

# **Procedure for the development of Malaysian Standards**

**Abridge version**

## 1. MALAYSIAN STANDARDS DEVELOPMENT PROCESS

Malaysian Standard is a consensus<sup>1</sup> standard developed by Standards Development Committees (SDC) within the Malaysian Standards System and approved by the Minister of Science, Technology and Innovation in accordance with the Standards of Malaysia Act 1996 (Act 549).

The process of developing Malaysian Standards can be summarised into the following stages as illustrated in Annex 1:

- **Preliminary Stage:** On receipt of a request for development of a Malaysian Standard, an evaluation is conducted and the proposal is submitted for formal approval by the relevant Industry Standards Committee (ISC).
- **Proposal Stage:** Upon approval of the proposal, the project is assigned to the relevant existing technical committee (TC) or working group (WG), or a new TC or WG may be established to undertake the project. Public notice of intent to advance the work on the project is published in SIRIM Berhad's web site.
- **Preparatory/Drafting Stage:** TC or WG develops draft Malaysian Standards (DMS) through an iterative process that typically involves a number of committee meetings, and the process takes into account the operational policies and procedures for Malaysian Standard Development.
- **Public comment Stage:** Upon finalisation of the draft and consensus is reached within the TC/WG, DMS is issued for Public Comment for 2 months. Stakeholders and public are informed on the availability of draft for public comment through SIRIM Berhad's web site.
- **Acceptance Stage:** DMS is tabled to the Industry Standards Committee (ISC) for consideration and acceptance prior to submission to STANDARDS MALAYSIA.
- **Submission and Approval Stage:** Draft is submitted to STANDARDS MALAYSIA as Final Draft Malaysian Standard (FDMS) for approval as a Malaysian Standard by the Minister of Science, Technology and Innovation.
- **Publication Stage:** Final editing and publication of Malaysian Standards.
- **Maintenance Stage:** Malaysian Standards are maintained with the objective of keeping them up to date and technically valid. The maintenance of Malaysian Standards may include the publication of amendments and periodic review of all standards.

---

<sup>1</sup> Consensus means general agreement, characterised 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. Consensus need not imply unanimity.

## 2. HOW MALAYSIAN STANDARDS ARE DEVELOPED

- 2.1 Anyone can come forward and request for the development of Malaysian Standards. The request can be made through submission of New Work Item Proposal (NP) form (as in Annex 2) to STANDARDS MALAYSIA or SIRIM Berhad.
- 2.2 In order to facilitate processing of the NP, proposers are required to ensure that the required information are provided in the NP form. Example of a completed NP form which can be used as guidance for filling the form is available at <http://www.smsonline.gov.my> or <http://smsonline.sirim.my>.
- 2.3 Development of Malaysian Standard (MS) is initiated after the receipt of NP form from interested parties.
- 2.4 The proposal will then be reviewed by the ISC to evaluate the usefulness of a potential standard in meeting the needs of stakeholders. The consideration for approval of the proposal is based on the following preliminary assessment criteria:
- All sections in the NP form have been completed
  - No duplication with existing Malaysian Standards and projects that are in progress
  - There is sufficient, appropriate and evidential stakeholders support for the proposal
  - The proposal has reasonable level of clarity
  - Positive net benefit is clearly indicated
  - All option and alternatives have been considered and development of a standard is the right solution

The proposal is considered approved if supported by at least 2/3 majority of the ISC members.

- 2.5 Malaysian Standards Development is primarily funded by allocation from STANDARDS MALAYSIA. All approved project will be evaluated by STANDARDS MALAYSIA for funding allocation. The evaluation and prioritisation for approval of funding is based on the following criteria:
- Government directives
  - Net benefit impacts (positive and negative) on the public health and safety, environmental, competition, economic and alignment to public policy
  - Evidence to market failure
  - References in legislation
  - International alignment
  - Breadth and depth of allocation
- 2.6 If funding is approved, the project will be registered in SMS Online and work will be advanced to the next stage of development.
- 2.7 If funding for project is not approved, the proposer will be informed of the decision and therefore is responsible to look for alternative external sources to fund the project. The

project will be advanced to the next stage of development upon confirmation on the availability of fund.

