

CASCO Clarification process

1. Background/Scope

This document describes the CASCO clarification process for all CASCO generated International Standards. These documents are developed as joint ISO and IEC documents.

A clarification of a requirement represents the agreed position of the maintenance group responsible for the specific ISO/CASCO standard as to the intent of the working group and does not add any information on how the requirement should be fulfilled. The maintenance group for the specific standard is responsible for completing the clarification.

Once the clarification process is completed, clarifications are posted on the [ISO website](#) and the CASCO members and A-Liaisons are informed by circular letter. The clarifications remain until the standard is revised. During the revision they will be incorporated into the revised standard or become void. Clarifications have no formal status other than they are available for use on the ISO website by agreement of the parties involved.

2. Procedure/Process

2.1 General

A request for a clarification shall only be issued by an ISO National Member Body (NMB), IEC CAB Secretariat or an A liaison member of CASCO. A request for clarification received from any other source is referred back to the source for submission by the NMB or A liaison member.

The NMB or A liaison is responsible to ensure the clarification is adequately phrased in a manner that allows for clear understanding of the request before forwarding to the CASCO Secretariat and made on the appropriate form.

Prior to any submission to CASCO, the NMB or A liaison should access the CASCO website to determine if a clarification has already been made.

Each clarification request shall not be conditional and shall only relate to a single issue.

2.2 Clarification request form

A request for clarification shall only be accepted on the official form, available on the ISO web site, and shall be duly completed (refer to Annex 1). The completed form shall be sent to CASCO via email (casco@iso.org). Please note that Annex 1 is an attached document and cannot be submitted directly on-line.

The "clarification request form" shall contain complete details on the background to the request, including the specific reason(s) that triggered the request. If the request is the result of a

disagreement between parties this shall be indicated in the background information, with details of the organizations involved.

2.3 Clarification process

Each request for clarification is submitted to the maintenance group, formally appointed for the specific standard in question and includes the CASCO Secretary. The maintenance group may require that the request is to be reformulated. Once a clarification request has been accepted by the WG maintenance group, it shall be responded to within 3 weeks.

The group may decide that no clarification is required. In this instance the CASCO Secretariat shall inform the NMB or A liaison and no further request will be accepted.

The CASCO Secretariat is responsible for ensuring adequate expertise and a balance of interests on the group. The CASCO Secretariat can request to add temporary members to the maintenance group should they deem it necessary to achieve a balance of interests. The convenor of the maintenance group shall be consulted and agree to any new members. Where the maintenance group convenor is no longer available, the CPC shall appoint a temporary convenor to the maintenance group.

The CASCO Secretariat will collate the responses from the maintenance group and develop a common position. The common position is submitted to the maintenance group for a period of two weeks and be asked to approve or disapprove it. The objective is to have unanimous support on the common position. If the maintenance group has diverging views, the secretariat will organize a ZOOM conference to try to reach an agreement. Agreement is reached when 2/3 of the maintenance group members have the same position. In the situation where there is no agreement from the maintenance group for the specific clarification request, the maintenance group needs to decide whether to answer that they cannot give a final answer as the wording of the requirement in question allows for different variations to be considered and will refer them to the "Principles" section of the standard in order to ensure an appropriate application of the requirement for the different possibilities. In these circumstances it would be referred to the CPC for information prior for publication.

On completion of the clarification the outcome shall be posted on the [ISO website](#) and the CASCO members and A-Liaisons are informed by circular letter. The clarification will be accompanied by the following:

"The following clarifications have been determined by the maintenance group for the indicated standard. They represent a consensus of their individual opinions, and are not necessarily a consensus of the ISO/CASCO member bodies. Clarifications have no binding effect and are implemented at the discretion of the interested parties. Clarifications will be considered for incorporation into any future revision of the standard until such time they cannot be considered as requirements."

Annex 1

ISO/CASCO CLARIFICATION REQUEST FORM

Date of submission:

1. Requesting ISO Member or A liaison member:
2. Contact person:
3. Position:
4. Email address:
5. Please specify the ISO/CASCO document by name and number (ISO/IEC 17XXX) and clause number:
6. Clarification request, please formulate the request clearly and where possible in a format that enables a YES or NO answer:
7. Consensus position of the maintenance group (This section is only to be completed by the maintenance group members)

To be completed by maintenance group members only

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Date request sent maintenance panel		
Is the clarification request formatted in an acceptable manner?	yes	
	no	
Is it clearly and unambiguously worded?	yes	
	no	
Do you have a conflict in participating in this request if so please specify.	yes	
	no	

QS Version	Approval date	Purpose of updating
1	2013-10-15	Endorsed by the 29 th CASCO Plenary - CASCO Resolution 18/2013
2	2015-05-21	Updated format only no content changes

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3	2017-03-16	Added the sentence "the CASCO members and A-Liaisons are informed by circular letter" in last paragraphs of 1) and 2.3)
4	2018-11-30	Changes confirmed by CPC to replace the word consensus with agreement and on new section about situations where maintenance could not reach consensus