



04 February 2013

## Antigua and Barbuda Bureau of Standards (ABBS) Standards Development Process

Step #	Process	Comments/Notes
1	Proposal for standard	Proposals for a standard may originate from any sector of society, for example, consumers, stakeholders in industry, government policy, national NGOs/pressure groups, and the National Standards Body.
		Proposals must be justified on the grounds of need to obtain an optimum degree of order for an industry, good or service. Justifications may include benefits to trade, protection of the consumer and environment and market access opportunities. Available documentation/drafts can be submitted with a proposal with suggestions for its use/adoption/adaption as deemed most feasible.
2	Evaluation of Proposals for inclusion in the Standards Development Work Programme	Proposals will be evaluated by the Antigua and Barbuda Standards Council (ABSC) to verify the need for the standard and approve its development.
3	Need for standard justified?	If the proposal is <b>not</b> approved, the process ends here and the proposer notified in writing, with justification.
4	Assignment of work to a Technical Committee	On approval of the need for the standard the work is assigned to an existing committee or a new committee is constituted if it is a new field of technical activity. Technical committees are identified and appointed by the ABSC.
		Committee representation takes into account all stakeholders in the standard to be developed. The Bureau operates as the technical and editorial secretariat to the committees
5	Draft developed and approved by Technical Committee	Sources: private/company standards, international standards, regional/CARICOM standards and other types of relevant documents.
6	Draft submitted to ABSC	
7	ABSC approved draft?	If the Council <b>does not</b> approve the draft it goes back to the technical committee for revision (Step 5).
8	Draft made available for public comment	A request for public comment is made via news media and electronic media and a notice of intent to declare the standard is published in the



04 February 2013

		Official Gazette.
		A minimum of two (2) months is allocated for receipt of comments.
9	Comments received?	If no comments are received, the draft may be deemed to be a final draft and declared as a national standard (Step 12).
10	Consideration and disposition of comments by the Technical Committee	This <b>may</b> result in the draft being modified
		If the technical content of the draft has been <u>significantly</u> modified it is returned to the ABSC for approval and made available again for public comment (Step 6).
		The disposition of comments is made available for stakeholders' consideration.
11	Draft Modified?	If the draft is <b>not</b> modified it is deemed a final draft.
12	Final draft declared as a National Standard of Antigua and Barbuda by the Director of the ABBS.	The declaration of the standard would be publicized, with an effective date, by notice in the Antigua and Barbuda Official Gazette, press release and electronic media.
13	Requirements of the National Standard intended to be compulsory?	<p>If requirements of the standard are <b>not</b> intended to be mandatory the process ends.</p> <p>If the requirements (all or some) of a national standard are intended to be mandatory, then the standard will be submitted to the Ministry of Legal Affairs and Justice for preparation of the relevant technical regulation.</p> <p>The regulation may be made under the Standards Act or under any other Legislation/Act in another relevant Ministry (Ministry of Health...etc).</p>
14	National standard submitted to Ministry of Legal Affairs and Justice for preparation of a Technical Regulation	The standard and other relevant documentation as specified in the Standards Regulations, SI No. 2 of 1998, is sent to Ministry of Legal Affairs and Justice for drafting/preparation of a Technical Regulation.
15	Minister with responsibility for the regulation declares a Technical Regulation with an effective implementation date	The Minister gives notice of his intention to declare the technical regulation according to the relevant legislation.