

ISO Central Secretariat

1, chemin de la Voie-Creuse
Case postale 56
CH - 1211 Genève 20
Switzerland

Telephone + 41 22 749 01 11
Fax + 41 22 733 34 30
E-mail central@iso.org
Web www.iso.org

Organisation internationale de normalisation
International Organization for Standardization
Международная Организация по Стандартизации



TO THE ISO MEMBER BODIES

Your ref.
Our ref. ISO 26000 SR

Date 2017-01-15

ISO 26000 Systematic review

Dear Sir or Madam,

The systematic review for ISO 26000 *Social responsibility* has been launched today. The previous systematic review was issued in October 2013 and resulted in the standard being confirmed. However, it was also decided to launch another systematic review after three years.

With the disbandment of the Working Group on Social responsibility, a Post Publication Organization (PPO) was created. Among other activities, the PPO conducts an annual survey for ISO 26000, of which the most recent was completed in October 2016. However, this survey does not replace the need for thorough input from member bodies during the systematic review. In addition, international organizations that were in liaison with the previous WG are invited to submit comments on the systematic review for ISO 26000.

In order to assist you with any questions regarding the ISO 26000 systematic review process, we invite you to consult the attached Frequently Asked Questions (FAQ) document. A more general FAQ document also exists for the systematic review process on the electronic balloting portal.

Yours faithfully,

A handwritten signature in black ink, appearing to read 'Kevin McKinley'.

Kevin McKinley
Deputy Secretary-General

Enclosure: Frequently Asked Questions (FAQ) on ISO 26000 Systematic review



ISO 26000

Social responsibility Systematic review FAQ

What is a systematic review?

A systematic review is a process that takes place for the maintenance of ISO standards according to a given timeframe.

In ISO, every International Standard or other deliverable that is published is subject to a systematic review to determine if the standard should be:

- confirmed
- revised/amended
- converted¹ into another form of deliverable, or
- withdrawn.

The table below provides an overview of the typical timing involved for the systematic review of different deliverables. For more detailed information, see the ISO/IEC Directives, Part 1, 2016, 2.9.1.

What is the process for and purpose of a systematic review?

The systematic review is a process that lasts 20 weeks and is administered electronically by ISO Central Secretariat. All ISO member bodies are invited to respond to these reviews through a series of questions designed to determine if the standard has been adopted (with or without changes), is being used and whether it relates to any national regulations (see the next question below). Any proposed changes in the standard are to be considered by committees to see if the global relevance of the standard could be improved by taking these modifications into account. For additional information on how to interpret the ballot results, see the ISO/IEC Directives, Part 1, 2016, 2.9.3.

It is important to note, however, that the final decision to confirm, revise or withdraw a standard remains with the P-members of the responsible committee (when that committee exists).

Typical timing involved for the systematic review of different deliverables

Deliverable	Max. elapsed time before systematic review	Max. number of times deliverable may be confirmed	Max. life
International Standard	5 years	Not limited	Not limited
Technical Specification (see 3.1.3)	3 years	Once recommended	6 years recommended
Publicly Available Specification (see 3.2.4)	3 years - no default action by ISO Central Secretariat	Once	6 years (If not converted after this period, the deliverable is proposed for withdrawal)
Technical Report (see 3.3.3)	Not specified	Not specified	Not limited

¹ Conversion does not apply in this case and is not covered in the FAQ. See the ISO/IEC Directives Part 1, 2016, 2.9.3.3, for information on the conversion process.

How will it work for ISO 26000?

ISO 26000 was developed by a Working Group which has been disbanded since the standard was published.

However, the leadership of the working group has been retained in the form of the **Post Publication Organization (PPO)** in order to provide support and expertise for users. This is the second systematic review carried out on ISO 26000.

IMPORTANT In the case of the ISO 26000 systematic review, all feedback and comments will be reviewed by the PPO, which will provide a recommendation to the ISO Technical Management Board (TMB) for a final decision.

What questions are asked in a systematic review ballot?

In systematic review ballots, the following questions are asked:

1. “Recommended action”

Answers: (1) Confirm; (2) Confirm with correction of errors, (3) Revise/amend, (4) Withdraw, (5) Abstain, (6) Abstain with survey replies.

2. “Has the International Standard been adopted or is it intended to be adopted in the future as a national standard or other publication?”

Answers: (1) Yes, (2) No.

3. “Is the national publication identical, or proposed to be identical, to the International Standard or modified?”

Answers: (1) Identical, (2) Modified.

4. “Is this International Standard used in your country without national adoption or are products used in your country based on this standard?”

Answers: (1) Yes, (2) No.

5. “Is this International Standard, or its national adoption, referenced in regulations in your country?”

Answers: (1) Yes, (2) No.

What happens if a standard is confirmed, revised, amended or withdrawn?

- **Confirmed (retention without technical change):** Where it has been verified that the standard is used, that it should continue to be made available, and that no technical changes are needed, the standard may be confirmed.
- **Amendment/revision (retention with change(s)):** Where it has been verified that the standard is used, that it should be continued to be made available, but that technical changes are needed, a deliverable may be proposed for amendment or revision.

IMPORTANT On the basis of its review of votes and comments, if the PPO recommends to the TMB that the standard should be revised, then the TMB will study the proposal and, if needed, decide on the proper structure to conduct the technical work.

- **Withdrawal:** In the case of the proposed withdrawal of an International Standard, the national bodies shall be informed by the CEO of the decision of the technical committee or subcommittee, with an invitation to inform the office of the CEO within 3 months if they object to that decision. This 3 month period may be extended to 5 months at the request of one or more national bodies. Any objection received shall be referred to the TMB for consideration.

If I vote for a revision of the standard, can I request a modification of the scope of ISO 26000 (e.g. to become a requirements standard or a Management System Standard (MSS), or both)?

No modification to the current scope (Clause 1) of ISO 26000 is possible. Any changes to the scope of the standard will require a new proposal to be drafted.

ISO 26000 was deliberately developed without requirements and is not suited to certification. It was also developed in a way that it cannot be considered an MSS. These aspects cannot change, even if the majority of comments express a need for such a change during the systematic review.

However, if the majority of voters indicate the need for a requirements standard or an MSS based on ISO 26000, or any other modification enlarging the current scope, the PPO will liaise with ISO Central Secretariat to approach one of the members requesting this change, so that Form 4 (New Work Item Proposal) can be prepared. In the case of an MSS, the proposer would need to provide a Justification Study (JS)² detailing further market information on the proposal.

Before submitting the New Work Item Proposal for vote among member bodies, the JS would be submitted for review to a Management System Standards Task Force (MSS TF), under the TMB. If approved by the MSS TF, the JS would then be circulated together with the Proposal (**Form 4**) for a 3 month member body ballot.

Why is a survey on use of ISO 26000:2010 being issued in addition to the systematic review?

The systematic review is a brief, automated survey that applies to all deliverables developed in ISO committees. This process aims to determine if a standard can be confirmed, or if it needs to be revised or withdrawn.

The ISO 26000 survey is a tool that was developed by the PPO explicitly for ISO 26000, due to the very specific nature of the standard, and it is circulated to ISO Members by ISO Central Secretariat. Although some questions from the survey may appear identical to those in the systematic review, there is more information requested in the survey that is directly linked to ISO 26000.

For more information:

ISO Central Secretariat

Chemin de Blandonnet 8
Case postale 401
CH - 1214 Vernier, Geneva
Switzerland

Tel: +41 22 749 01 11

Email: central@iso.org

² For the preparation of a Justification Study (JS), see the ISO/IEC Directives Part 1, Consolidated ISO Supplement, 2016, Annex SL.

