Board (RSB). The Division in charge of standards development is ultimately required to work hand in hand with the divisions in charge of conformity assessment to ensure the performance implementation of the standards.

9.1.2 **Conformity assessment** services include all activities related to ensuring that the requirements established by the relevant standards towards products, processes, systems or persons are met by standards users (see ISO/IEC 17000).

9.1.3 **Sampling** provision is found in all product standards subjected to conformity assessment and it is done according to a procedure established by the relevant standards. Samples for certification purpose are to be taken by RSB staff during audits or inspection sessions carried out by the organ in charge of certification authority or inspection respectively.

NOTE Samples may also be taken by other RSB staff or even voluntarily brought by the clients themselves given that those samples are only taken for research purpose.

9.2 Standards and certification services

9.2.1 Under coordination of National Certification Division (NCD) Manager, the staff contributes to the Rwanda Standards development process. They are members of RSB/TCs according to their fields of work. Their prime responsibility in RSB/TC is to provide any input regarding audit and certification of the product/process and/or system (if applicable). The keen eye should be on the use of “shall”, “should”, “may”, “can” and any other clause structure bearing in mind the feasibility of audits and certification process.

9.2.2 In Rwanda, products, processes, systems or persons certification services are provided by NCD due to results of conducted audits.

The certification marks (see Annex D) are guaranteed to products/services or systems basing on audit results analysis done by the Certification Decision Committee (CDC) Experts. The CDC experts' comments are submitted to CDC for consideration in Decision making. The CDC's decision becomes legible after DG's approval.

9.2.3 Basing on relevant established standards; on the one hand, the RSB Staff through the National Certification Division (NCD) conducts audits to products, processes or systems. On the other hand, RSB constantly gets assessed and audited by international organization specialized in auditing against relevant standards which lead it to being certified and/or accredited. (For example: Certification against ISO 9001; accreditation against 17025 for mass, balance and temperature laboratories).

9.2.4 As mentioned in 9.2.3, being assessed and audited by relevant international organization assist RSB to offer reliable standardization services in Rwanda.

9.3 Standards and Quality Testing Services

9.3.1 Under coordination of National Quality Testing Laboratories (NQTL) Manager, the staff contributes to the Rwanda Standards development process. They are members of RSB/TCs according to their fields of work. Their prime responsibility in RSB/TC is to provide any input regarding test methods to be used in order to check the conformity of the product vis-à-vis relevant standard. The RSB staff working in NQTL is responsible for assisting RSB/TC regarding the data on test results whenever needed. Besides, they are responsible for approving the updated, adequate and applicable test methods to appear in the standards as given in 9.3.5.

9.3.2 All samples are submitted to the National Quality Testing Laboratories Division (NQTL) with following the testing applicable procedures. The division will carry out testing protocols in accordance established test methods in standards, and further, the test reports serve the purpose in research or certification as pre-determined by the sampler.

9.3.3 Testing needs particular attention with regards of sampling methods, testing protocols and procedures, testing results and finally testing reports. All those aspects are clearly specified in the relevant standards.

9.3.4 The standards for products specify the required characteristics for the relevant products together with limits (minimum/maximum or range). Beside the required characteristic and its limits, the standards provide the applicable test method for ease of its implementation.

9.3.5 The accurate test method is characterised by the following testing protocols (where applicable):

- a) Test preparation
- b) Apparatus
- c) Procedure
- d) Calculation
- e) Test results
- f) Test report

9.4 Standards and metrology services

9.4.1 The subject of units and measurements science is very important in standardisation. Mainly in the products specifications, clarity goes to permissible levels (minimum or maximum) expressed in applicable units. National Metrology Division (NMD) Manager coordinates participation of the staff offering metrology services in RSB/TCs activities. Their contribution goes mainly to exactness of units and measurements used in standards. Those levels are linked to test methods and conformity to the standards and this calls for exact and use of correct international units. For this purpose experts in metrology are very useful in standards development.

9.4.2 Most of product standards contain a clause on weights and measures in which the standard user find the applicable units, filling issues and, net and gross weight for the product.

9.4.3 Metrology services are provided in accordance with international metrology standards adopted from Organisation Internationale de la Métrologie Légale (OIML) Standards towards verification and calibration services. The standards (as document) show in details how to use standards (as metrology tool) in verification and calibration. This also relates to the application of legal requirements to measurements and measuring instruments in trade of goods and services as detailed in Metrology law and regulations.

NOTE The word “standard” is defined differently depending on field of application, for instance see 3.25 and 3.26.

9.5 Standards and inspection services

9.5.1 RSB staff doing inspection of quality products is another pillar in standardisation. They are members of RSB/TCs according to their fields of work. Staff working in inspection is mostly exposed to implementation of developed standards; hence their participation in standards development is paramount. Their particular focus should be on implementation of each and every clause of the standard which can be subject to inspection process. Mainly, any information provided by the product manufacturer to the consumer in the clause on labelling awaits their active participation, bearing in mind that information given in labelling actually reflects main parts of the standard.

