

## COUNCIL FOR STANDARDIZATION OF BOSNIA AND HERZEGOVINA

Pursuant to Article 7. of the Law on Standardization of Bosnia and Herzegovina („Official Gazette of BiH“ No 19/01), at the 2<sup>nd</sup> session held on 21 March 2018, the Council for Standardization of Bosnia and Herzegovina hereby establishes:

### R U L E B O O K<sup>1</sup>

#### ON PROCEDURE FOR PREPARING, ADOPTING AND PUBLISHING BOSNIA AND HERZEGOVINA STANDARDS

#### CHAPTER ONE – GENERAL PROVISIONS

##### Article 1 (Subject matter)

This Rulebook regulates procedures for establishment and work of expert bodies of the Institute for Standardization of Bosnia and Herzegovina (hereafter the Institute); planning, preparing, adopting and publishing BiH standards and other standardization documents (hereafter BAS standards) and other rules for designation and registration of BAS standards and other documents.

##### Article 2 (Definitions)

Definitions used in this Rulebook are as follows:

- a) **normative document** is a document that provides rules, guidelines, characteristics of activities or their results;
- b) **standard** is a document for common and repeated use, established by consensus and approved by recognized body, that provides rules, guidelines, characteristics of activities and their results aimed at the achievement of the optimum degree of order in a given context;
- c) **international standard** is standard that is adopted by international standardizing/standards organization and made available to the public;
- d) **regional standard** is a standard that is adopted by regional standardizing/standards organization and made available to the public;
- e) **national standard** is a standard that is adopted by national standards body and made available to the public;
- f) **provincial standard** is a standard that is adopted at a level of a territorial division of a country and made available to the public;
- g) **consensus** is a general agreement, characterized by the absence of sustained opposition to substantial issues by any important part of concerned interests and by a

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<sup>1</sup> Unofficial translation.

process that involves seeking to take into account the views of all party concerned and to reconcile any conflicting agreements and does not necessarily imply unanimity;

- h) **taking over an international standard** (into a national normative document) is a publication procedure of a national normative document based on relevant international standard or endorsement of the international standard as having the same status as a national normative document, with any deviations from the international standard identified;
- i) **standards programme** is a working schedule of a standardizing body that lists its current items of standardization work;
- j) **standards project** is a specific work item within standards programme;
- k) **draft standard** is a standard that is available generally for comment, voting or approval;
- l) **correction** is a removal of printing, linguistic and other similar errors from the published text of a normative document;
- m) **amendment** is a modification, addition or deletion of specific parts from the content of a normative document;
- n) **revision** is an introduction of all necessary changes to the substance and presentation of a normative document;
- o) **review** is an activity of checking a normative document to determine whether it is to be reaffirmed, revised or withdrawn.
- p) **state (national) standard of Bosnia and Herzegovina (BAS)** is a standard adopted and published by the Institute for standardization of Bosnia and Herzegovina;
- q) **stakeholders** are legal and private persons that are interested in processes and results of standardization (e.g. economic companies, scientific and research facilities, social organizations, administrative boards, professional associations, conformity assessment bodies etc.);
- r) **expert bodies of the Institute** are bodies under who's authority standardization projects are realized and the interest of the stakeholders are conformed.
- s) **BAS SMIS** is an BAS standard management information system of the Institute.
- t) **internal regulations for standardization of the Institute** are internal documents in line with the principles of international and European standards organizations used as a basis for the activities of the Institute's expert bodies.

### **Article 3 (Publicity of work)**

The Institute ensures publicity of work in preparing, publishing and maintaining BAS standards through:

- planned and organized involvement of stakeholders and private persons/experts in work of expert bodies;
- providing accessibility of documents (work programme, predraft and draft standards) and documenting all phases of the of BAS standards development process;
- regular and timely information of public on activities related to standardization via web site and the Bulletin of the Institute.

**Article 4**  
**(Participation in standardization processes)**

- (1) Stakeholders and professional public may participate in standardization processes directly, by involving their experts into Institute's expert bodies and indirectly by written propositions, comments and notes submitted to the Institute.
- (2) Written submissions from line (1) of this Article are submitted to the Director of the Institute in a deadline listed in the document or no later than 15 days after receiving the official note.

**Article 5**  
**(Handling requests)**

- (1) The Institute is obliged to respond to the written objections and comments within 30 (thirty) days of their receipt.
- (2) The Institute is obliged to give its view on stakeholders written proposal for work on new areas regarding the establishment of new Technical Committees as well as working on new standards, within 90 (ninety) days of their receipt.

**CHAPTER TWO – ESTABLISHING AND WORK OF THE EXPERT BODIES OF THE INSTITUTE**

**Article 6**  
**(Expert bodies of the Institute)**

- (1) Expert bodies of the Institute are:
  - a) technical committee (TC) – expert body established for a specific standardization area,
  - b) work group (WG) – expert body established for a specific area within the activities of the technical committee,
  - c) ad hoc group (AG) – expert body established for resolving special tasks in standardization area,
  - d) unification group (UG) – expert body established for mutual conformance of BAS standards.

**Article 7**  
**(Establishment of expert bodies of the Institute)**

- (1) The Institute establishes expert bodies based on work proposal for a new standardization area given by stakeholders, the Institute, the Council and standards institutions of the Entities.
- (2) Decision to start a procedure for establishment of expert body is made by the Director of the Institute based on relevant information on needs and interests of Bosnia and Herzegovina and their stakeholders, except in the case of the establishment of a working group and/or an ad hoc group of a technical committee, when a decision is made by the technical committee.

**Article 8**  
**(Call for participation in the work of expert bodies of the Institute)**

- (1) Call for participation in the work of new Technical Committee shall be published at the web site of the Institute and/or the Bulletin of the Institute.
- (2) The Institute has the right to directly contact the organizations and invite them to participate in the work of the expert bodies of the Institute.
- (3) The call referred to in paragraph (1) of this Article shall provide information on the proposed name and scope of the Technical Committee, the designations and names of the correspondent bodies of the international/European standards organizations, and information on the manner and deadline for reporting to the contact person in the Institute, as well as other data necessary for communication with the Institute.
- (4) Call for participation in the work of an expert body is done through „Application“ form which is publicly available on web site of the Institute and which is published in the Bulletin of the Institute. Along with the Application, a CV of an expert which a stakeholder is proposing is also needed.

**Article 9**  
**(Conditions for the establishment of expert bodies of the Institute)**

- (1) Conditions for the establishment of a new TC are:
  - at least five registered experts who represents at least three different stakeholders/organizations
  - competence of registered experts in related area of TC and/or experience and interest in the adoption and implementation of standards.
- (2) When listed conditions are not fulfilled, call for participation of TC shall be renewed.
- (3) For the establishment of working (WG) and ad hoc (AG) groups three members shall be sufficient.

**Article 10**  
**(Composition of expert bodies)**

- (1) Expert bodies of the Institute shall be composed of members of the expert bodies and the Chair.
- (2) Members of the expert bodies are citizens of Bosnia and Herzegovina, representatives of the stakeholders in the standardization work.
- (3) Technical Committees may consist of at least 5 and maximum 15 members.
- (4) The Director of the Institute may approve participation of more than 15 members in the Technical Committee if the Technical Committee covers a broad area of work which requires a number of experts from various fields.
- (5) An equal representation of all stakeholders must be taken into account during the election of the members of the expert bodies.

- (6) The work in expert bodies of the Institute imply: interest, willingness, competence and acting according to the interests of BiH standardization.

**Article 11**  
**(Managing the work of the expert bodies of the Institute)**

- (1) The work of the expert bodies of the Institute shall be managed by the chairs, and professional-technical and administrative support shall be provided by secretariats and technical secretaries and/or coordinators. Coordinators are employees of the Institute.
- (2) The secretariats of Technical Committees shall be located at the Institute, and at the request of the interested organization, the Secretariat may be located outside the Institute.
- (3) The Institute may assign the management of the Secretariat to an organization whose experts actively participate in the work of the Technical Committee, and which express the willingness to perform the duties of the Secretariat in accordance with established obligations and responsibilities.
- (4) The management of the Secretariat of a Technical Committee may be assigned only to organizations established under the laws of Bosnia and Herzegovina and having their central office in its territory.

**Article 12**  
**(Decision on the establishment of TC)**

- (1) At the constitutive session of the Technical Committee, which was organized by the Institute, representatives of stakeholders shall determine the propositions for the name, scope, Chair, members, central office of the Secretariat, technical secretary and coordinator of Technical Committee upon which the Director of the Institute shall issue a decision on the establishment of a Technical Committee.
- (2) The decision referred to paragraph (1) one of this article includes:
- Name of the TC,
  - Designation of the TC
  - Date of establishment of the TC
  - Scope of the TC,
  - Designation of the corresponding bodies of international/European standards organizations and other competent organizations,
  - Competence and tasks of the TC,
  - Names and titles of TC members, names of organizations that they represent,
  - Name and central office of the organization managing the Secretariat,
  - Name and title of the TC Chair, technical secretary of the TC and coordinator of the TC,
  - Information on mandate duration of the Chair and members of the TC,
  - Explanation.

- (3) Chair of the Technical Committee signs the decisions on the establishment and changes in the work group and/or ad hoc group of the Technical Committee

**Article 13**  
**(Termination of membership in an expert body)**

Membership in an expert body terminates through:

- Written statement of the member about withdrawal,
- Expulsion,
- Death of the member of an expert body.

**Article 14**  
**(The mandate of the Chair of the Technical Committee)**

- (1) The mandate of the Chair shall last for 4 (four) years.
- (2) Upon proposal of the members of Technical Committee, the mandate of the Chair can be extended several times for a period of 2 (two) years.

**Article 15**  
**(Decision on changes in an expert body of the Institute)**

After each change in an expert body of the Institute, the Director of the Institute shall issue decision on changes that, in addition to the content referred to in Article 12 paragraph (2) of this Rulebook, must contain the number of the decision on the establishment and the information and reasons for implemented changes.

**Article 16**  
**(The status of expert bodies of the Institute)**

- (1) Expert bodies may have the status of active body, body at standby and disbanded body.
- (2) Proposition to change the status of the expert body of the Institute can be given by its members, the Secretariat and/or the Institute and must be supported by two-thirds of the body members.
- (3) Decision on change of status of Technical Committee is made by the Director of the Institute.
- (4) During the standby stage Secretariat of the Technical Committee and Coordinator shall monitor the work of correspondent bodies of international/European standards organizations and maintain communication with the Chair and members of the Technical Committee.

**Article 17**  
**(Records on established expert bodies of the Institute)**

- (1) The Institute shall manage and regularly update registers of established expert bodies that contain all relevant data from the decision referred to in Article 12 and 15 of this Rulebook which are publicly available on the web site of the Institute.

- (2) Current data on all expert bodies of the Institute may be published as a supplement to the Bulletin, or as a separate publication.
- (3) Details on the designation and registration of expert bodies of the Institute are given in the Internal regulations for standardization of the Institute, which is adopted by the Director of the Institute (hereafter Internal regulations for standardization).

**Article 18**  
**(Tasks and responsibilities of expert bodies of the Institute)**

Tasks and responsibilities of expert bodies, their members, Chair, technical secretaries, Coordinator and Secretariat, as well as details on the establishment and operating procedures are given in the Internal regulations for standardization.

**Article 19**  
**(Operating procedures and decision making process of expert bodies of the Institute)**

- (1) The work of members of expert bodies of the Institute take place in meetings and through correspondence, and the decisions are made by consensus or two-thirds majority of the members of the expert bodies of the Institute either in written form or at the session.
- (2) Details on activities and decision making of expert bodies of the Institute are given in the Internal regulations for standardization.

**Article 20**  
**(Technical Committees within the Council)**

- (1) For the tasks that can not be solved by the existing structure of Technical Committees, the following Technical Committees shall be established from the ranks of the members of the competent commissions of the Council:
  - a) for general standardization
  - b) for standardization in the field of electrical engineering
  - c) for standardization in the field of telecommunications.
- (2) Technical Committees referred to in paragraph (1) of this Article shall implement the procedure for preparing, adopting and publishing BAS standards, in accordance with the Internal regulations for standardization.
- (3) Upon proposal of the Council, the Director of the Institute shall issue a decision on the establishment of a Technical Committee referred to in paragraph (1) of this Article in accordance with Article 12 of this Rulebook.

**Article 21**  
**(Unification group)**

- (1) The Institute shall establish Unification group to ensure that the BAS standards are conformed with the Internal regulations for standardization, already adopted standards and other documents.

- (2) Permanent members of the Unification group are translator, editor, and appointed representative of the Institute and changing members are one or two members of the Technical Committee who's area of work the considered standard belongs to.

## **PART THREE – PREPARING, ADOPTING AND PUBLISHING BAS STANDARDS**

### **Article 22**

#### **(Preparation, adoption and publication of BAS standards)**

- (1) The Institute prepares and adopts BAS standards as original and as taken over relevant international/European standards or national standards of other countries.
- (2) All BAS standards are prepared, adopted and published in accordance with the Internal regulations for standardization.

### **Article 23**

#### **(Taking over international/European standards and standards of other countries)**

- (1) International/European standards are taken over into BiH standardization system on the basis of membership in these organizations, in accordance with relevant documents/agreements. National standards of other countries are taken over in accordance with the provisions of the agreement which the Institute concludes with national standards organizations of those countries.
- (2) The Institute, as a member of the International Organization for Standardization (ISO) and an associate member of the International Electrotechnical Commission (IEC), has the right to adopt standards of these organizations as BAS standards, and they are adopted as BAS standards depending on the interests of stakeholders in Bosnia and Herzegovina and upon their initiative.
- (3) The Institute, as an associate member of European standards organizations CEN and CENELEC, has accepted the obligation to adopt all European standards of these organizations as BAS standards and the obligation to concurrently withdraw existing conflict BAS standards.
- (4) The Institute, as a national standardization body (NSO) in ETSI, has the obligation to adopt European standards published by ETSI as BAS standard and the obligation to concurrently withdraw existing conflict BAS standards.

### **Article 24**

#### **(Methods of taking over international/European standards and standards of other countries as BAS standards)**

- (1) In taking over the standards the following methods are used:
  - Endorsement method (pr)
  - Republication method (ko)
  - Translation method (pv)



- (2) The Director of the Institute shall decide about the method of taking over based on proposals of relevant Technical Committees, in accordance with the policies and plans for taking over standards and in accordance with available resources.
- (3) A detailed description of stated methods and recommendations on their use are given in the Internal regulations for standardization.

**Article 25**  
**(Conformity degree of adopted BAS standard)**

- (1) BAS standard which is an adopted international/European standard in regard to the original document may have the following degrees of conformity:
  - Identical (IDT),
  - Modified (MOD).
- (2) Members of expert bodies of the Institute shall determine the necessary modifications in BAS standard in regard to the original international/European standard and propose their content.
- (3) A detailed description of the criteria and methods for determination of the conformity degree and rules for making modifications to BAS standards are given in the Internal regulations for standardization.

**Article 26**  
**(Preparation, adoption and publication of BAS standards)**

- (1) The process of preparation, adoption and publication of BAS standards is carried out in following phases:
  - Phase I - Acceptance of initiative and planning
  - Phase II – Identification of BAS draft standard
  - Phase III - Identification of BAS standards proposal
  - Phase IV - Adoption (approval), and publication of BAS standards
  - Phase V – Review of BAS standard.
- (2) Relevant documents are results of each phase.

**Article 27**  
**(Proposal for work on new BAS standards)**

- (1) Proposals for work on new BAS standards are given by the stakeholders, the Institute, the Council and standards institutions of the Entities. Along with argumentation of the proposal a document that can be accepted as a draft standard (pnBAS) should be attached, and/or give enough information about the document that can be used as the base for new standard.
- (2) Proposals for the work on new BAS standards shall be considered by the expert bodies of the Institute and the employees of the Institute from the point of view of:
  - Scope of the proposed BAS standards and stakeholders needs in BiH,
  - The importance and urgency of the adoption of proposed BAS standards,

- Possibility of accepting proposed document as a predraft (pnBAS) BAS standard, regardless it is a preparation of the original standard or adoption of the international/regional standards or the standards of other countries,
  - The necessary modification of the proposed document for its acceptance as pnBAS,
  - Normative references (standards, regulations, laws etc.),
  - Influence of the proposed BAS standard and technological, legal and economic aspects of its implementation.
- (3) When there is no adequate expert body, the Institute may establish competent temporary body which will give opinions and propose appropriate solutions regarding given subject.

**Article 28**  
**(Decision on the work proposal on new BAS standards)**

- (1) The Director of the Institute shall decide on the acceptance of proposals based on the opinion of expert bodies of the Institute, and determine the scope and content of activities to ensure the required quality of the predraft standard and its inclusion in the work plan of the Technical Committee.
- (2) Proposals are submitted and discussed at the Institute and its expert bodies throughout the year and in accordance with established priorities they are included in the work plans of the relevant Technical Committee.

**Article 29**  
**(Notification of accepted proposals)**

All accepted proposals for the activities on the development of new BAS standards and/or amendments to BAS standards, which are not identically taken over international/European standards must be notified (reported) in accordance with the provisions of applicable international and European legislation on notification.

**Article 30**  
**(Standstill principle of in the development of BAS standard)**

- (1) Decisions on the introduction or cessation of a standstill period for certain subjects of European standardization and corresponding deadlines shall be made by the competent authorities of CEN, CENELEC and ETSI.
- (2) From the date of the beginning of the standstill period, the Institute as an associate member of those organizations may not undertake any standardization action at the national level that could jeopardize the preparation of European standard for which the standstill period has been determined and may not publish new or revised standards that are not in line with existing European standard and/or European standard under preparation.
- (3) The standstill period shall apply only to an individual project for the development of a European standard, i.e. to a new subject of work accepted by the relevant European standards body with a clearly defined scope of application and a target date of issuance. It does not apply to areas of standardization or work programs as such.

**Article 31**  
**(Copyright and duplication rights)**

- (1) In accordance with Article 12 of the Law on Standardization of Bosnia and Herzegovina, BAS standards are issued as separate publications and are protected in accordance with the law and national and international copyright provisions.
- (2) The reproduction of BAS standard issued by the Institute, or parts thereof, in any form is prohibited without the written permission of the Institute. All copyrights and rights to use BAS standards issued by the Institute belong to the Institute.
- (3) The Policy of the Institute and the manner of distribution and sale of BAS standards in the territory of Bosnia and Herzegovina are defined in accordance with international and European copyright rules.

**Article 32**  
**(Technological innovation and competition)**

- (1) Standards shall not prioritize the products or services of any supplier or any particular group of people sharing a common economic interest or industry of any country or group of countries.
- (2) Whenever possible, for the sake of the greatest freedom of technological development, the requirements in standards must be expressed in terms of performance rather than design solutions and descriptions. This allows for greater freedom for technological innovations in design and production and encourages the free movement of goods in accordance with the public policy specified in international and European agreements.

**Article 33**  
**(Work programme of the Technical Committee)**

- (1) Work programme of the Technical Committee is part of the work programme of the state standardization, which is proposed by the Director of the Institute upon proposal of the Standardization sector and adopted by the Council. Standardization work programme includes the following data for each individual standard or other document:
  - designation and name of the expert body responsible for the preparation of standards,
  - reference designation of BAS standards,
  - title of the international/European or national standard that is the basis for the preparation, adoption and revision of BAS standards,
  - reference(s) designation(s) of international/European or national standard(s) that is (are) the basis for the preparation, adoption and revision of BAS standard, the conformity degree of BAS standard/according to the original document(s)
  - designation of the method proposed when adopting,
  - language designation(s) of the edition
  - ICS classification(s) number(s) of the area to which the document(s) belong,
  - current phase of development.

- (2) Standardization work programme is published at the web site of the Institute

**Article 34**  
**(Work Programme for the adoption of BAS standards and standardization documents)**

- (1) While preparing Work Programme for the adoption of BAS standards and standardization documents, the Institute shall take into account valid standards and other documents, and ongoing activities of expert bodies of international/European standards organization and documents of other countries if they comply with BiH requirements regarding health, safety and environmental protection.
- (2) The Institute shall annually publish the Work Program for the adoption of BAS standards and standardization documents in electronic form, which is approved by the Council, at the website of the Institute.

**Article 35**  
**(Pre-draft of BAS standard)**

Pre-draft of BAS standards can be:

- An original international/European standard or standard of other country (with whom the Institute have an agreement) proposed to be taken over by endorsement or republication method,
- A translation of international/European standard or standard of other country (having an agreement with the Institute),
- A completely new document prepared as a pre-draft of the original BAS standard.

**Article 36**  
**(Review and decision-making on the pre-draft of BAS standards)**

- (1) Depending on the method of organizing work at the Committee and in accordance with the Internal regulation for standardization, the pre-draft standards (pnBAS) shall be considered by the members of the Technical Committee and/or Work Group or Ad hoc Group and they shall determine the draft standards. All decisions regarding the draft standards, that are made by the members of the Work Group or Ad hoc Group, shall be verified by the parent Technical Committee.
- (2) Verification of the decisions from the previous paragraph can be done in writing, if there were no disputed issues and if approved by at least two-thirds of the members of the Committee casting a vote.
- (3) Decision to refer the draft BAS standards to public enquiry is made by the Technical Committee.

**Article 37**  
**(Up-to-date information on considered document)**

- (1) In case that up-to-date information contradicts the paragraphs or the entire document that is being considered, Technical Committee may return the document to the proposer for update, or can propose to the Institute to terminate further work on BAS standard.

- (2) Up-to-date information from the previous paragraph shall also include information regarding preparation of international/European standards related to BAS standard under preparation.

**Article 38**  
**(Public enquiry on draft BAS standards)**

- (1) Proposals of the Technical Committee for public enquiry on draft BAS standards shall be submitted to the Institute where the completeness of documentation is being checked and the beginning of public enquiry that shall be published at the web site of the Institute is being determined. When announcing public enquiry, general information on availability of documents at the Institute are given where the comments on draft BAS standards in defined deadline and following specific information shall be submitted:
- Designation and title of the Technical Committee which proposes draft BAS standards,
  - Reference(s) designation(s) and title(s) of the draft BAS standards,
  - Reference(s) designation(s) and title(s) of original documents and the degree of conformity,
  - ICS classification number(s) of the area document,
  - Reference(s) designation(s) and title(s) of the documents to be replaced and/or withdrawn in case of publishing new BAS standard,
  - Designation of an EU Directive(s)/Resolution(s) with which the document is harmonized.
  - Phase of development with the date of the standard the end of public enquiry
- (2) The Institute is obliged to provide all stakeholders with an overview of draft BAS standards in paper or electronic form.

**Article 39**  
**(Objections/comments to the draft(s) BAS standards)**

- (1) Deadline for submission of objections/comments on the proposed draft(s) BAS standards is at least 60 (sixty) days from the date of publication of the public enquiry on the web site of the Institute and, if necessary, it can be shortened to at least 30 days, which should be approved by the Director of the Institute.
- (2) Objections/comments on draft BAS standards shall be submitted to the Institute and the coordinators at the Institute shall prepare a report on conducted public enquiry.
- (3) Members of the Technical Committee shall consider objections/comments to the draft BAS standards, submitted during public enquiry and accept or reject them.

**Article 40**  
**(Decision on establishing proposal of BAS standards)**

- (1) Decision on establishing proposal of BAS standards (psBAS) and its reference to a further procedure shall be approved by at least two-thirds majority of members of the Committee casting vote.

- (2) The Chair of the Technical Committee can make a decision on establishing the psBAS and referral of document(s) to further procedure based on the written statement of Technical Committee members. Members of the Technical Committee may also authorize the Chair to make a decision on establishing proposal of BAS standards and its referral to further procedure.
- (3) Decisions from paragraphs (1) and (2) of this Article can be made only if there were no comments during the public enquiry, or those comments has been related to misprint, which have no influence to the content of the standard.
- (4) The Chair of the Technical Committee shall submit a report regarding decisions from paragraph (2) of this Article at the first next session of the Technical Committee.

**Article 41**  
**(Decision on approval and publication of BAS standards)**

- (1) The Director of the Institute shall decide on the approval and publication of BAS standards based on:
  - Proposal for approval of BAS standards or group of BAS standards,
  - Summary reports on the progress of preparation of BAS standards.
- (2) Documents from the previous paragraph shall be signed and approved in accordance with the authority of the:
  - Chair of the Technical Committee and Assistant Director for Standards,
  - Director of the Institute.

**Article 42**  
**(Publishing and archiving BAS standards)**

- (1) BAS standards shall be issued as separate publications of the Institute, and shall be published at the web site of the Institute and/or in the Bulletin of the Institute.
- (2) The text of BAS standards and the accompanying documents for approval and publication, including the decision referred to in paragraph (1) of Article 41 of this Rulebook, shall be filed at the Registry of the Institute.
- (3) The Standardization Department of the Institute shall provide information on published BAS standards to the Information and Documentation Department of the Institute.

**Article 43**  
**(Taking over other documents)**

- (1) Technical Committees may recommend taking over other documents prepared and published by international/European organization for standardization.
- (2) Documents from the previous paragraph may have a normative and/or informative character and retain the type and purpose as the original documents after taking over.

**Article 44  
(Complaints)**

- (1) The members of the expert bodies of the Institute and all other users of services and products of the Institute with head office or residence in Bosnia and Herzegovina shall have the right to object to the work of the Institute.
- (2) Complaints may be of administrative (refer to the work of the Institute and its expert bodies) or technical nature (refer to a particular standardization document).
- (3) The complaint must contain the reason for the objection, the detailed explanation supported by the facts and the signature of the complainant.
- (4) The details of the complaints are provided in the Internal regulations for standardization.

**PART FOUR - AMENDMENTS, CORRECTIONS AND REVIEW OF STANDARDS**

**Article 45  
(Corrigenda and amendments to BAS standards)**

- (1) Corrigenda and amendments to the original BAS standards are prepared and issued using the same procedure as the original BAS standards.
- (2) Corrigenda and amendments to the international/European standards which are taken over as BAS standards are adopted as separate documents using the same procedure and they are added to a basic standard.
- (3) Already published corrigenda and amendments of international/European standards are adopted as a single document or as a separate documents, depending on the method applied.

**Article 46  
(Decision on the approval and publication of corrigendum of the text of BAS standard)**

- (1) Omissions in the final text of BAS standards, made during its final processing, can be eliminated by corrigendum.
- (2) The Director of the Institute shall decide on the approval and publication of corrigendum based on the proposal of the Chair of the Technical Committee.

**Article 47  
(Review of BAS standards)**

- (1) Technical Committee must review standards in their work area and conform it to the latest scientific and technological knowledge as well as the latest international/European standards and stakeholders requirements. Review of original BAS standards is carried out once in a 5 years period. Review of the BAS standards, which are adopted international/European standards are related with the activities of corresponding bodies that prepared the original document. It is therefore necessary to

monitor and/or participate in the work of corresponding bodies of international/European organizations for standardization.

- (2) Review of standards is planned and is part of regular activities whose results are:
  - Revision of standards
  - Confirmation of standards, and
  - Withdrawal of standards.
- (3) Revision of standards is performed using the same procedure as for preparation and publication of new standard.
- (4) Decision on the replacement and/or withdrawal of standards, that are put out of use after inspection, is made by the Director of the Institute based on a proposal of corresponding Technical Committee. Information on revised, confirmed, and withdrawn BAS standards is published on the web site of the Institute and/or in the Bulletin of the Institute.

#### **Article 48 (Publication of BAS Standards)**

- (1) BAS standard and its amendments, corrections and other standardizing documents are published as separate publications in languages in official use in Bosnia and Herzegovina and/or language(s) of the original document. National foreword must contain information on which version is valid in case of dispute.
- (2) Except as provided for in paragraph 2 of this Article, in cases where the Institute does not have the necessary human and financial resources that all adopted standards be published in all three languages that are in official use in Bosnia and Herzegovina, the standards can be translated into one of official languages that are in use in Bosnia and Herzegovina.
- (3) The decision on the choice of the language on which a particular standard will be published, and taking into account the equal representation of all three languages that are in official use in BiH, within the meaning of paragraph (2) of this Article, is adopted by the Council for Standardization of Bosnia and Herzegovina
- (4) The structure and method of displaying BAS standards should be uniformed and in accordance with applicable Internal regulations for standardization.
- (5) The format and paper quality for printing BAS standards should be in accordance with Internal regulations for standardization.

### **PART FIVE –DESIGNATION OF BOSNIA AND HERZEGOVINA STANDARDS AND OTHER STANDARDIZATION DOCUMENTS**

#### **Article 49 (Designation of original BAS standards)**

- (1) The designation of original Bosnia and Herzegovina standards consists of alphabetic and numeric part.



- (2) Alphabetic part of the designation is presented by an abbreviation “BAS” that, registered without additional alphabetic characters, classifies the document as the original Bosnia and Herzegovina standard.
- (3) The numeric part of the designation indicates the number of the register office of original BAS standards under which the standard is registered.
- (4) Registration of original BAS standards shall start from number 1000.
- (5) Standards reference number results by adding year/date of publication, separated by colon to the original standard designation. Reference number is listed in the catalogues, reviews and dated reference to standards. Standards reference number may contain language designation of the edition.
- (6) The release year is the year/date when the standard was published.

Example:

BAS 1055:2014

#### **Article 50 (Designation of adopted standards)**

- (1) The designation of Bosnia and Herzegovina standards, resulting from adoption of an international/European standard and the standards of other countries and standards organization, is formed by putting BAS abbreviation in front of the designation of an adopted standard, separated by a blank character.
- (2) BAS standard reference number from the previous paragraph is formed, in accordance with Article 52 of this Rulebook, by adding the year/date of publication as Bosnia and Herzegovina standard to a designation.

#### **Article 51 (Examples of designation of adopted standards)**

In the catalogues, reviews and on the title page of a standard along with a BAS standard reference number that is adopted international/European standard, where suitable, insert the reference number of original international/European standard and designation of conformity degree, each separated by comma.