### **3. DEVELOPMENT PROCESS OF MALAYSIAN STANDARDS**

- 3.1 Deliberation on project is carried out by the assigned Technical Committee (TC) or Working Group (WG). The TC or WG which is responsible for preparation and finalisation of draft is made up of balanced representation from all relevant interest groups.
- 3.2 Upon finalisation of the draft and consensus is reached within the respective TC or WG, the DMS is issued for Public Comment for a period of 2 months. Further information on drafts for public comment is available at [www.sirim.my](http://www.sirim.my).
- 3.3 After the closing date of the Public Comment, the DMS is reviewed by the TC or WG to address comments received (if any). All comments are responded accordingly. The DMS incorporating comments received and accepted (if any) during the Public Comment is then finalised for submission to the ISC.
- 3.4 The DMS is then tabled to ISC for acceptance. If accepted by at least 2/3 majority of ISC members, the DMS is advanced for processing as a FDMS. If not accepted, the draft is referred back to the responsible TC or WG for further deliberation and then retable for ISC acceptance.
- 3.5 The FDMS is submitted to STANDARDS MALAYSIA for approval by the Minister of Science, Technology and Innovation.
- 3.6 Upon approval, the MS is processed for publication. Malaysian Standards are available in the form of hard and soft copies (via MS Online system).

### **4. APPEAL PROCEDURE**

- 4.1 Appeal can be made by public regarding the development of MS at any stage of development. The appeal can be submitted either to STANDARDS MALAYSIA or SIRIM Berhad. Any interested party may submit an appeal against any decision made by SDC on matters related to standardisation activities.
- 4.2 Appeals to SIRIM Berhad shall be submitted in writing and addressed to the Senior General Manager, Standards Research and Management Centre, SIRIM Berhad. The appeal notice shall include details of the decision against which the appeal is submitted, reasons for the appeal and clearly identify the party making the appeal.
- 4.3 Appeals will in general be dealt with by a committee one level above the committee or person against which the decision is made, such as:
  - a) appeals against WG decisions shall be dealt with by the TC or ISC responsible;
  - b) appeals against TC decisions shall be dealt with by the ISC responsible;

- c) appeals against SIRIM Berhad or ISC decisions shall be forwarded to STANDARDS MALAYSIA;
  - d) appeals against decisions made by committee or person managed by SWO's shall be forwarded to the responsible ISC or TC;
  - e) appeals against decisions made by committee or person shall be forwarded to the higher authority.
- 4.4 Within 2 months from the receipt of the appeal, the committee responsible shall convene to deliberate and make decision on the appeal. The results of the appeals will be made known to the appellant.
- 4.5 When an appeal is against a decision relating to work in progress, the work shall be continued until decision on the appeal is reached.
- 4.6 All appeals received, actions taken and decisions made will be recorded.

## **5. PARTICIPATION IN MALAYSIAN STANDARDS DEVELOPMENT**

Public participation in Malaysian Standards development can be through involvement in standards development committee or through submission of comments on the draft standards.

There are 3 levels of standards development committee under the Malaysian Standards System i.e. The ISC, TC and WG. All the ISCs and TCs are balanced committees represented by four categories of interest i.e. regulatory authority, producer interest, user interest and general interest. As for the WG, balanced representation is not necessary.

All TC is reporting to the relevant ISC which is the highest committee in ranking. The WG may be reporting to either the TC or direct to the ISC.

Participation as a member in standards development committee is accessible to any interested parties subject to approval by the relevant committee. The request for membership in standards development committees can be submitted to the Senior General Manager, Standards Research and Management Centre, SIRIM Berhad, No. 1 Persiaran Dato' Menteri, Section 2, 40700 Shah Alam Selangor.

Other than being member of standards development committees, interested parties can still participate in standards development by reviewing and submitting comments on draft standards during public comment stage.