9.5.2 Beside testing and certification, standards compliance is also assured through inspection. The pre-packaged products bear labels containing necessary information provided by the manufacturer that help the consumer/user know clearly the product before consumption/use.

9.5.3 Inspection is carried out basing on the limits for all requirements, whether physical, chemical and microbiological as reflected on the product label. The inspection activity and all ways of conducting it are covered in the international standard ISO 17020. An inspection procedure for imports, industry inspection and market surveillance assists in implementation of the above mentioned standard.

9.5.4 Any product standard contains requirements on labelling and this clause is mainly used by inspector to assess if the manufacturer has accurately provided information to the clients in accordance with the relevant standard. Inspection is carried out basing on the limits for all requirements, whether physical, chemical and microbiological as reflected on label of the product.

Whenever there is a doubt on the product compliance to the relevant standard, the sample for testing purpose can be taken as set by the standard through market surveillance sessions.

Evidently, the certificate of analysis (test report) reflects the performance of the products vis-à-vis the standards provisions and it is the subject for inspector to take decision against or for imported or under inspection product.

10 Standards and regulations

10.1 Normally standards are documents composed of provisions with voluntary compliance (see 5.9.1). Once a standard is referenced in a regulation, whether a part or whole, in that case it changes the status and becomes mandatory standard. In that case whoever operates in the sector is required to comply with the relevant standard (see 5.9.2).

10.2 While developing regulations, the government institutions are required to base the national regulations on existing standards as much as possible and this framework is agreed on under the World Trade Organization (WTO) rules in order to avoid Technical Barriers to Trade (TBT).

Annex A

(normative)

Code of conduct for RSB Standards committees' members

RSB standards committee code of conduct	
I acknowledge the responsibility and value of participating in developing Standards. I agree to adhere to this code of conduct to support the productive participation by all participants in the development of Rwanda standards in accordance with the terms below.	
I will	Description
Work for the Net Benefit of the Rwandan community	I recognize that the development of Standards is for the Net Benefit of the Rwandan community, over and above my interests or interests of represented organisation. I acknowledge that I am required to represent my Nominating Organization, but I must be prepared to accept consensus decisions that are in the national interest
Uphold the consensus process	I will uphold the principles of consensus-based process through openness, transparency, balance and respect for each member in alignment with internationally recognized principles of consensus in the development of Standards
Agree to a clear purpose and scope	I will commit to the development of a clear shared purpose, objectives, agenda and project plan to ensure timely and efficient development and maintenance of Rwanda Standard.
Respect others in meetings	<p>I commit to respecting others and the professional culture of Rwanda Standards Board. I will attend meetings fully briefed and prepared. I commit to meeting etiquette and the rules of engagement by turning:</p> <ul style="list-style-type: none"> • mobile phones off; • being on time; • where attending electronically, ensuring that electronic access is working prior to the commencement of the meeting, and ensuring that the meeting is not broadcast to non-Committee Members; • advising my Nominating Organisation if an alternative representative is required; • respecting others and their opinions by allowing one person to speak at a time; • following an agreed agenda; • accepting group decisions and not returning to 'closed agenda items' unless new, relevant subject matter emerges
Participate actively	I will agree to my roles and responsibilities and actively participate in Standards development projects where agreed. I will engage and consult with my Nominating Organization to ensure that members are informed and their views represented

Declare all relevant interests	I will behave in a transparent manner by declaring all relevant interests. I will manage or remove potential, perceived or actual conflicts of interest, to facilitate the resolution of competing interests via the open and structured process that forms the basis of consensus standardisation
Escalate and resolve issues	I will identify and escalate issues and disputes in a timely manner to ensure rapid resolution. I will uphold the agreed escalation and dispute resolution processes.
Behave legally and ethically	I will act in good faith and with due care and diligence and comply with applicable laws and Standards. I will promote a culture of fair and ethical behaviour and encourage the reporting of unethical behaviour, breaches of the law and matters detrimental to Rwanda Standards Board and its reputation.
Uphold this Code	I will actively encourage compliance with this Code at all times. I also accept and encourage the rapid initiation of action to address poor, unacceptable or inappropriate behaviours and breaches of this Code.

RSB Technical committee member

RSB Representative

.....(Signature)

(Signature)

.....(Names)

(Names)

.....(Represented institution)

Annex B

(normative)

Different types of Rwanda Standards and their main parts

B.1 Introduction

All the types of Rwanda standards have some parts in common including but not limited to title, foreword, introduction (if necessary) scope, normative references, term and definitions, symbols and abbreviations (if needed), annexes (if used) and Bibliography (if necessary).

