STANDARDIZATION PROCESS IN PSK

22.11.2018 / Jukka Koistinen
Standardization process

1. Standardization initiative
2. Standard preparation
3. Commenting / statement
4. Establishment / verification
5. Publishing

Evaluation of need for update

Withdrawal
Standardization process / Initiative

Members
• Make standardization initiative

Board
• Evaluates need for standardization
• Decides on new standardization work groups

Work group
• Evaluates need for further standardization

Executive director
• Records new initiative
• Performs first stage evaluation of standardization
• Collects background information
• Prepares initiative for Board
• Publishes new standardization item and work group
Standardization process / Update

1. **Standardization initiative**
2. **Standard preparation**
3. **Commenting / statement**
4. **Establishment / verification**
5. **Publishing**

**Evaluation of need for update**

**Members**
- Bring up need for revising / updating

**Board**
- Reviews and evaluates need for updates yearly
- Decides on timing of update
- Decides on setting up of new work group

**Executive director**
- Surveys and monitors constantly acute needs for update
- Collects background information
- Prepares reports on update needs for Board

**Work group**
- Evaluates necessity of updating
- Evaluates work load of updating
Standardization process / Preparation

**Standardization initiative**

**Standard preparation**

**Commenting / statement**

**Establishment / verification**

**Publishing**

**Members**
- Participate in Work groups

**Board**
- Monitors the progress of work group

**Work group**
- Prepares standard

**Executive director**
- Invites experts to work group members
- Coordinates work group
- Supplies needed reference standards
- Supplies needed services: calculations, drafting, translations etc.
- Acts as secretary of work groups
- Invites meetings and maintains contact information
- Prepares agendas and minutes of meeting
- Maintains versions and revisions of standards
Standardization process / Statement

1. Standardization initiative
2. Standard preparation
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5. Publishing

**Members**
- Contact person receives request of statement
- Contact person collects comments from own organization
- Prepares statement

**Board**
- As members may prepare statement

**Work group**
- Reviews statements and prepares needed actions

**Executive director and PSK office**
- Prepares standard for commenting/statement
- Sends standard for commenting/statement (request of statement)
- Collects summary of statements
- Reviews statements with work group
- Sends feedback and conclusions of work group to owners of statements

**Other stakeholders**
- Statements may be additionally requested from other stakeholders related to subject area
Standardization process / Establishment

1. **Standardization initiative**
2. **Standard preparation**
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4. **Establishment / verification**
5. **Publishing**

**Board**
- Establishes verification of the standard or returns back to work group for required actions

**Work group**
- When needed, updates the standard

**Executive director and PSK office**
- Prepares standard for Board verification

**Members**
- Receive notice of verified standards
Standardization process / Publishing

- **Standardization initiative**
- **Standard preparation**
- **Commenting / statement**
- **Establishment / verification**
- **Publishing**

### Executive director and PSK office
- Prepares standard for publishing
- Publishes standard in internet home page
- Communicates on published standards

### Work group
- Prepares final review

### Board
- Permits the publishing of standard upon establishing verification

### Members
- Contact person receives information on published standards
Standardization process / Withdrawal

**Members**
- Announces need for withdrawal

**Executive director**
- Monitors need for withdrawals
- Prepares statement of need for withdrawals to board
- Informs members on withdrawals

**Work group**
- Evaluates necessity for withdrawal

**Board**
- Monitors and evaluates needs for withdrawals yearly and when necessary
- Makes decision on withdrawal

Withdrawal