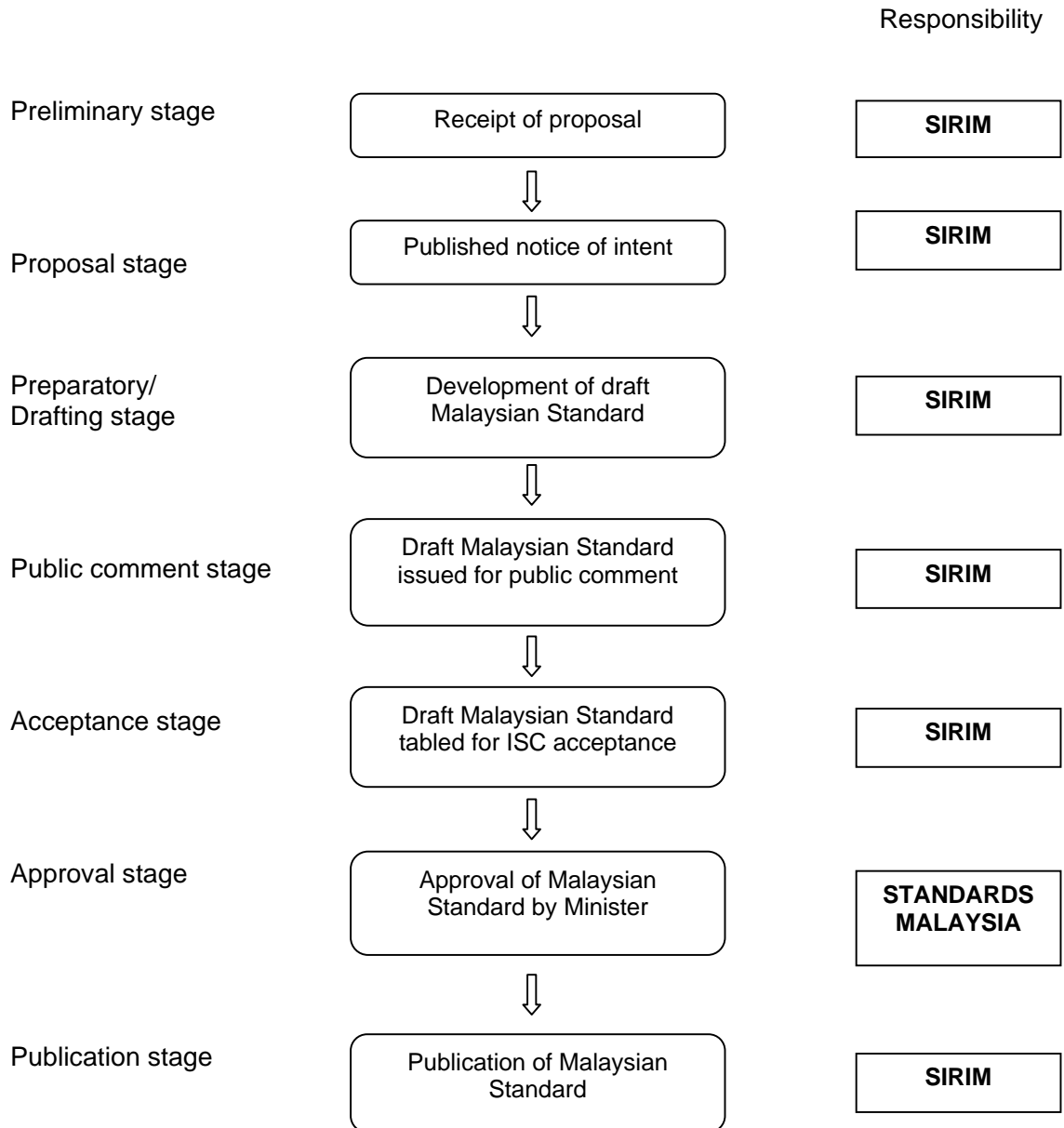
## **6. PROVISIONAL MALAYSIAN STANDARD**

- 6.1 Provisional Malaysian Standard is a standard that has not undergone the normal procedures of technical committee deliberation and public comment and which in the

opinion of the Malaysian Standards and Accreditation Council is urgently needed or in respect of which the Minister considers that trial use thereof is necessary before it can be finalised.

- 6.2 For provisional Malaysian Standard, the proposal is tabled to ISC for approval as a project and upon ISC acceptance of the draft, the FDMS is prepared and forwarded to STANDARDS MALAYSIA for approval.
- 6.3 A provisional MS is valid for 3 years and it shall be considered for withdrawal or conversion to MS within the period

**Malaysian Standard Development Process**



## PROPOSAL FOR MALAYSIAN STANDARD

This form is applicable for proposing the development of new MS and provisional MS [MS (P)] and the maintenance of existing MS which includes revision, amendment, confirmation and withdrawal. The proposer is to complete this form and submit to the relevant Standards Development Agency (SDA) appointed by the Department of Standards Malaysia. **In case of incomplete proposal form, the proposer shall respond within two weeks from the date of enquiries (if any) from the SDA. Otherwise, the NP form will not be processed.**