NOTE The status of each part is found in ISO/IEC Directives, Part 2.

B.2 Main parts for product standards

Except standards parts mentioned in B.1, the product standard is unique in its technical content which may have:

- a) classification;
- b) requirements;
- c) test and sampling methods;
- d) packaging;
- e) labelling; and
- f) listing, Notes, Examples, Footnotes, Mathematic formulae, Figures/diagrams/flowcharts, Tables, figures...

B.3 Main parts for service standard

Except standards parts mentioned in B.1, the service standard is unique in its technical content which focuses on the following:

- a) service requirements
- b) design and development of services (planning, inputs, controls, outputs, changes, externally provided services)

- c) information to external providers
- d) service provision (Control, identification and traceability, property belonging for external providers, preservation, post-delivery activities, changes)
- e) controls of non-conforming services
- f) performance evaluation
- g) customer satisfaction/communication
- h) internal audit
- i) monitoring and updating

NOTE Figures/diagrams /flowcharts, Tables, figures may be used to make the document look more reader friendly.

B.4 Main parts for test method standard

Except standards parts mentioned in B.1, the test method standard is unique in its technical content which focuses on the following:

- a) test preparation
- b) reagents
- c) test procedures /protocols
- d) sampling method
- e) qualitative/quantitative examination
- f) test performance
- g) calculation/formulae
- h) test results/validation
- i) test reporting

B.5 Main parts for terminology/vocabulary standard

Except standards parts mentioned in B.1, the terminology standard is unique in its technical content which focuses on the following:

- a) terms and definitions (May be divided into general and specific terms (also may be divided into specific subjects)); and
- b) index (if judged necessary)

B.6 Main parts for code of practice

Except standards parts mentioned in B.1, the code of practice standard is unique in its technical content which focuses on the following:

- a) recommendations:
 - 1) reception of raw materials;
 - 2) production;
 - 3) hygiene and sanitation;
 - 4) personnel;
 - 5) capacity building/training;
 - 6) health and safety;
 - 7) infrastructure;
 - 8) equipment and use;
 - 9) installation;
 - 10) maintenance;
 - 11) handling and storage;
 - 12) labelling;
 - 13) transportation; and
 - 14) consumer education.

NOTE Figures/diagrams /flowcharts, Tables, figures may be used to make the document look more reader friendly.

B.7 Main parts for management standard

Except standards parts mentioned in B.1, the management standard is unique in its technical content which focuses on the following:

- a) context of organization (organization and its context, interested parties, scope of the system and processes)
- b) leadership (commitment, policy, roles, responsibilities and authorities)
- c) planning (Actions to address risks and opportunities, objectives and planning to achieve them, planning of changes)
- d) support (Resources, competence, awareness for personnel, communication, Documented information)
- e) operation (Operational planning and control, requirements for products/services, design and development of products/services, control of external providers, production and services provision, release of products/services, control of non-conforming products/services)
- f) performance evaluation (monitoring/measurement/analysis and evaluation, internal audit and management review)
- g) improvement (Nonconformity and corrective action/continual improvement)

NOTE Figures/diagrams /flowcharts, Tables, figures may be used to make the document look more reader friendly.

B.8 Main parts for metrology standard

Except standards parts mentioned in B.1, the metrology standard is unique in its technical content which focuses on the following:

- a) technical content:
 - 1) the constituents of metrological device
 - 2) metrological characteristics of the device
 - 3) test conditions and equipment
 - 4) Metrological requirements/values/accuracy class and marking/permissible error (MPE)
 - 5) requirements of different types of device
 - 6) technical requirements (materials and construction of devices/adjustment and correction /installation and rated operating conditions/marks and/or inscriptions/indicating device(sealing device or stamping plate)/protection device)

- 7) metrological controls (Type evaluation and approval/initial verification/subsequent verification) as defined and determined by the Metrology law.

Annex C

(normative)

Rwanda standards development stages

Stage	Sub stage	Description	Description	Timeframe	Responsible
00 Preliminary Stage	00.00	Proposal for new project received	Standard request (form NSD/FRM 03)	-	Stakeholders
	00.20	Proposal for new project under review	Standard officer collects information from the survey/study, national policies and strategies on the requested standard(s).	1 month	Standard officer
	00.60	Close of review	Director evaluates the relevancy of the request(s) based on the outcome of the survey, national priorities and benefits of the requested standard(s)	1 month	NSD Management
	00.98	Proposal for new project abandoned	the Request rejected by the director	-	NSD Management
	00.99	Approval to ballot proposal for new project	The Director request approved as a new work item proposal	-	NSD Management
10. Proposal stage	10.00	Proposal for new project registered	the request(s) is/are recorded on the New Work Item Proposal form	1 month	Standard Officer
	10.20	New project ballot initiated	New work items submitted to SPC for review and approval	1 month	SERID
	10.60	Close of voting	-	-	-

