

UL Standards’s Development Process for Canada

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Procedures Governing UL Standards Development Process for Canada

1 General Provisions

1.1 Scope of Procedures - These Procedures cover the process of developing and revising UL Documents and the role of the Standard Technical Panels (STPs) in this process. Rules concerning the establishment and operations of STPs are provided as well as criteria for striving for a balance of interests within the membership. These Procedures also stipulate voting procedures and provide detailed requirements for the consideration of all negative votes and all public comments.

1.2 UL Guidelines - UL may adopt guidelines to supplement but not conflict with these Procedures. These shall take the form of Guidelines adopted and administered according to 1.2.3.

1.2.1 References to UL – For the purposes of these Procedures, the term UL refers to Underwriters Laboratories Inc Standards Department.

1.2.2 Canadian Considerations – UL shall consider Canadian interest, Canadian economy, sustainable development, health, safety, and welfare of the public and consumer interest when developing standards in Canada.

1.2.3 Supplemental Guidelines - Guidelines shall include those key directives of UL that deal with the governance of STPs. Such guidelines shall be approved by the Vice President of Standards. Proposals for new guidelines or amendments may be submitted to the Vice President of Standards in writing. The Vice President of Standards shall inform the submitter in writing as to the disposition of his or her proposal. Guidelines shall be published and available on request.

1.3 Definitions - The following terms, used in these Procedures, shall have the meaning indicated below:

UL Standard— a document that has been developed and established with the consensus principles of the Standards Technical Panel and that meets the approval requirements of UL's procedures in Canada. This may be a UL Standard for Canada or a CAN/UL Standard.

Appeal — any request submitted in writing to UL for the adoption, reversal, or modification of any procedural action or inaction taken by the STP or UL at any time in the document development process. Safety issues, code conflict issues and membership issues are also appealable as described in 5.3.

CSDS (Collaborative Standards Development System) - UL's paperless, web-based standards development system solely used to submit proposals, comment, and vote on proposals at any time of the day from any computer with internet access that meets the minimum system requirements. CSDS is the only means in which to participate in UL's standards development (submitting proposals, voting and commenting). The system can be found at <http://csds.ul.com>.

Comment — a position (for or against), opinion, observation, explanation, criticism or recommendation concerning an STP Proposal, expressed in writing in accordance with 3.3. It can also mean a technical justification of a negative vote or an explanation of an abstention or affirmative vote.

Consensus – the judgment arrived at through the balloting and review procedures of these Procedures.

Co-Published Standard - A standard that is co-published with other Standards Development Organizations (SDOs) such as Canadian Standards Association (CSA), Asociacion de Normalizacion Y Certification (ANCE), International Society of Automation (ISA), or ULC.

Discussion – remarks made about a Comment in a CSDS Work Area. Discussions will not receive an official response.

Editorial Changes – those changes (such as spelling, sentence structure, punctuation, changes to appropriate format, updating standard titles, and replacing reference to withdrawn standards when there are no substantive changes, etc) that do not change the meaning, scope, or intent of the standard.

Meeting Report – a summary of discussions and actions taken at an STP meeting.

Member — a person, regardless of voting status, who serves on an STP.

National Standard of Canada (NSC) – A standard prepared or reviewed by an accredited Standards Development Organization (SDO) and approved by the Standards Council of Canada (SCC).

Project — a technical activity defined by an approved scope within which an STP functions to develop or maintain one or more Standards.

Proposal — a suggested revision to a UL Standard or a new UL Standard submitted in accordance with 3.1.

Proposal Document – a proposal or proposed standard under consideration of the STP.

Public Review Participant – a person who participates in a CSDS Work Area as a result of a notice on the UL website or a subscriber to a CSDS account who submits comments.

Reaffirmation — continuation of an existing CAN/UL Standard without change except for updated numbering and editorial adjustments for those Standards that have not been revised in a 5-year period.

Recommendation — STP action on a Proposal or Comment taken at an STP meeting.

Second Level Review – a second level review administered by UL to ensure compliance with UL’s procedures and SCC procedures.

Standards Technical Panel (STP) - a group of individuals representing a variety of interest categories formed to provide input on new or revised UL standards. The STP is responsible for providing proposals, and reviewing and balloting proposals. The group may also meet to discuss UL standards-related issues. It serves as the consensus body for UL Standards. Alternately, these consensus bodies may be called a technical committee or similar descriptive name as situations dictate.

Substantive Changes – a substantive change in a UL Standard is one that directly and materially affects the use of the standard. Examples of substantive changes include:

- a) Modification of "shall" to "should" or "should" to "shall";
- b) Addition, deletion or revision of requirements, regardless of the number of changes;
- c) Addition or deletion of mandatory compliance with referenced standards;
- d) Revision of date of referenced code or standard; or
- e) Modification that changes the intent, scope, or meaning of the standard or has an impact (either positive or negative) on those affected by the standard.

Task Group — an ad hoc group appointed by the STP Chair to address a specific topic or issue within a standard.

1.4 Authority – UL has issued the following Procedures, which it can amend from time to time and waive or supplement, in whole or in part, at any time or times at its discretion, while maintaining compliance with the CAN-P.

1.5 Conflicts with Recognized Installation Codes— Regulators have relied on UL Standards being compatible with nationally-recognized, consensus-based installation codes. This allows the Regulators to act with confidence in accepting products for installation within their jurisdiction. It is UL’s policy that its standards not be in conflict with recognized national installation codes. If a proposal that would bring the standard into compliance with the code is defeated, then the STP decision is appealable. If a proposal is submitted to UL and approved by the STP, causing the standard to be in conflict with the code, then the STP decision is appealable.

2 Establishment and Operation of Standards Technical Panels

2.1 Establishing and Dissolving Standards Technical Panels

2.1.1 General – UL is responsible for establishing and dissolving STPs.

2.1.2 Membership –UL is responsible for determining the size and membership of each STP in accordance with 2.2. Membership for a new STP shall be enlisted through a request to submit applications from UL and through a call for members on UL’s Standards website.

2.1.3 Structure - Each STP should have a Chair or Co-Chairs, a Project Manager, and may have assigned task groups to handle specific assignments.

2.1.3.1 Appointment of STP Members and Their Tenure - The Chair and Project Manager shall be appointed by the Vice President of Standards. The STP Members after applying for membership shall be appointed by the STP Chair if selected. Those STP Members who consistently neglect to return ballots, consistently abstain on ballots, or otherwise exhibit lack of interest, knowledge, or responsibility may be removed for the stated causes at any time. If an STP Member does not return two consecutive ballots, a warning may be sent to the STP Member stating that failure to return the next ballot may result in removal from the STP.

2.1.3.2 Change of Status - When the status of a Member changes, including changing employment, organization represented, or funding source, the individual’s continued membership is contingent on submitting a new application for membership to the STP Project Manager. The change in status of the applicant, including any change in classification, shall be considered by the STP Chair when reviewing the request for membership and does not guarantee acceptance.

2.1.3.3 Appointment of Chair - The Chair shall be appointed by the Vice President of Standards and is a typically from UL and a non-voting member, if from outside of UL, the Chair may be a voting member. The responsibilities of the Chair are as follows:

- a) Provide leadership to the STP and ensure that the process is conducted in an efficient, effective, and timely manner;
- b) Schedule meetings as needed;

- c) Preside over meetings and ensure that due process is followed, order is maintained and all members have the opportunity to participate;
- d) Coordinate selection of Task Group members and establish the specific assignment to be addressed by such Task Group;
- e) Review STP applications and determine whether applications can be accepted, put on Applications Pending list, or rejected. Chairs also make decisions regarding changes in membership category and the possible termination of existing member;
- f) Maintain knowledge and expertise on procedures; and
- g) Review ballot packages when there is no need for a meeting.

