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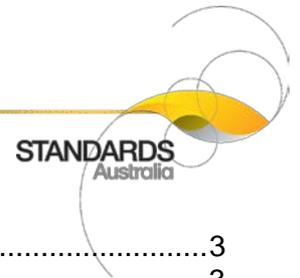*This is an uncontrolled copy if printed*

STANDARDISATION GUIDE 004:

ROLES AND RESPONSIBILITIES IN STANDARDISATION

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Contents

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1 PURPOSE

The purpose of this Guide is to describe the operational roles and responsibilities of all participants in the standardisation process used by Standards Australia Limited (SA).

It is aimed at those who are actively involved in the process of standardisation to allow an understanding of the interlocking responsibilities amongst participants.

2 INTRODUCTION

Within the standardisation process, individuals and organisations have well defined roles and responsibilities. These have been developed and refined over many years to ensure the objectives of standardisation are met and to maintain the high reputation that Australian Standards have in the community.

3 STANDARDS DEVELOPMENT PATHWAYS

In order to meet stakeholder requests, SA has evolved a number of different options to develop new projects. These options are known as the Standards Development pathways.

Standards Australia's Standards Development pathways describe the allocation of responsibility and resourcing across the common Standards development process. SA directs its resources to the core function of Standards development through prioritised support of the pathways.

Stakeholders wishing to propose a Standards development project to SA are encouraged to discuss the pathway options with a National Sector Manager to help select the most appropriate pathway.

> NOTE: *More details of the Standards Development pathways are provided in SG-001: Preparing Standards.*

4 MANAGEMENT of the STANDARDISATION PROCESS

The governance of the standardisation process and the role of SA are covered in detail in *SG-005: Technical Governance and Advisory Structures for the Standards Development Process*. The following is a summary as it relates to the preparation of Standards by Standards Australia.

4.1 Standards Development and Accreditation Committee (SDAC)

The SDAC is responsible for the governance of Standards development within SA. Its roles include:

- Assisting the SA Board in fulfilling SA's responsibilities as Australia's peak National Standards Body;

- Overseeing SA's activities as a developer of Australian Standards and related documents;

- Providing process governance and ensuring SA's compliance with appropriate processes for the development of Australian Standards and related documents;

- Determining SA's mandate and priorities for the development of Australian Standards and related documents;

- Ensuring appropriate process approval[1] prior to the publication of Australian Standards and related documents developed by SA; and

- Assisting with dispute resolution escalated from the Production Management Group (PMG) in accordance with agreed policies and procedures.

The SDAC also has responsibilities in regards to accredited Standards Development Organisations (SDOs) – see *SG-001: Preparing Standards* (section 3), or click here for more information.

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[1] 'Process Approval' applies to the process by which the Standard has been developed, i.e. compliance with the rules and policies of Standards Australia. Technical content has been approved by the committee developing the Standard.

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4.2 Production Management Group (PMG)

The PMG is an internal committee of SA whose main responsibility is to provide management oversight of the development of Australian Standards and related documents. It is basically an operational committee that functions under the authority of the SDAC.

The main roles of PMG are:

- Ensuring that the project outcomes are in the best interests of SA and the wider community;

- Approving the formation, disbanding and changes to the Terms of Reference and constitution of Technical Committees (TCs);

- Monitoring the performance of TCs;

- Approving new projects and the agreed development pathway;

- Allocating resources and priorities for Standards development and related projects;

- Assisting with dispute resolution in accordance with agreed policies and staged dispute resolution procedures;

- Evaluating and approving escalated major project variations to original timeframe, scope, budget and schedule; and

- Ensuring the proper application of SA's policies and processes for Standards development.

5 COMMITTEES

Technical Committees (TCs), also known as Main Committees, are the foundation of the standardisation process and consist of individuals who are nominated by organisations that represent the views and notions of large groups of affected parties. Each TC has specific Terms of Reference prescribing the subject areas and related outcomes that are the responsibility of the committee.

