



Standards Staff

Access to Draft South African Standards

Due to the increasing demand from industry and government to participate in the standards development process, Standards Division has decided that from 01 February 2010 Draft South African Standards (i.e. Drafts for Comment at the public enquiry stage) will be available free of charge (electronic versions only) from the SABS, subject to a formal request, which entails the completion of an online requisition form. We will use this firstly to gauge public interest and secondly to maintain control of our intellectual property.

The person, company or organisation requiring a Draft South African Standard (DSS) has to complete an online requisition form stating the DSS required, name and surname, e-mail address, telephone number, name of company or organisation (if applicable), postal address, **reason why DSS is required**, whether the person, company or organisation is a client of SABS Commercial, and nature of industry. All of the above fields are mandatory.

The completed requisition form will be submitted by e-mail to Standards Information, where the request will be evaluated. If deemed valid, Standards Information will send details of the requisition to ePublishing. ePublishing will send the watermarked (name of person, company or organisation and clear indication that the standard is a draft standard) and secured draft standard/s by e-mail to the requestor. Requests for draft standards in hardcopy format must follow the same requisition process. The cost of draft standards in hardcopy format will be R250 (a flat cost recovery rate) plus VAT and postage. The price will be subject to the annual price adjustment. Requests received for drafts in hardcopy format will be forwarded to the Standards Sales office, after which the normal sales process will be followed.

If a staff member receives a request for a draft standard, the request must be redirected to the Standards Information Centre (ext: 6666 or e-mail: info@sabs.co.za). Alternatively, the customer can be redirected to the SABS Website. If redirected to Standards Information, the Information staff will complete the online requisition form on behalf of the customer. Under no circumstances must draft standards be sent to the general public without this process being followed. The procedure of forwarding draft standards to members of technical committees remains the responsibility of Standards Development.

Please note: Only homegrown draft standards for comment may be placed on the Website of related associations and organisations as free downloads, after approval by the relevant Standards Development manager and provided the draft standards are clearly watermarked and secured. All managers must ensure that draft standards are timeously removed from any such Website. Managers should contact George Pauer for such requests.

To access the requisition form, click here: www.sabs.co.za/index.php?page=standardsdraft

Kind regards

Terrence Moodley
Senior Manager: Standards Sales and Promotions

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