2.1.3.4 Appointment of Project Manager – The Project Manager is appointed by the Vice President of Standards. In most cases, the Project Manager is a UL Standards Department Staff person, in which case the Project Manager would be a non-voting member. However, a member of the STP not employed by UL may be appointed by the Vice President of Standards to serve as Project Manager, in which case the Project Manager could be a voting member unless there is already a voting member from their organization on the STP. The responsibilities of the Project Manager are as follows:

- a) Support STP Chair by performing specific tasks related to Chair responsibilities;
- b) Assist the STP with workflow, act as a central starting point for all incoming questions and need for assistance with any Standards related activity;
- c) Prepare proposal documents in accordance with UL guidelines;
- d) Issue proposal documents (in UL CSDS) to STP members for voting and commenting;
- e) Coordinate STP Applications and maintain STP membership roster;
- f) Communicate with the Chair on changes in STP membership, availability of meeting dates and places, and the like;
- g) Maintain voting records and other relevant document or records;
- h) Develop agendas for and reports of STP meetings;
- i) Prepare all required forms;
- j) Coordinate meeting details;

k) Maintain and post on UL's website, the Work Program at least every six months in accordance with ISONET rules: and

l) Maintain knowledge of CAN-P procedures and serve in an advisory capacity and assist the STP to achieve compliance with these Procedures.

2.1.3.5 Task Groups – The STP Chairs may at their discretion create Task Groups to address a specific topic or issue. The Task Group shall be appointed and discharged by the Chair. Persons serving on a Task Group need not be Members of the STP. Such a group need not be balanced by interest. The Chair of the Task Group shall be selected by the STP Chair and shall be responsible for determining when general consensus is achieved within the Task Group. The Task Group shall forward recommendations to the STP for action.

2.1.3.6 Continuing Jurisdiction - Each UL Standard issued by UL shall be under the continuing jurisdiction of an appropriate STP. It shall be the responsibility of each STP to review periodically the Documents for which it is responsible to ensure that they are kept current and to consider suggested revisions. SCC approval needs to be maintained through new edition or reaffirmation every 5 years.

2.1.3.7 Duration of an STP - Each STP shall continue until discharged by the Vice President of Standards or consolidated with another STP or reorganized into new STPs.

2.2 Membership of STPs

2.2.1 Endorsement Not Constituted - Membership on an STP shall not in and of itself constitute an endorsement of UL, or of any Document developed by the STP on which the Member serves.

2.2.2 Types of Membership - Membership shall be limited to Voting and Nonvoting types.

2.2.2.1 Voting Members – Voting members of the STP shall consist of the following interest categories for standards establishing product requirements or requirements for the installation and/or servicing of products or systems:

a) **Producer** – For standards establishing product requirements, a representative of a company that is engaged in the manufacture of products covered by the standard. For standards establishing requirements for the installation and/or servicing of products or systems, a representative of a company that is engaged in the installation and/or system servicing. A company which contracts out operations (such as fabrication and/or assembly for product manufacturing), but still retains some control of the overall process, (including for example, performance of such major functions as research and development, design, ownership of tools and dies, production scheduling, quality control and wholesale

distribution for product manufacturing) is also considered to be a producer. A consultant or agent who represents a producer is considered a producer.

b) Supply Chain – component producers for an STP responsible for standards covering end products, or end-product producers for an STP responsible for standards covering components; and installers, distributors, and retailers. Manufacturers who have no manufacturing facilities for the products covered by the STP, but solely use contract manufacturers to make the products are considered part of the supply chain category. Wholesale or retail purchase-resellers for products made by other companies are also considered as part of the supply chain category.

d) Regulators - those involved in the regulation or enforcement of the requirements of codes and standards at the regional (e.g. province) and/or local level. The regulators may be a regional or local department or individual such as a fire chief; fire marshal; chief of a fire prevention bureau, insurance official, labor department, or health department; building official; electrical inspector; or others having statutory authority.

e) Government – Representatives from national government agencies. Also, representatives of regional (e.g. province) or local government bodies that do not fall under the category of Regulators.

f) Consumer - consumer organizations, consumer departments at universities, home economic departments at universities, professional consumers, individuals who use the product or service as part of their livelihood and are not eligible for STP membership under another interest category.

g) General Interest –consultants (see 2.2.2.3), members of academia, scientists, special experts, representatives of professional societies, representatives of trade associations, representatives of non-governmental organizations, representatives of companies that only private-brand label products (made by another manufacturer) covered by the STP, and other individuals etc that are not covered by the other participation categories.

h) Commercial / Industrial Users – organizations that use the product, system, or service covered by the applicable standards under the STP in a commercial or industrial setting. Examples include a restaurant owner/operator serving on an STP for commercial cooking equipment, or a gas station owner/operator serving on an STP for flammable liquid storage tanks. Representative of organizations that produce products, systems, or services covered by the standard, whose organization also use the product, systems, or services, are not eligible for STP membership under this category.

Producers, consumer representatives, and regulators shall reflect Canadian national interest. Foreign nationals shall be permitted as producers when there are few to no

producers in Canada. Non-Canadian participants will be allowed on the STPs in the other interest categories as long as balance requirements are met.

If the STP Chair believes there is a discrepancy with between an applicant's self declared interest category and UL's defined with the interest categories, the STP Chair makes the decision of classification based on the STP application and provided resume and notifies the applicant of the change of status. Decisions are appealable within 30 calendar days of notification of the classification.

Note that not all interest categories need to be represented.

2.2.2.1A For standards other than those establishing product requirements or requirements for the installation and/or servicing of products or systems, it may be necessary to define interest categories different than those listed in 2.2.2.1. In such cases the definitions of interest categories specific to the standard will be posted on UL's website and the interest categories will comply with the definitions of balance.

2.2.2.2 Nonvoting Members - A person meeting the requirements of 2.2.4.2 may be appointed as a Nonvoting Member if the Chair determines that such an appointment serves a useful purpose. Nonvoting Members may serve in an advisory, corresponding, or liaison capacity. UL may have a technical representative as a nonvoting member.

2.2.2.3 Consultants - A consultant retained by a company or organization, whereby the arrangement includes representing it on an STP, shall be considered the same classification and voting interest as the organization by which the member is retained. If a consultant is solely retained by one company or organization to do work in the area covered by this STP, that company or organization can not be on the STP also. A consultant must declare to UL when they are representing the interests of another company. This information may be added to the members roster information (see 2.2.4.2). A member who consults for multiple organizations of exclusively the same classification shall be classified in accordance with their principal business activity. A member who consults for a variety of interests shall be classified as a General Interest participant.

On occasion, however, independent consultants in this category may be retained by a client to advocate on behalf of the client with regard to a specific issue or issues before the STP. As to these specific issues, the independent consultant shall not be regarded as a General Interest participant because to do so may result in a balance of interests that was not intended. Therefore, the consultant shall abstain from voting on any proposal, comment or other matter relating to those issues for which they are being retained.

2.2.3 Multiple Representation - Normally there can be only one official voting member from a company/organization on an STP. This also applies to consultants for a company. However there are instances where two or more representatives with the same parent organization may serve as voting members of the same STP.