> NOTE: *Full details of the formation and structure of committees can be found in SG-002: Structure and Operation of Standardisation Committees.*

To summarise, within their Terms of Reference, a TCs roles and responsibilities include:

- Preparing the required Standard (and related documents);

- Providing overall direction for the project, including setting and agreeing to objectives, approaches and outcomes;

- Reviewing the existing Standards (and related documents);

- Contributing technical expertise to international standardisation activities;

- Appointing a Drafting Leader (DL), and where appropriate, a Drafting Team (DT);

- Providing assistance and advice to the Project Manager (PM);

- Identifying issues and risks that impact the project and communicating these to the PM;

- Communicating critical decisions, documents and deliverables from the project to the PM;

- Working towards resolving issues and where these cannot be resolved, recommending a possible solution to SA;

> NOTE: *The PM can supply methodologies for conflict resolution. Where the committee cannot resolve issues during drafting (e.g. text changes are not sufficient) the committee may recommend to PMG that the project be terminated or that a Handbook or other lower consensus document be published. Where issues cannot be resolved at the ballot stage, the resolution of negative votes (i.e. determination that consensus has been achieved) may be escalated to the SDAC.*

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- Evaluating and recommending to SA variations to the original scope, timeline, benefits and budget; and

- Making a recommendation to SA to cancel or suspend a project, where appropriate.

6   COMMITTEE MEMBERS

While Technical Committee (TCs) as a whole have defined responsibilities and are made up of representatives of Nominating Organisations, committees are made up of individuals, and it is these individuals who are essential to the successful completion of standardisation projects.

6.1   Committee member responsibilities

The responsibilities of all committee members, irrespective of the development pathway used are:

- Committing the resources for drafting, reviewing and discussing projects within the agreed timeframes;

- Attending meetings whenever possible. If a committee member is unable to attend a meeting, they must send a delegate to represent them;

- Participating fully in all committee work and, based on the member's knowledge and experience in the subject, provide technical input into the Standard being prepared;

- Being impartial and broadly representing national interests and priorities;

- Following international and SA's principles of transparency and consensus, and actively contributing to reaching committee consensus;

- Pursuing the objectives of the member's Nominating Organisation and the area of expertise represented;

- Working towards alignment with existing International Standards wherever practical/relevant;

- Fully and impartially considering public comment on drafts and providing meaningful reasons for the non-acceptance of proposed changes;

- Voting at the ballot stage and if the vote is negative, clearly presenting the technical justification;

- Tracking and monitoring project progress;

- Raising project issues and risks that need to be recorded and resolved, and assisting with the resolution of these;

- Working within the policies and procedures outlined in this and other Standardisation Guides;

- Ensuring that relevant interests in the subject matter, not readily apparent, be made known to the committee i.e. declare conflicts of interest; and

- Complying with Standards Australia's *Code of Conduct for Committee Members*.

    NOTE: *These responsibilities also apply to Sub-Committee (SC) and Working Group (WG) members.*

6.2   Relationship with member's Nominating Organisation

A committee member who represents a Nominating Organisation has the responsibility of:

- Consulting with their Nominating Organisation on a regular basis to ensure that the viewpoint a member expresses is the viewpoint of the organisation they represent as a whole. This is particularly important where there are major differences of opinion amongst committee members or where the member is considering a negative vote;

- Clearly and effectively presenting the views of their Nominating Organisation and its members;

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- Using the benefits of membership for the good of the Nominating Organisation and the area of interest represented (not just the member's employer);

- Following the technical meetings and providing the Nominating Organisation with a brief report of the outcome of the meeting(s); and

- If attendance at meetings is not possible, contacting the Nominating Organisation so that a delegate can be arranged.

6.3   Drafting Leader (DL)

At the start of a project, the committee will normally appoint a Drafting Leader (DL). The DL can be a member of the committee or an external documentation specialist. The primary role of the DL is to develop and author the document at all stages of its development (i.e. committee draft, public comment draft, ballot draft and final approved Standard). While it may be desirable for the DL to have technical expertise in the subject matter, it is not essential as the responsibility for technical content is the responsibility of the Technical Committee (TC) as a whole). The key requirement for the DL is to have good documentation and authoring skills.