	10.92	Proposal returned to submitter for further definition	New work item is returned to requesting person for redefinition	-	SPC
	10.98	New project is rejected	New work item proposal is rejected by SPC	-	SPC
	10.99	Approval to new project approved	New work item is approved by SPC	-	SPC
20 Preparatory stage	20.00	New project is registered in TC/SC work program	Approved New Work Item is registered in six month work program of the RSB/TC and the WP and notified to ISO/IEC	1 month	SERID
	20.20	Working draft study initiated	WD development initiated	3 months	Standard officer/Standard researcher/working group
	20.60	Close of comment period	Review by Director	1 month	Director of Unit
	20.92	-	WD is referred back to the TC secretary for improvement	-	Director of Unit
	20.99	WD approved for registration as a CD	WD is approved to proceed to committee stage with comments if any.	-	Director of Unit
30 Committee stage	30.00	Committee draft (CD) is registered	Committee draft adjusted as per the Director's comments.	2 weeks	Standard Officer
	30.20	CD study/Ballot initiated	CD circulated to TC members for review, commenting, TC meetings and balloting	1 month	Standard Officer/TC members
	30.60	Close of voting/comment period	Close of balloting (compilation of ballots from the meeting and after the meeting); CD cleaned for editing.	2 weeks	Standard Officer
	30.92	CD referred back to working group	CD to be re-worked by the Secretary/working	-	TC/TC secretary

			group		
	30.99	CD approved for registration as DIS	balloted CD edited for public review as a RS	2 weeks	TC member/Secretary/editors
40. Enquiry stage (Public review stage)	40.00	DIS registered	RS submitted to SERID for public review	2 weeks	Secretary/SERID
	40.20	DIS ballot initiated (12weeks)	Public review and notification initiated	2 months	SERID
	40.60	Close of voting	Review recommendation from the SPC	1 month	SERID/SPC
	40.92	Full report circulated. DIS referred back to TC or Subcommittee	Full report circulated: Technical comments were received and RS is referred back to TC.	-	SERID/Standard Officer
	40.93	Full report circulated: decision for new DIS ballot	Full report circulated: decision to undertake another public review period	-	SERID/Standard Officer
	40.99	Full report circulated: DIS approved for registration as FDIS	Standard recommended by SPC for BoD approval as FRS		SERID/Standard Officer
50 Approval stage	50.00	Final text received or FDIS registered for formal approval	FRS and concept note submitted to Director of SERID for consideration and submission to NSD Manager	2 weeks	Standard officer
	50.20	Proof sent to secretariat or FDIS ballot initiated (8 weeks)	FRS submitted to Board of Directors for review and approval	1 month	NSD Manager through Director General
	50.92	FDIS or proof referred back to TC/SC	FRS referred back to the TC/SC		BoD
	50.98	Project deleted	Work deleted		BoD

	80.99	FDIS or proof for approved publication	FRS approved by BoDs		BoD
60 Publication stage	60.00	International standard under publication	Rwanda Standard under final editing for publication	3weeks	SERID
	60.60	International standard published	Rwanda Standard published (online catalogue, Gazette, notification)	-	RSB-SERID/PM office
	90.20	International standard under periodical review	Standard circulated to TC members for review	1 month	Standard members officer/TC
	90.60	Close of review	Close of the review (compilation of the comments)	2 weeks	Standard members officer/TC
	90.92	International standard to be revised	Rwanda standard revised ¹	--	Standard members officer/TC
	90.93	International standard confirmed	Rwanda standard reaffirmed ²	-	Standard members officer/TC
	90.98	-	-	-	
	90.99	Withdraw of international standard	Rwanda standards to be withdrawn	-	Standard members officer/TC
95 Withdraw Stage	95.00	-	-		-
	95.20	Withdraw ballot initiated	Withdrawn standard circulated to SPC	1 month	SERID/SPC






¹ If the decision is to revise the process proceed at 40 stage

² If reaffirmed, the process proceed at publication 40 stage

	95.60	Close of balloting	Review by BoD	2month	SPC
	95.92	Decision not to withdraw international standard	Recommendation not to withdraw Rwanda Standards (review, reaffirmation)	-	BoD
	95.99	Withdraw of international standard	Recommendation to withdraw	-	BoD/SERID

Annex D (informative)

Applicable Certification marks

Environment Management Systems (EMS) Mark	 RSB ISO-14001 REGISTERED
Food Safety Management Systems (FSMS) Mark	 BY RSB
Hazard Analysis for Critical Control Point (HACCP) Mark	 BY RSB
Quality Management Systems (QMS) Mark	 RSB ISO-9001 REGISTERED
Products quality mark	 RSB STANDARDISATION MARK

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