- a) One division of a company produces an end product, while another division produces a component used in the end-product covered by the scope of the standard(s) under the jurisdiction of the STP. In this case, one is a Producer and the other is Supply Chain.
- b) Smaller companies with the same parent company if the individual company brand names and organizational structures remain in place and companies' brands compete against each other in the marketplace.
- c) Different divisions within a company that make different products that compete with each other in the marketplace.

Any organization requesting multiple representation shall provide a written request to the STP Project Manager stating the compelling reason why such representation is needed. The Chair shall review the justification and render a decision. The Chair may deny membership if there is reason to believe the applicant does not meet the intent of the requirements for membership.

2.2.4 Qualifications for Membership - Qualification for Membership is based on all the information available to the UL Standards Department Staff, including the information provided in the candidate's Application as specified in 2.2.4.2. Membership is on an individual basis rather than company-based. Request for a company replacement of a member shall be considered by the STP Chair when reviewing the request for membership and does not guarantee acceptance.

2.2.4.1 Application Process - Information to be included in a candidate's Application for Membership and how UL is to review and act on this information is specified in 2.2.4.2 and 2.2.4.3.

2.2.4.2 Applications for Membership - Each candidate for membership shall submit an application to the STP Project Manager providing the following information:

- a) Evidence of knowledge and competence in the work of the STP,
- b) Assurance of ability to participate actively, including responding to correspondence, reviewing proposals, commenting on proposals (as appropriate), and voting on proposals,
- c) Relationship of applicant to the Scope of the STP,
- d) What organization, company, representation, etc., the applicant would represent,
- e) Whether the applicant would have an instructed vote and, if so, by and on behalf of whom; and whether the organization, in instructing its representative, can meet the time constraints imposed by the Procedures,

- f) What person or organization would fund applicant's participation. This information is mandatory for consultants,
- g) Agreement to notify the STP Project Manager of a change in employment, organization represented, or funding source. This will require a new application to be completed,
- h) What organizations or companies that are members on the STP does the consultant represent, and
- i) What types of customers an applicant that is a consultant has in their job history.

The STP Project Manager shall review applications with the STP Chair for approval (2.1.3.1)

2.2.4.3 Action on Applications for Membership - The STP Chair may appoint a member, hold the application pending further information, reject an application, or take such other action as it deems necessary. Appointment shall be based on:

- a) Qualifications of the applicant under the provisions of 2.2.4,
- b) Limiting the size of each STP to a manageable working group depending on the nature of the standard, and
- c) Maintaining a balance of interests within the membership. If any individual or organization has applied for and has been denied membership, the individual or organization may appeal to the Chair, then if still not satisfied, they may file an appeal with UL's Appeals Panel for purposes of reconsideration.

2.2.5 Balance of Interests - Normally, balance is considered achieved if no single interest category constitutes more than a third of the membership of the STP. However if the desired balance cannot be achieved despite reasonable attempts to recruit a more balanced membership, then the efforts shall be documented by the STP Project Manager and the STP can proceed to function as the consensus body, while efforts to recruit new members continue. In no case shall an STP be formed with more than 50 percent of the membership on the STP in one interest category. If an STP member resigns after an STP is formed and that resignation causes one interest category to have more than 50 percent of the membership, then immediate action shall be taken to recruit needed interest categories to bring the STP within the balance range. If an interest category is over the one-third of the total membership target, UL reserves the right to deny additional membership to that membership category.

2.3 Powers and Duties of Standards Technical Panels

2.3.1 General Responsibilities

2.3.1.1 Scope of Work - The work of each STP shall be:

- a) In accordance with the Scope as approved by UL,
- b) In accordance with any guidelines subsequently issued by UL,
- c) Consonant with the mission of UL, as appropriate,
- d) Consonant with the elements of the Canadian national public interest, and
- e) Without conflict of interest and In accordance with the Code of Ethics for UL Standards Technical Panel (STP) Members.

2.3.1.2 Activity Within Scope - Consonant with the publishing Guidelines of UL, each STP shall:

- a) Prepare and/or process proposed Standards,
- b) Prepare and/or process Proposals and Comments to amend or reaffirm existing Standards.

2.3.2 Meetings – Though it is not necessary for STPs to meet for business to be conducted, Chairs may call meetings at such times as may be necessary and convenient for the transaction of business. Before issuing a call for such a meeting, the Chair may consult with others as necessary to be apprised of other meetings or other scheduled events that may affect attendance at the proposed meeting. Special meetings called for the purpose of handling items of an emergency nature shall not be subject to the above scheduling constraints. In addition, STP members may request a meeting for the purposes of comment resolution or other standards related issues.

2.3.2.1 Meeting Notices - Notice of each meeting shall be sent to the STP Members through CSDS. A general STP meeting notice will be posted on the UL CSDS website.

2.3.2.2 Distribution of Agenda to STP Members – Normally, the Project Manager should post in CSDS an appropriate agenda at least four weeks in advance of the meeting date. In cases where including the supporting material would delay the release of the agenda within the four week timeframe, then the supporting material may be posted in CSDS separately in advance of the meeting date.

2.3.2.3 Types of Meetings - The preferred manner to hold meetings shall be with all participants at the same physical location. Any cost burden for attendance and participation are the responsibility of the STP Member or guest unless special arrangements are made with UL.

2.3.3 Transaction of Business - The transaction of business at STP meetings shall be governed in order of precedence, first by these Procedures and second by any applicable UL Supplemental Guidelines.

2.3.3.1 Conduct of Meeting - Official voting is conducted by electronic ballot through CSDS. At the Chair's discretion, certain "unofficial" voting may be conducted at meetings to resolve differences in competing proposals, provide direction, or for comment resolution to be followed up by a letter ballot to all STP members.

2.3.3.2 Attendance - STP meetings for standards related issues are open to those materially affected by the proposals being discussed; however Task Group meetings are not required to be open. Permission for non-members to attend an STP meeting must be requested via UL CSDS in advance of the meeting. The Chair reviews the attendance requests.

2.3.3.3 Participation – The following guidelines apply to participation at STP meetings:

- a) Guests are normally permitted to participate in the discussion at STP meetings, although participation may be limited by the Chair to Members when the need arises, such as the number of guest is too large to effectively manage. A Request for a Guest to attend an STP meeting is to be made via UL CSDS in advance of the meeting. When a guest addresses the STP, equal opportunity shall be afforded those with opposing views. The Chair may designate the time allotted for any such addresses.
- b) If a Member cannot attend, a designated representative from the same organization (i.e. a substitute) may be sent to express the views of the absent Member. The representative shall not be privileged to vote or make motions. Identification of a substitute to attend a meeting in place of an STP member is to be made via UL CSDS in advance of the meeting. The designated representative shall be identified to the Chair in advance of the start of the meeting.
- c) If attendance by a Member is not possible, written commentary may be submitted in advance of the meeting.
- d) Videos, slides, overheads, and similar visual aids may be allowed during meetings of STPs and Task Groups. The review of samples of nonhazardous products and materials may be allowed.
- e) Physical demonstrations, experiments, or simulations may be allowed during meetings of STPs or Task Groups at the Chair's discretion.
- f) UL may provide funding to STP members who are consumers, regulators, academia, or representatives of government agencies to attend a meeting if requested to do so.

2.3.3.4 Meeting Report – A report of each meeting shall be issued without undue delay by the Project Manager, or a duly appointed individual acting at the direction of the Chair or Project Manager. No other report shall be authorized. The report shall, at a minimum, include the time and place of meetings, names and affiliations of all persons attending, and the actions taken. STP and Task Group meetings shall not be recorded verbatim by any means unless authorized in advance by the Chair and announced before the start of the meeting. If the request is approved, UL will make the recording and the requester will be asked to compensate UL for the associated costs. The original recording will remain the property of UL.