Date of submission				
<b>1. PROPOSER</b>				
<b>Name</b>				
<b>Organisation</b> (If any)				
<b>ISC/TC/WG</b> (If any)				
<b>Address</b>				
<b>Tel. No.</b>		<b>Email:</b>		<b>Fax. No:</b>
<input type="checkbox"/>	I declare that I have referred to MS Online and SMS Online in ensuring that there is no duplication or overlap between the proposed project and the existing MS or in-progress project.			
<b>2. PROPOSAL</b> (to be completed by the proposer)				
<i>2.1 Please tick [✓] in the appropriate box</i>				
i) Development of new MS:				
<input type="checkbox"/> Adoption of international standard				
<input type="checkbox"/> Indigenous				
<input type="checkbox"/> Adapted				



ii)  Development of provisional MS [MS (P)]

iii)  Revision of existing MS

***Please proceed to Clauses 2.2 onwards to complete the application.***

iv) Amendment to, confirmation or withdrawal of existing MS:

Amendment

Withdraw with replacement

Confirmation

Withdraw without replacement

Please state a justification for amendment to, confirmation or withdrawal of existing MS:

***Please proceed to Clauses 2.2 and 2.3 only***

<b>2.2 Title</b>	(Indicate the subject of the proposed new work item) (In the case of an amendment, confirmation, withdrawal, and revision, state the MS reference number and current title)
<b>2.3 Scope</b>	(Indicate clearly the coverage of the proposed new work item and if necessary for clarity, exclusions) (In the case of an amendment, confirmation, withdrawal, and revision, state the current scope)

**2.4 Are any items that are included in the proposal subject to patents?**

(Please refer to **Annex A: Patent Rights** for further details)

Yes  No If "Yes", please provide full information as annex

**2.5 Purpose and justification** (Give details based on a critical study of the following elements wherever practicable. Attach a separate page as annex, if necessary). Please refer **Annex A: Purpose and justification** for further details.

a) Specific aims and reasons for the standardisation activity

b) Main interest that might benefit from or be affected by the activity

c) Feasibility of the activity

d) Timeliness of the standard to be produced

e) Urgency and target date

f) Benefits to be gained by the implementation of the proposed standard

g) Is the standardisation activity likely to be the subject of regulations or has an impact on existing regulations? If yes, the type of impact should be indicated.

**NOTE.** For a series of new projects, a common proposal may be drafted including all elements to be clarified and enumerating the titles and scopes of each individual project.

### **3. Strategic Priorities**

Please indicate how your proposal aligns to a current public concerns and the impact of not proceeding with the project. (Attach a separate page as annex, if necessary. Please refer **Annex A: Strategic Priorities** for further details).

**4. Stakeholder Support** (Please refer **Annex A: Stakeholder Support** for further details)

4.1 Please identify the relevant stakeholders impacted by the standard and whose support is required to develop the proposed Malaysian Standard.

4.2 Please identify any relevant technical regulations and regulatory bodies that would be affected by the standard.

4.3 Based on your consultation with relevant stakeholders, please name minimum of one organisation that supports this work programme. (Note: Not including the proposer)

4.4 If further consultation is required, please indicate your approach and time needed.

**5. Preparatory work**

The proposer or the proposer's organisation shall confirm to undertake the preparatory work for the new work item and actively participate in development of the project. The proposer shall make every effort to submit a complete working draft with the proposal, or at least submit an outline. All new proposals should be evaluated to ensure that there is no duplication and overlap with existing standards. If there is an apparent duplication this should be explained.

Proposed resource person; name: \_\_\_\_\_

A draft/outline is attached.

A draft/outline would be submitted by (date): \_\_\_\_\_

## 6. Potential users

Please indicate the potential users/organisations of the developed standard (Inputs from proposer is required)

## 7. Relevant documents

List any existing standards, codes, guides, regulations, research materials/data and other documents related to the proposed standard. This should include all relevant Malaysian and international standards. (When the proposer considers that an existing well-established document may be acceptable as a standard (with or without amendments) indicate this with appropriate justification and attach a copy to the proposal)

### ***Observation by Standards Development Agency***

Avoidance of duplication (Development of Malaysian Standards require avoidance or justification of any apparent duplication of a standard)

Please address any apparent or actual duplication between existing material and the proposed standard.

**If it is a revision of a total adoption of international standard, data on sales shall be provided.**

### ***For Official Use Only***

ISC:

NP review date:

*(applicable only to new MS and revision of MS)*

DMS No:

*(applicable only to new MS and revision of MS)*

Date approved/disapproved by ISC

Name of ISC Secretary: