

An outline of the process in generating the revised standard BS10175

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In The Beginning

- Accumulation of comments received by BSI during the years prior to revision.
- The responsible committee EH 4 prepared a contractor's brief
- Calls were made amongst the committee for declarations of interest in the tendering process.
- Those who declared an interest were then excluded from any further communication on the drafting project until the results of the tender were known

The Steering Committee

A steering committee was formed as a sub group with the following terms of reference:

- To oversee the technical selection of prospective contractors bids
- Formally review the contractor's draft
- Provide a sounding board for the contractor to respond to technical questions with respect to compliance with the brief
- Review the contractor's final working draft before consideration by the wider committee

The Primary Drafting Process

- A contractor was appointed to undertake the technical amendments to the document.
- BSI assigned a standards editor to ensure that the document reforms were applied using formal standards drafting language rules.

Draft of Public Comment

- On finalisation of the contractors working draft the full committee reviewed the document
- The document was then published as a DPC with a call for detailed comments
- A DPC consultation workshop was held at SCI headquarters in London in July 2010

Draft for Public Comment

- The workshop feedback was documented by Rapporteurs
- Delegates were encouraged to go away from the workshop and consider making additional comments through the BSI consultation facility within the official DPC comment period
- Rapporteurs records were added to comments received via the formal DPC process
- Similar events were held in Perth and Solihull

Feed Back Quantity & Quality

- The draft received 1850 constructive comments from 64 people/organizations
- This includes the comments from the Perth and Solihull DPC events
- These events were significant because they facilitated incorporation of comments from many individuals who probably didn't submit in writing
- Importantly
 - Comments received included recommendations on text amendments

The Review Process

- After closure of the DPC stage the contractor and BSI editor reviewed the returns
- Items of an editorial nature were dealt with ahead of technical assessment
 - Unless such items caused a contextual change in the document which required technical oversight
- Technical comments were then circulated to the steering group and the committee for final determination and resolution of any technical conflicts
- This process took approximately 2 months

Final Stages

- Completion of the technical review of comments and incorporation by the contractor and BSI
- Final committee review
- BSI staff - final proofing stage
 - Independently reviewed, within BSI, for context checking and cross referencing relevance.
- Publication of BSI10175