2.3.4 Voting Procedures and Privileges - Each voting Member shall have one vote in the affairs of the STP on which the Member serves.

2.3.4.1 Voting by Proxy - Voting by proxy shall not be permitted.

2.3.4.2 Voting at Meetings and Ballots

a) **Voting at Meetings** – As described in 2.3.3.1, certain actions decided during STP meetings, at the discretion of the Chair, shall be supported by at least a simple majority of the voting members at the meeting. In calculating the vote, those who abstain shall be omitted from the calculations. Voting in meetings is to establish a sense of agreement, but only the results of ballots shall be used to determine consensus.

b) **Ballots** - Consensus votes of Members shall be secured by electronic ballot in CSDS.

2.3.4.4 How Members May Vote on Ballots - Voting options on a ballot to the proposals under consideration are Affirmative, Negative, or Abstain. Only voting STP members can submit an official ballot. Non-voting members may submit comments on the proposal.

a) **Affirmative Votes with Comments** - If comments accompany an affirmative vote, the vote is considered affirmative regardless of the content of the comments. The affirmative with comments will be recirculated if there is any negative vote or any substantive change. If the voter intends to submit a "conditional" affirmative, meaning that the vote is affirmative only if the accompanying comment is accepted, then the vote should be submitted as a negative vote.

b) **Negative Votes** - In order to receive consideration, all negative votes must be accompanied by an explanation which should clearly explain the member's technical reasons for objecting to the proposal. Where possible, recommendations for a solution to the problem raised should be included in the explanation of the vote.

c) **Negative Votes Without Comments (or comments not related to the proposal)** - While this is not an option, a negative ballot not accompanied by supporting written reasons, will be recorded as a “negative without comment” and is not required to be responded to, recirculated to the STP, or notified of right to appeal. This also applies to negatives with comments not related to the proposal under consideration and negatives with comments on certification issues (see 3.3.6). These types of negative votes shall not be factored into the numerical requirements for consensus (in other words, will be treated similar to abstentions in the numerical calculation of consensus).

d) **Abstain Votes** - An abstain vote should be accompanied by an explanation for abstention. There will be no right to appeal given for abstained votes and any associated comments will not be responded to or recirculated to the STP. Consistent abstention voting shall cause the Chair to review the membership status of the Member and may be cause for removal per 2.1.3.1.

2.3.4.5 Eligibility to Vote on Ballots - A Member eligible to vote is generally the Member of record as of the date of the ballot. However, new Members may be added to the STP and will be permitted to vote on the item out for ballot if the Member is added before the halfway point of the original ballot period, and agrees to vote within the time constraints of, the ballot period. Members added after the halfway point of a ballot period will not have voting privileges during this ballot cycle, but will have the ability to comment.

2.3.4.6 Member Resignation During Balloting Period - If, during the balloting period, UL is notified in writing that an STP member is resigning from the STP and the member has not voted on the balloted item, the STP member shall be removed from the consensus body and will not be included in the numerical calculation of consensus. This also applies if resignation occurs during a ballot extension that was granted equally to all unreturned voters. If a member votes negative and then resigns from the STP before comment resolution and recirculation is completed without reaffirming or changing their vote, the vote will be considered as a negative without comment. An affirmative vote will stand as recorded. Member resignation during a ballot period that causes an imbalance in the STP will not stop the consensus process from proceeding.

2.3.4.7 Consensus – Consensus, calculated in accordance with 2.3.4.4, 2.3.4.5 and 2.3.4.6, is considered achieved if there is approval by at least two-thirds of those members voting who have submitted a vote, excluding abstentions, negatives without comment, and negatives based on material not under consideration (see 3.3.6) and a more than 50% (simple majority) of the STP have returned an affirmative ballot.

a) If it is determined that consensus was achieved on a proposal, then the proposal continues through the standards development process.

b) If it is determined that consensus is not achieved on the initial ballot of a proposal and there is not greater than 50% approval from those members voting,

excluding abstentions then the proposal is considered as failing and no further action shall be taken by the STP or UL Standards Department. However if the initial ballot does not achieve consensus but there is a return of the majority of the ballots and approval of greater than 50% of those members voting, excluding abstentions, then comment resolution and recirculation shall continue, with concurrence from the proposal submitter. If under the latter circumstances the proposal submitter agrees to withdraw the proposal, no further action shall be taken by the STP or UL Standards Department.

c) The results of the ballot shall be reported to the STP in the form of number of yes, no, and abstention votes at the conclusion of the consensus process. This information shall also be available during the process (see 3.4.7).

3 Development and Revision of UL Standards for Canada

3.1 Submission of Proposals

3.1.1 General - Most standards covered under this Procedure are maintained using continuous maintenance. This means that any part of the standard is open for comment or proposals at any time and by anyone, within the constraints of any established revision cycle. Notice that the standard is open for comment shall be printed on the title page of the standard. A notice of intent shall be submitted to SCC using the Centralized Notification System (CNS). Notice of intent to begin the process of developing or adopting a new standard, new edition, revision, reaffirmation or withdrawal of an already published standard shall be posted on the UL website. Notice of publication of a standard shall be posted on the UL website. Any properly submitted proposals shall be considered and acted upon as described in 3.3.1.

3.1.2 Revision Cycles – After consulting with the STP and other stakeholders, the Chair has the option to place a UL Standard on a revision cycle. If an UL Standard is placed on a revision cycle, the standard shall not be revised outside of that cycle unless there is an emergency issue, or other circumstance approved by the Vice President of Standards.

The revision cycle schedule shall include final dates for all critical events in a processing cycle. The cycle and schedule shall be distributed to the STP and shall be posted on the UL Standards website.

3.1.3 Maintenance of SCC Approval - Standards shall be reaffirmed or a new edition approved at least every 5 years.

3.1.3.1 Amendments – The maximum number of amendments to a CAN/UL Standard shall be 3. The development of a 4th amendment shall result in the publication of a new edition. The development of a single amendment that replaces more than a third of the pages of the CAN/UL Standard shall also result in the publication of a new edition.

3.1.4 Format of Submitted Proposal - Each proposal shall be submitted in electronic format using the Proposal Request function as found on the UL CSDS website and shall include the following:

- a) Identification of the submitter and his or her affiliation (i.e., STP, organization, company), where appropriate,
- b) Identification of the Standard and paragraph of the Standard to which the Proposal is directed,
- c) Proposed text of the Proposal, including the wording to be added, revised (and how revised), or deleted, and
- d) Statement of the problem and substantiation for Proposal (rationale).

If a submitted proposed addition or revision is not fully developed (i.e. specific text not included, rationale/justification missing, or other problem areas), the Chair may direct the Project Manager to return the proposal to the originator for further development. UL retains the right to edit the proposal as necessary to comply with its format and style guidelines.

3.1.5 Time for Submission of Proposals – A proposal received after an established cut-off date will be held until the next cycle and the submitter will be so notified.

3.2 Initiation of a New Standards Activity

3.2.1 Initiation - Any person, organization, or existing STP can request UL to develop a new standard of proper concern to UL. Submittals shall include a statement of the matter, substantiation of the need to address the matter, a precise description of the topic(s) to be addressed, and clarification that the matter is not already addressed by an existing UL, or other NSC Standard. UL reserves the right to not develop a new standard if, in the exercise of its judgment, the publication of the proposed new standard would pose an overriding safety or legal risk for UL, or if there is not sufficient justification of the need for such a standard. If the decision is made to not process a request for a new standard, UL will respond to the request with a letter that explains the reason for not processing the proposal within thirty days following the decision. Such a decision is not appealable to UL.

3.2.2 Project Notification - A Project Notification shall be posted on the SCC website using the Centralized Notification System (CNS), allowing comments on duplication at the inception of a new standard, new edition, amendments, reaffirmation or withdrawal of already published CAN/UL standard. There shall also be posted notification when the proposal is available for public review and at the time of publication of the approved standard on the UL website.

If duplication is identified, the UL will follow the procedures in CAN-P-1007, Program Requirements for the Centralized Notification System (CNS).

If the standard is to be withdrawn, UL will consider the impact on Canadian legislation and notify the impacted government departments.

3.3 Proposal Stage

3.3.1 Handling of Proposals – All proposals submitted in accordance with 3.1 shall be reviewed by the Chair and processed in accordance with the following options (1) send the proposal out for preliminary review, (2) send the proposal out for ballot, (3) assign to a task group or submitter for further development, (4) send the proposal back to the submitter, or (5) hold for discussion at a meeting. The Chair also may add his/her comments to the proposal being sent out for preliminary review or ballot.

3.3.2 Document for Preliminary Review – If the Chair decides to send the proposals for preliminary review prior to formal balloting to determine the level of support for a proposal or to sort out competing proposals then the results will be evaluated by the Chair to determine the next step in accordance with 3.3.1.

3.3.2.1 Preliminary Review Comment Period - Proposals sent out for preliminary review will have a notice with the comment period specified, generally a minimum of two weeks following the publication or posting of the document. Comments must be submitted via UL CSDS by the comment deadline. Comments are collected and forwarded to the Chair to determine the appropriate course of action (usually forwarded to the proposal submitter for consideration). The preliminary review comments will not receive responses. Where the preliminary review comments are forwarded to the proposal submitter for consideration, if the proposal submitter does not provide the Chair with confirmation of their final proposal (whether adjusted in response to preliminary review comments or maintained without changes) within the timeframe given by the Chair, then the proposal is considered withdrawn.

3.3.3 Public Review - All proposals that are for balloting (including substantive changes resulting from an STP ballot or public review) shall be subjected to a public review before approval and publication. The public review shall be announced on UL's website and announced to subscribers to UL's Standards Service for the involved Standard. All comments received as a result of public review are handled in the same manner as comments attached to ballots. They will be addressed, circulated if a continuing objection and given the right to appeal. Extension requests from public review participants will not normally be granted, except under special circumstances as approved by the STP Chair.

3.3.3.1 Timing - The public review is usually conducted concurrently with the STP ballot but it may be conducted before or after the STP ballot. If the STP is balloted before public review and the proposal does not achieve consensus, then public review need not be conducted. The amount of time given for public review shall be in accordance with

CAN - P procedures. Comments received after the closing date shall be handled as a new proposal and shall be considered at the next standards activity.

3.3.4 STP Consideration of Proposals Prior to Official Balloting - In cases where the Chair determines that proposals need to be discussed prior to the official balloting, the Chair may call an STP Meeting or handle in accordance with 3.3.2. The following approach shall be used for voting on the disposition of proposals at the STP meeting when the Chair deems voting is necessary. This approach shall also be used when there are competing proposals on the same topic.

The Project Manager shall post the agenda in CSDS which would include the proposals, and the STP shall be notified that the agenda is available for downloading. During the meeting, the proposals will be discussed and a preliminary disposition of the proposal will be determined. This will allow decisions to be made such as eliminating competing proposals and sorting out proposals that have no support from those that should be balloted. The vote at the meeting should be for the following:

- a) Accept the proposal as presented,
- b) Accept the proposal with changes, or
- c) Reject the proposal.

Acceptance of the recommended STP action requires an affirmative vote of a majority of those STP members in attendance.

To follow up with the official ballot of the recommended STP action, a proposal review work area in CSDS (1.3) would be generated. This proposal review work area would be comprised of the proposals and the recommendation of the STP from the meeting as to whether to accept, accept with changes, or reject a proposal, with the justification for each action, as well as a ballot. In this situation, the STP is not voting on the merit of each proposal (that was already done at the meeting) but they are casting their ballot as to whether or not they agree with the proposed action.

All submitters of proposals to be considered at the STP meeting will be invited to the meeting. In addition they will be copied on the proposal review work area.

3.3.4.1 Proposals Presented at Meetings – Any proposal submitted at a meeting, when the Chair asks if there are any additional agenda items, can be discussed, time permitting. Any proposals submitted after that can be considered, contingent on approval for discussion and action by at least a majority of those at the meeting and time permitting. If a proposal submitted at a meeting is not approved for discussion, it will be considered as a new submittal and handled at the next revision project. It does not need to be balloted with the material discussed at the meeting.

3.3.5 Balloting on Proposals – Consensus on the recommended STP action shall be reached by ballot of the STP.

3.3.5.1 Ballot Period - The minimum ballot period for a consensus vote is 14 calendar days. The ballot period may close earlier if all ballots have been returned. Normally a follow-up to non-respondents is issued prior to the ballot closing date. The ballot period may be longer for complicated proposals or review of a full standard.

3.3.5.2 Ballot Period Extension- At the Chair’s discretion at end of the ballot period if sufficient votes are not returned to achieve consensus, the ballot period can be extended to allow for additional ballots to be returned.

In addition, STP Members may request one ballot period extension before the close of the ballot period. Normally, the STP Chair should work to limit the extension periods to no more than half the original ballot period in order to maintain a timely standards development process.

3.3.6 Subjects Appropriate for Comment- Comments shall be confined to proposals under consideration for action. The Chair has the discretion to determine if a comment is appropriate to the proposal.

- a) Any comments not related to the proposal being balloted are considered non-germane. The submitter will be notified of this action and asked to submit the comment as a new proposal via the proposal request form in CSDS. These ballots will not be circulated to the STP unless there are germane comments also accompanying the ballot, then only the germane portion of the comments will be circulated.
- b) Any comments on certification issues, including effective dates, related to the proposals under consideration are considered non-germane and outside the scope of the SCC accredited process. These comments will be addressed and responded to but will not be recirculated to the STP unless there are germane comments also accompanying the ballot, then only the germane portion of the comments will be circulated. The commenter will not be notified of the right to appeal. Examples of certification issues are issues that relate to conformity assessment services, such as comments on effective dates, file reviews, certification labeling, or ongoing conformity assessment services.
- c) Any negative ballot submitted that does not have accompanying comments will be considered as a “negative without comments” without further notice to the voter. These ballots will not be circulated.
- d) If the comments that accompany a negative ballot are considered non-germane (as defined in items a and b), the ballot will be considered as a “negative without comments.”

The ballot instructions shall reflect how these issues will be handled.

3.3.7 Content of Comments - Each comment shall include the following:

- a) Identification of the submitter and his or her affiliation (i.e., STP, organization, company),
- b) Identification of the Document and paragraph of the Document and the proposal to which the Comment is directed, and
- c) Statement of the position with respect to the proposal and the substantiation of that position.

A Comment that does not include all of the required information listed above may be considered incomplete and will not be considered by the STP. In addition, comments submitted outside of CSDS will not be considered by the STP.

3.4 STP Consideration of Comments Received During the Ballot Stage

3.4.1 Responses – All timely comments, other than those accompanying abstentions, received on the proposals under consideration, whether accompanying an STP member’s ballot or from a public review participant, shall receive a written response (including electronic communication) indicating what action will be taken on the commenter’s concerns. If a comment is not accepted, a reason shall be given. The response will be posted in CSDS and is viewable to the STP and any public review participant.

3.4.2 Drafting Responses – At the Chair’s discretion, comment resolution shall be handled one of three ways: (1) recorded by the STP Project Manager as a result of discussion by the STP, (2) assigned to a task group, or (3) assigned to the submitter of the proposal under consideration. If the comment responses are not drafted within the timeframe given by the Chair, then the proposal is considered withdrawn.

3.4.3 Comment Resolution at Meetings - Before holding an STP meeting for comment resolution, the ballot results and comments, including public and subscriber review, shall be made available. Proposal submitters and public review participants who have submitted a comment shall also be invited to attend the meeting. At the meeting, the comments are discussed and an agreement reached on the disposition and any substantive changes. There are no quorum requirements for this type of meeting. The proposed resolution is handled like any other recirculation (see 3.4.7).

3.4.4 Guidelines for Action on Comments - The guidelines in 3.4.5 apply when determining action on each Comment. Action on each Comment shall be taken provided the Comment is relevant to the proposal and meets the provisions of 3.3.6.

3.4.5 Actions on Comments – One of the following actions as described below shall be taken on each Comment:

- a) Accepting the Comment,
- b) Rejecting the Comment,
- c) Accepting the Comment in principle but with changes in the proposed wording,
- d) Accepting the Comment in part,
- e) Accepting the Comment in principle and in part,
- f) Acknowledging the comment (when the commenter agrees with the proposal), or
- g) Answering the comment (when the comment poses a question, but doesn't advocate a particular technical revision).

The action on Comments “accepted in principle,” “accepted in part,” “accept in principle in part,” “rejected,” “acknowledged”, or “answered” shall include a statement, preferably technical in nature, on the reason for the action. Such statement shall be sufficiently detailed so as to convey the rationale for the action.

3.4.6 Substantive Changes – As a result of balloting and public review, changes may be made to the proposals under consideration. If the changes are editorial, no further balloting or public review is needed. If the changes are substantive, then the changes shall be recirculated to the STP in accordance with 3.4.7 and shall be posted on UL’s website for public review.

3.4.7 Recirculation of Negative Votes, Negative Comments from Public Review Participants, and/or Substantive Changes – The following guidelines reference to how to recirculate negative votes, negative comments from Public Review Participants and substantive changes.

3.4.7.1 Comments accompanying negative votes and negative comments from public review participants along with attempts at resolution, shall be reported to the STP for a minimum two week period if there are no substantive changes made to the proposals as a result of those comments, allowing the STP to read the comments, responses and reconsider their vote.

3.4.7.2 Any substantive changes made to the proposal as a result of the comments described in 3.4.7.1 are recirculated to the STP and announced on UL’s website for a minimum four week period to provide the members with the opportunity to respond, reaffirm, or change their vote and for public review comment.

3.4.7.3 The following information will be available:

- a) Number of Members eligible to vote
- b) Number voting in the affirmative
- c) Number voting in the negative
- d) Number voting in abstention
- e) Number of Members who have not returned ballots.

3.4.7.4 If a vote is changed to negative as a result of the recirculation activities described in 3.4.7.2 and 3.4.7.3, then a reason for the negative vote shall be provided. If a reason is not provided then the vote will be counted as negative without comment.

3.4.7.5 If a voter does not respond to the recirculation activities described in 3.4.7.2 and 3.4.7.3 within the stated period, the original vote shall stand.

3.4.7.6 If during the recirculation period (and public review period in the case of substantive changes to the proposal), additional comments are received, they should be handled as follows:

- a) If from STP members, a response shall be issued to the comments but no further recirculation is needed nor additional notification of right to appeal. This also applies to a subscriber or public review participant who had previously commented.
- b) If from public review participants who had not previously commented, the comment if it is germane to the substantive change shall be responded to and the comment shall be recirculated to the STP including the notification of right to appeal. If an STP member changes their vote to negative in this situation, no additional notification of right to appeal for the STP member is needed.

3.4.7.7 At the end of the recirculation period(s), consensus as defined in 2.3.4.7 must be maintained for the Proposal Document to be approved. In addition, the STP must be notified whether the proposal has failed or has consensus and will be adopted and published in the standard.

3.4.8 Segmenting Document for Consensus Balloting – The decision to segment the Document (i.e., ballot or process the Document other than as a whole) shall be made by the Chair.

3.4.9 Notice of Right to Appeal – All those participants with continuing objections, shall be notified in writing (includes electronic communication) of their right to appeal. The notification of the right to appeal will normally be included in the recirculation documentation (but may also be included in other correspondence) and will notify the

unresolved objectors that they have the right to appeal on procedural or technical issues, direct them to the website/url where the appeals procedures are located, and provide a minimum response date of two weeks to file an appeal.

3.4.10 Second Level Review – A second level review shall be completed by UL before publication.

4 Other Special Circumstances

4.1 Proposals with Legal or Safety Risks - UL reserves the right to reject a proposal submitted for a standard if, in the exercise of UL's judgment, the publication of the proposed requirements would pose an overriding safety hazard or a legal risk for UL. If the decision is made to reject a proposal, UL will respond to the request with a letter that explains the safety or legal reason for not processing the proposal. Such a decision is final (not appealable).

4.2 Discontinuance of a Proposal - For a proposal that is going through the consensus process and may have undergone balloting and public review, if UL determines that the proposal will present an overriding safety hazard or a legal risk, UL will cease processing the proposal and promptly notify the consensus body of the reasons for the action. If the proposal has already gone through public review, UL will notify SCC that it is abandoning the proposal. The decision by UL to abandon a proposal is final, but may be appealed to the SCC based on procedural noncompliance.

5 Complaints and Appeals

5.0 General – Objectors may file a complaint or an appeal with UL. Complaints may be either of a substantive (technical) or a procedural nature. Appeals are procedural in nature and are either an administrative appeal or a special circumstance appeal as defined in 5.3.

5.1 Filing a Complaint or Appeal

5.1.1 Filing a Complaint – Objectors must submit in writing a complaint concerning either a substantive (technical) or a procedural complaint in reference to the standard to the Standards Technical Panel Chair. Complaints shall be handled by the responsible STP. The time to respond to a complaint shall not exceed 60 calendar days. The decision on the technical matter may not be appealed beyond the STP. The decision on the procedural matter may be appealed to UL.

5.1.2 Filing an Appeal – Objectors may file an appeal on a procedural issue after the complaint decision. In addition, objectors are informed of their right to appeal during the recirculation process, which means they have 2 – 4 weeks to file an appeal depending on the length of the recirculation. When notified that an objector wishes to appeal, the STP Project Manager will acknowledge the request generally within 5 working days. If the appellant provides all of the documentation to support the appeal, the STP Chair shall

assign someone to develop the response to the appeal. If the appellant does not provide the necessary documentation, the Project Manager will contact the appellant and give three weeks to provide the necessary documentation. When the information is received, the rebuttal will be prepared by the person(s) designated by the STP Chair. The rebuttal from the defendant should be submitted to the STP Chair in three weeks. The STP Chair will send the appellant's and defendants's documentation to the Appeal's Panel Secretary.

5.1.2.1 Extension – Upon request, the appellant and/or the person(s) preparing the response can be granted a two week extension.

5.1.2.2 Publication - If there is an appeals request, publication of material will be put on hold until appeal is resolved.

5.2 Appeals Panel - A standing Appeals Panel representing a variety of interests exists to hear all appeals, with a majority in attendance to hear an appeal. If neither the Chair of the Appeals Panel nor the Vice Chair of the Appeals Panel is in attendance at a scheduled hearing, then another person from the Appeals Panel will be named as a temporary Appeals Panel Chair. The appellant will be given the opportunity to claim a conflict of interest for any Appeals Panel member. The reason for the appellant's claim of conflict of interest and the involved Appeals Panel member's response will be reviewed by the Appeals Panel Chair for a decision on the merits of the claim. UL staff shall not serve as a member of the Appeals Panel, but a staff member will act as the Appeals Panel Secretary.

5.3 Types of Appeals – There are two classifications of Appeals, administrative appeals and special circumstances appeals. Appeals will be heard only on those two types.

5.3.1 Administrative Appeals – Administrative appeals require approval of majority of the appeals panel at hearing. Administrative appeals are the following:

- a) Procedural issues – these are issues where it is believed the Approved Procedures were not followed.
- b) Membership issues – these are issues where the STP Chair has accepted or denied membership based on interest category classification of an application.

5.3.2 Special Circumstances Appeals – Special circumstances appeals require approval of two-thirds of the appeals panel at the hearing since these deal with overriding the decision of the STP. (Note that the circumstances described in 4.2 and 4.3 are not appealable to UL's Appeals Panel). Special circumstances appeals are the following:

- a) Safety issues – these are issues where there is overriding concern that publication or non-publication of the proposed requirements will result in a serious safety concern.

b) Code Conflict issues – these are issues where the STP has not approved a proposal causing the standard to be in conflict with a recognized installation code. Another issue is where the STP has approved a proposal which would cause conflict with a recognized installation code.

5.4 Handling Appeals Request – The Appeals Panel Secretary will forward the documentation to the Appeals Panel Chair for evaluation of the next steps. The appellant and defendant will be copied on the correspondence for the Appeals Panel Secretary.

5.4.1 Options – The Appeals Panel Chair may (1) dismiss the appeal without a hearing, if the appeals request is not based on an administrative violation (2) send the request to the whole appeals panel to decide if a hearing is warranted, or (3) grant an appeals hearing.

5.4.2 Inappropriate Appeals – If the Appeals Panel Chair deems a request for an appeal to be inappropriate because it is based on issues not under consideration by the ballot (such as objections to other parts of the Standard or based on certification issues) or is otherwise without merit, the appeal may be dismissed without a hearing.

5.4.3 Handling of Inappropriate Appeals - If an objector does not agree with the Appeals Panel Chair's determination to dismiss the appeal without a hearing, the objector may request that the Appeals Panel determine if the appeal shall be dismissed without a hearing. The Appeals Panel decision whether or not to have a hearing will be determined by a majority vote of those who return a ballot.

5.5 Conduct of Appeals Hearing - A senior UL standards staff member not involved in the standard in dispute shall serve as recording secretary. A face to face hearing will be scheduled within 90 days of the decision that an appeals hearing is warranted. If the parties cannot agree upon a date within those 90 days to hold a face to face meeting, then the hearing shall be conducted by teleconference on the scheduled date and if the appellant is not available for a teleconference, the appeal will be handled by correspondence on that date.

5.5.1 Hearing Procedure - At the hearing, each side will be given 30 minutes (including rebuttal time) to present its case. Each side can have up to three speakers. Other observers may attend but will not be permitted to speak. The appellant presents first, followed by the defendant. At the end of the presentation, the appellant side may use whatever time is remaining of their 30 minutes to rebut the defendant's comments. Following that, the defendant may use whatever time is remaining of their 30 minutes to rebut the appellant comments. Following the presentations and rebuttals, the Appeals Panel is free to ask questions of both parties. Both parties shall limit their replies to just answering the questions.

5.5.2 Decision - After the question and answer period, both parties shall be informed that a written decision will be issued, normally within 30 calendar days. The Appeals

Panel will then go into executive session. A majority vote of the Appeals Panel is required to accept an administrative appeal and two-thirds vote of the Appeals Panel is required to accept a special circumstances appeal.

The recording secretary will record the decision of the Appeals Panel, including whether to accept the appeal, the reasons for the decision, any corrective actions that need to be taken, etc. The Appeals Panel decision will be reviewed by the Appeals Panel Chair, the Vice President of Standards and/or Legal Counsel before it is sent to all involved parties. The Appeals Panel decision is binding and there are no further levels of appeal within UL's Accredited Procedures.

5.6 Appeal to SCC – The final Compliant decision from the STP or the UL Appeals Panel decision may be appeals within 90 calendar days to SCC's Chief Executive Officer.

6 Co-Published Standards

6.1 Commitment to Co-Publication with Other Organizations – UL is committed to harmonization of requirements and co-publication of certain standards with other SDOs when in the interest of the involved parties.

6.2 Harmonization Committee – For harmonization efforts, a harmonization committee or other coordinating body exists to make recommendations on the technical content of the requirements, including reviewing submitted proposals and comment resolution, to the involved SDOs. Those proposals or proposed comment dispositions are then balloted through the STP. Note that it may be necessary for an SDO to work with the Harmonization Committee to improve or revise the proposals or proposed comment dispositions before sharing them with the STP. UL has the right to forward a proposal not accepted by the Harmonization Committee to the STP for comment or ballot.

7 Formal Interpretations

7.1 General - Formal Interpretations are intended to respond to requests on the meaning or intent of a requirement in the Standard. The STP is responsible for making a Formal Interpretation (hereafter referred to as Interpretations). A reasonable fee will be charged for processing a formal interpretation.

7.1.1 Limitations - A statement, written or oral, that is not processed in accordance with Section 7 of these Procedures shall not be considered the official position of UL's Standards Organization or any of its STPs and shall not be considered to be, nor be relied upon as, an Interpretation.

7.1.2 Nature of Interpretations - Requests for Interpretations shall be clearly worded so as to solicit a Yes or No answer from the STP.

7.1.3 Editions to be Interpreted - Interpretations shall be rendered only on the text of the current edition of the Standard. Requirements that have been superceded by revisions are not eligible for interpretation.

7.1.4 Method of Requesting Interpretations - A request for an Interpretation shall be directed to the STP Chair. The request shall include a statement in which specific references to a single problem and the identifying portion (section, paragraph, table etc.) of the Standard on which an Interpretation is requested. Such a request shall be in writing and shall indicate the name and affiliation of the requester.

7.2 Processing – When an Interpretation is received by UL, the STP Chair shall determine the proper course of action.

7.2.1 Determination of Qualification - If the STP Chair, after consultation with the UL’s Director of US Standards and other individuals as appropriate, determines the request for an Interpretation is inappropriate in accordance with 7.2.2, the submitter of the request shall be notified of the reason and the interpretation request will not be processed.

7.2.2 Reasons for Not Processing - A request for an Interpretation shall not be processed if the STP Chair determines it:

- a) Involves a review of a specific product, or requires judgment or knowledge that can only be acquired as a result of on-site inspection,
- b) Involves text that clearly and decisively provides the requested information,
- c) Involves subjects that are not addressed in the Standard,
- d) Is not in a format that can be responded to with a “Yes” or “No” answer,
- e) Is unclear or is structured in a way that it contains assumptions that aren’t directly supported by the Standard’s text,
- f) Contains compound questions, where the answers to one or more questions are contingent on answers to other questions, that can be confusing or complicated
- g) Involves the text of an IEC/ISO standard that has been adopted by UL

7.2.3 Editing of Interpretation Request - A request for an Interpretation that is not clear or that is not worded so as to result in a “Yes” or “No” answer will be returned to the submitter for editing.