The responsibilities of the Drafting Leader (DL) are:

- Developing and authoring technical and non-technical draft content, including identification of graphics and illustrations if required;

- Consulting with the PM and the Committee Chair to develop the drafting schedule;

- Managing the drafting process to ensure it meets the drafting and project schedules;

- Attending committee meetings, discussing the draft and, where appropriate, acting as a review leader when the draft is being considered;

- Circulating the requested / scheduled draft to the committee (via the PM) when it is in an acceptable format and as complete as practicable;

- Identifying issues and risks that may affect the preparation of a document, and in conjunction with the committee and the PM, managing and resolving these;

- Identifying issues in the text of the document that may result in the document being ambiguous, misleading, inconsistent, incomplete, or difficult to use;

- Providing advice to the committee on the resolution of issues arising;

    NOTE: *Types of issues that can be raised include whether one clause is in conflict with another; if a test method requires clarification; if a section needs restructuring to make it flow better, etc.*

- Incorporating comments both from the committee members and the public;

- Ensuring a consistency of style and resolution of conflicting content when incorporating text from different sources (e.g. from other members of the committee);

- Negotiating with SA or an external provider for the preparation of necessary graphics and illustrations or for the provision of photographs;

- Providing SA a completed and in format copy of the draft for public comment or for publishing as a final Standard; and

- Addressing any feedback provided by SA (e.g. formatting or editorial issues).

If a formal Drafting Team (DT) is to be established then the DL also has the following responsibilities:

- Establishing a Drafting Team in consultation with the committee and the PM;

- Leading and guiding the Drafting Team;

- Arranging and administering meetings (face-to-face or electronic) to develop the draft;

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- Collating and incorporating input from team members; and

- Preparing and circulating a new draft for further discussion by the team and/or committee.

6.4 Drafting Team (DT)

While small Standards or minor revisions of an existing Standard may only need the DL, for large or complex Standards it is sometimes necessary to appoint a Drafting Team (DT) (i.e. working group) to develop the text of the Standard. This allows the full committee to concentrate on other projects or activities. A DT generally comprises of members of the main TC and each member brings to the team their expertise in a particular area of the subject under consideration. While the DT may develop the document, the responsibility for the technical content always remains with the main TC.

Responsibilities of Drafting Team (DT) members include:

- Assisting in the development and authoring of content;

- Providing appropriate technical knowledge and expertise when requested by the committee;

- Attending meetings of the DT;

- Providing content and comment in a timely manner and ensuring the drafting process meets the drafting and project schedules;

- Actively working towards reaching consensus within the DT;

- Responsible for identifying technical issues pertaining to the development of the draft content and risks that may impact the project - including identification of possible resolution options;

- Identifying issues and risks that may affect the preparation of the document or issues in the text of the document that may result in the document being ambiguous, misleading, inconsistent, incomplete or difficult to use; and

- Providing advice to the committee (in conjunction with the DL) on the resolution of issues.

6.5 The need for consensus

The International Organization for Standardization's (ISO) definition of a consensus is:

General agreement, which is characterised by the absence of sustained opposition to substantial issues by any important part of the concerned interests and by a process that involves seeking to take into account the views of all parties concerned and to reconcile any conflicting arguments.

NOTE: *Consensus need not imply unanimity.*

In constituting a committee, SA endeavours to obtain representatives from all significant sectors of interest concerned with the particular project. Those representatives will often come to the table having differences of opinion as to the nature and the level of the requirements that are to go into a particular Standard. Resolution of the views of these competing interests, via an open and structured process, forms the basis of consensus standardisation.

When an agreement cannot be reached on a matter, the Chair must ensure that key points of difference are summed up and proposed action(s) to be taken are noted to reach a resolution.