Examples:

BAS EN 45020:2009 (EN45020: 2006, IDT; ISO/IEC Guide 2:2006, IDT)

BAS EN ISO 9001:2015 (EN ISO 9001:2015, IDT; ISO 9001:2015, IDT)

BAS EN ISO/IEC 17025:2006 (EN ISO/IEC 17025:2005, IDT; ISO/IEC 17025:1995, IDT)

BAS ISO 3833:2003 (ISO 3383:1977, MOD)

BAS DIN 5684:2003 (DIN 5684-1:1984, IDT)

#### **Article 52 (Designation of other standardization documents)**

Article 50 of this Rulebook applies as well to designation of other Bosnia and Herzegovina

standardization documents resulted by adopting relevant documents of international/European standardizing organizations.

Examples:

BAS IEC/TR 61294-4:2013 (IEC/TR 3 61294:1993, IDT)

BAS CR ISO 13434:2010 (CR ISO 13434:1998, IDT; ISO/TR 13434:1998, IDT)

### **Article 53**

#### **(Designation of amendments and corrigenda of original BAS standards)**

- (1) Designation of the amendments and corrigenda to the original BAS standards are formed by adding additional alphabetical and numeric designation to the reference number of basic BAS standard:
  - for the amendment: A
  - for the correction: Cor
- (2) The numeric designation indicates the number of the amendment/corrigendum.
- (3) Additional designation is separated from basic BAS standard reference number by slash.

### **Article 54**

#### **(Example of designation of amendments and corrigenda of original BAS standard)**

Reference number of amendment/corrigendum of original BAS standards includes its designation and publication year of the amendment/corrigendum.

Examples:

BAS 1002:2014/A1:2014

BAS 1002:2014/Cor1:2014

### **Article 55**

#### **(Reference designation of adopted standards)**

BAS standard reference number that is adopted international/European standard, with all amendments/corrigenda involved, issued prior to adoption, contains only a designation of adopted standard with the year of its publication as BAS standard. Reference number of adopted standard shall be entered at a suitable place and all included amendments connected by addition sign, as well as the designation of conformity degree.

Examples:

BAS EN 26:2003 (EN 26:1997+AC:1998+A1:2000, IDT)

BAS EN 125:2003 (EN 125:1991+A1:1996, IDT)

BAS EN ISO 22000:2010 (EN ISO 22000:2005+AC:2006, IDT; ISO 22000:2005+Cor 1:2006, IDT)

## **PART SIX – REGISTER AND CATALOGUE OF BAS STANDARDS**

### **Article 56 (Central register of BAS standards)**

The Institute shall keep a Central register of all BAS standards (BAS SMIS), containing reference designation and title of BAS standards in the official languages in BiH, number and year of its publication, the designation(s) of language of the edition, ICS designation, reference number and title of the adopted standard/document, the status of standards, designation of the Technical Committee that prepared the standard, reference number of the Decisions for approval of BAS standards and the Bulletin number in which standard was published, as well as standards designations which specified standard replaces and other information.

### **Article 57 (Catalogue of BAS standards)**

The Catalogue of BAS standards is publicly available at the website of the Institute (<http://www.bas.gov.ba>) in languages that are in official use in Bosnia and Herzegovina and in English, and contains: the reference designation and the title of BAS standards on one of the official languages in BiH, edition number, designation of edition language, ICS designation, reference designation and title of the standard/document taken, as well as the degree of conformity of BAS standard with the adopted standard/document, the status of BAS standard, designation of the Technical Committee that prepared the standard, the number of the Decision for approval of BAS standard, the Bulletin number in which BAS standard was published, and the designation(s) of the standard that BAS standard replaces, the designation(s) of the EU directive(s)/Regulation(s) with which the adopted document is harmonized and the phase of the development of BAS standard.

## **PART SEVEN - FINAL PROVISIONS**

### **Article 58 (Publication)**

This Rulebook shall be published in the „Official Gazette of BiH“.

### **Article 59 (Termination)**

With the entry into force of this Rulebook, the Rulebook on the Procedure for the Preparation, Adoption and Publication of BiH Standards (“Official Gazette of BiH”, No. 49/09) shall cease to apply.

### **Article 60 (Entry into force)**

This Rulebook shall enter into force eight days after its publication in the „Official Gazette of BiH“.

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16 April 2018  
Istočno Sarajevo

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President  
of the Council for Standardization  
of Bosnia and Herzegovina  
Enisa Brka

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