7.2.4 Balloting of Interpretations - If accepted for consideration, each request for an Interpretation shall be submitted to ballot of the STP having primary jurisdiction of the

Standard under consideration. The ballot period shall be 30 days. The STP will not provide an official response to comments received during ballot.

7.2.5 Ballot Extensions – The ballot period can be extended by the STP Chair if requested or if more time is needed to obtain sufficient ballots to determine consensus.

7.3 Voting on Interpretations - An Interpretation requires consensus. Consensus is considered achieved if there is agreement of at least two-thirds of those members who have submitted a vote, excluding abstentions, and a majority of the STP has returned a ballot.

7.3.1 Recirculation of Interpretations - Where ballots contain substantive comments with regard to a position set forth in an Interpretation request, such comments shall be recirculated after the original ballot period to each STP Member, who may change his or her ballot at that time. The re-circulation period shall be two weeks. Comments received during recirculation will not be provided with a response. At the end of the recirculation period, consensus as defined in 7.3 must be maintained for the Interpretation to be issued.

7.4 Issuance of Interpretation - If the Interpretation decision achieves consensus (either “Yes” or “No”), the requester and the STP shall be notified by the STP Chair. The Interpretation shall be issued and shall become effective immediately. The decision by the STP is binding until it is withdrawn as noted in 7.5.1. If consensus is not achieved on an Interpretation, the requester and the STP shall be notified and no further action shall be taken.

7.4.1 Publication - Interpretations of text of the current edition of a Standard shall be published by UL’s Standards Organization and be made available with the Standard.

7.5 Action Following Issuance of Interpretation – It is the responsibility of the STP to maintain the standard and pursue the revision to the standard resulting from an Interpretation. When an Interpretation has been issued, the STP Chair determines who will be responsible to submit and take ownership of drafting the proposal. The STP Chair may choose to assign this task to (1) the requester of the Interpretation, (2) an individual, or (3) a task group. The proposal will then follow the standards process in accordance with these Procedures.

7.5.1 Expiration of Interpretation - When consensus is achieved on the proposal addressing an Interpretation, then the Interpretation shall be withdrawn when the corresponding revision is published. After issuance of the next edition of the Standard, any remaining Interpretations shall be withdrawn.

8 Administrative Issues

8.1 UL Standards Patent Policy - The following is UL’s patent policy for CAN/UL Standards, which complies with the ISO/IEC Directives Part 1, 8th edition, 2011,

Procedures for the technical work, Annex I - Guidelines for the Implementation of the Common Patent Policy for ITU-T/ITU-R/ISO/IEC.

8.1.1 Inclusion of Patents in CAN/UL Standards - There is no objection in principle to drafting a proposed CAN/UL Standard in terms that include the use of an essential patented claim (one whose use would be required for compliance with that standard) if it is considered that technical reasons justify this approach.

8.1.1.1 Timely Notification to UL – When a proposal author is aware that a patent exists, or has been applied for, that pertains to the proposal they are submitting (whether the patent application was made by the proposal author, his/her organization, or other parties), the author is to notify UL that their proposal may require the use of a patented claim, and, the procedures in 8.1.2 – 8.1.4 shall be followed. Alternatively, if a STP member or individual commenting on a standards proposal believes that a proposal contains an essential patented claim, that STP member or individual should notify UL of the possible existence of the essential patented claim. UL does not have any duty to investigate such claim of essentiality. UL’s only duty is to bring the claim of essentiality to the attention of the voting members of the STP and to request a patent statement consistent with section 8.1.2 of this policy from the patent holder.

8.1.2 Statement from patent holder - UL shall receive from the patent holder or a party authorized to make assurances on its behalf, in written or electronic form, either:

- a) A general disclaimer to the effect that such party does not hold and does not currently intend holding any invention the use of which would be required for compliance with the proposed NSC or
- b) A statement that a license to such essential patent claim(s) will be made available to applicants desiring to utilize the license for the purpose of implementing the standard either:
 1. Without compensation and under reasonable terms and conditions that are demonstrably free of any unfair discrimination; or
 2. Under reasonable terms and conditions that are demonstrably free of any unfair discrimination.

8.1.3 Record of statement - A record of the patent holder's statement shall be placed and retained in the file of UL.

8.1.4 Notice - When UL receives from a patent holder the assurance set forth in 8.1.2 (b), the standard shall include a note substantially as follows:

NOTE - The user's attention is called to the possibility that compliance with this standard may require use of an invention covered by patent rights.

By publication of this standard, no position is taken with respect to the validity of this claim or of any patent rights in connection there with. The patent holder has, however, filed a statement of willingness to grant a license under these rights on reasonable and nondiscriminatory terms and conditions to applicants desiring to obtain such a license. Details may be obtained from UL.

8.1.5 Responsibility for identifying patents - UL shall not be responsible for identifying all patents for which a license may be required by a CAN/UL Standard or for conducting inquiries into the legal validity or scope of those patents that are brought to its attention.

8.2 Commercial Terms and Conditions - UL shall comply with the SCC's policy on commercial terms and conditions.

8.3 Trade – Standards should be developed to meet the needs of the market-place and should contribute to advancing trade in the broadest possible geographic and economic contexts. The SDO shall ensure that standards are developed so as not to create unnecessary obstacles to international and/or inter-provincial trade.

8.4 Place of Origin – Standards shall not be developed to discriminate among products on the basis of the origin.

8.5 Price Fixing – Standards shall not be developed as a means to fix prices, nor to exclude competition or otherwise inhibit commerce beyond what is necessary to meet requirements of relevant technical regulations or other legitimate sectoral or local requirements for compatibility, environmental protection, health and safety.

8.6 Protection Against Misleading Standards – UL shall ensure that the process to develop standards shall minimize the possibility that the standards may be used to mislead consumers and other users of a product, process or service addressed by the standard.

8.7 Record Retention - Records shall be prepared and maintained to provide evidence of compliance with these procedures. Records concerning actions on CAN/UL Standards, or a part(s) of an CAN/UL Standard, maintained under the continuous maintenance option shall be retained for a minimum of five (5) years or until approval of the subsequent revision or reaffirmation of the complete standard. Records concerning action on CAN/UL Standards maintained under the periodic maintenance option shall be retained for 10 years.

Records concerning withdrawals of all CAN/UL Standards shall be retained for a minimum of five (5) years from the date of withdrawal.

8.8 Withdrawal of Approval - If UL decides to withdraw SCC approval of a Standard or revision for whatever reason, it shall so inform the STP and active Task

Groups for that standard and provide the reason. UL will also announce the withdrawal on the UL website. The decision by UL to withdraw approval is not appealable to UL.

8.9 Editorial Changes – Editorial/non-substantive changes may be made at any time without a requirement for ballot.

8.10 Availability of STP Materials to the Public - Agendas and supporting materials, including comments and proposals and any other materials distributed to the members for consideration by the STP, shall be made available upon reasonable request in writing to interested members of the public. In order to ensure availability of such materials for use at an STP meeting, requests in writing must be received by the STP Project Manager at least 21 calendar days in advance of the meeting. Reasonable fees and terms of payment may be set for such materials. STP Rosters (member name, organization, and interest category) are available upon request.

8.11 Publication – CAN/UL Standards shall be published in English and French and in accordance with the applicable SCC requirements.