If a matter of major significance is the subject of disagreement and it is clear that the views are irreconcilable, advice may need to be taken from outside the committee. In such cases, the matter may need to be discussed with the SA senior management or referred to the Production Management Group (PMG) or the Standards Development and Accreditation Committee (SDAC) for consideration.

It should also be noted that there are occasionally situations where there is no national consensus on a particular subject. If that is the case, and it is not possible to develop a Standard on the subject, other options may be worth considering as set out in *SG-003: Standards and Other Publications*.

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6.6 Statements to the public

It is important that a committee member, particularly a Chair, does not make public statements on behalf of their committee or SA until the matter has been discussed and agreed with their committee and the relevant PM. All statements made to the press or other media are to be pre-agreed with SA's senior management via the Media Enquiries contact on our 'Contact Us' page.

6.7 Obligations

A committee member is expected to contribute to mutually acceptable outcomes, and to not criticise the committee's work or findings outside of the committee. Disagreements or differences of opinion are to be mediated and resolved within the committee process, and not escalated to the public arena or media.

Once a Standard has been published, committee members and the interests they represent are expected to encourage the use of the Standard.

6.8 Confidentiality

Committee members are required to act in a manner that contributes to reaching consensus, and to ensure that the interests of all stakeholders (including members of the public who submit comments on a proposed Australian Standard) are considered during the development of the Standard.

To facilitate and encourage participation in the Standards development process and an effective working environment for the committee, SA requires committee members to treat as confidential:

- all minutes and agendas for SA committee meetings;

- all SA committee circulars;

- all public comments received by SA in the public comment phase;

- the consideration by the committee of the public comments received by SA in the public comment phase (including the document summarising the comments received; and

- other documents that are actively categorised by the creator or distributor as "Committee-in-Confidence'.
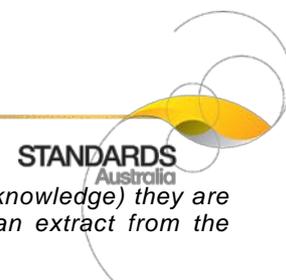
NOTE: *In addition to these confidentiality requirements, committee members should always operate in accordance with the* Committee Member Code of Conduct.

It is the obligation of each committee member, with the support of their Nominating Organisation, to ensure that "Committee-In-Confidence" documents are kept confidential to the committee, and that these documents are not circulated, discussed in the media or published inappropriately. However, the confidential nature of "Committee-in-Confidence" documents does not preclude Main Committee members from consulting with and reporting to their Nominating Organisations and constituents, as required, in relation to the substantive technical issues that are under committee consideration.

SA will record and may make public the names of Main Committee members, employers and nominating organisations and any declared interests of participants in the committee process.

Committee documents are distributed using the SA committee website (the Standards Hub). Committee members are issued with a user ID and password by the PM. They can then post and access committee documents as well as participate in on-line discussions. From time to time, committee members may be granted access to existing Australian Standards, international Standards or other third party documents for use in the preparation of Australian Standards, international Standards or other normative documents. Committee members will be advised of any special requirements that may apply to the use of such documents and must comply with those requirements as advised.

Information relating to a TCs terms of reference, active projects, published Standards, constitution, international relationships and SCs are available via the Standards Development Public Portal.

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NOTE: *Where a person is 'invited' to attend a meeting (usually for their specific technical knowledge) they are not issued the meeting minutes. However, as a courtesy, they may be issued an extract from the minutes on the specific areas they were invited to be involved in.*

7   NOMINATING ORGANISATIONS

7.1   The role of the Nominating Organisation

Technical Committee (TCs) that are responsible for writing Standards must be composed of individuals who are independent of self-interest or influencing the content of a Standard for their own or their employers' advantage. Interests around the committee table must be concerned with the following broader sector or national views:

- Benefit to Australia;

- Health, safety and welfare of users and consumers;

- The community;

- The environment;

- Industry best practice;

- New and emerging technologies; and

- Fitness for purpose.

To achieve these objectives, committees are composed of representatives of organisations that represent the views of a large group with a common interest. These organisations are referred to as 'Nominating Organisations' since they nominate their representatives to the committee, and a committee member is responsible to the organisation that nominated them.

Further information on the relationships of Nominating Organisations to TCs can be found in *SG-002: Structure and Operation of Standardisation Committees*.

7.2   Responsibilities of the Nominating Organisations

It is expected that a Nominating Organisation is:

- Arranging for continuous representation of the organisation's interests on the relevant committees;

- Informing Standards Australia of any change in representation;

- Ensuring that the organisation's representative is:

  o Familiar with the relevant technical matters;

  o Able to effectively represent the views of the organisation (e.g. able to make decisions at meetings without referring all matters back to the Nominating Organisation); and

  o Able to competently and actively participate in committee meetings and contribute to the development of Standards.

- Briefing its representatives so that the collective view of the Nominating Organisation can be presented to the relevant committees;

- Requiring that its representatives brief the Nominating Organisation on relevant issues arising from committee meetings;

- Arranging for a delegate to attend if its representative is unable to attend a committee meeting, and informing SA of the substitution in advance of the meeting;

- Encouraging the use of Standards that it has helped prepare; and

- Complying with SA's *Nominating Organisation Code of Conduct*.

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NOTE: *When it becomes evident that a representative is not acting in the interest of their Nominating Organisation, SA will defer the issue back to the Nominating Organisation for resolution.*

8 COMMITTEE CHAIRS

8.1 Leadership role

The Committee Chair and the Project Manager (PM) form the leadership team that guides a committee through the process of developing Australian Standards (AS) and joint Australian/New Zealand Standards (AS/NZS). As Standards are produced by cooperative effort and round-table discussions, the Chair and the PM have a key role in ensuring that such Standards represent the views of all concerned to the maximum extent possible.

One of the most important functions of a committee leadership team is to ensure that when preparing Standards, the standardisation process is strictly adhered to.

8.2 Responsibilities

The principal responsibilities of a committee's Chair are facilitating collaborative discussion, managing the conduct of committee meetings and providing a leadership role to ensure the required commitment is achieved and the objectives and benefits defined in the project proposal are delivered. Therefore, the responsibilities of a Committee Chair include:

- Understanding the principles of the standardisation process, including the policies of SA relating to transparency and consensus (as explained in the Standardisation Guides);

- Developing an understanding of the committee objectives and meeting dynamics;

- In conjunction with the PM, ensuring compliance with the scope and objectives defined in the proposal and the Project Management Plan (PMP);

- In consultation with the committee and the PM, recommending variations to the original project scope, time, benefits or budget;

- Encouraging the committee members to effectively prepare for committee meetings to allow a decisive and efficient work flow and meeting of targets and priorities;

- Facilitating discussions and mediating disagreements between members to avoid delays in the Standards development process;

- Maintaining impartiality at all times to ensure that the opinions of all stakeholders are heard;

- Focusing the discussion to the point under consideration to ensure that the agenda can be completed in a timely manner;

- Summarising the consensus view for noting and action when a consensus of opinion has been reached;

- Ensuring that once a consensus on a matter has been reached, the matter is not re-opened for further discussion, unless it is critical;

- When an agreement cannot be reached on a matter, the Chair must ensure that key points of difference are summed up and proposed action(s) to be taken are noted to reach a resolution;

- With regards to the detailed drafting of Standards, avoid focusing discussions on editorial and purely drafting points. This is because the detailed drafting is the responsibility of the DL or the DT; questions regarding the style and format are addressed by the PM;

- Facilitating the resolution of any negative votes resulting from the committee ballot; and

- Ensuring that the committee gives full consideration to the adoption of an existing International Standard if it parallels the scope of the draft being prepared.

    NOTE: *The PM will assist the Chair to achieve the agreed outcomes.*

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8.3   Declaration of interests by Committee Chairs

A Committee Chair has a dual role to represent the interests of their nominating body as well as to act as a neutral facilitator for committee discussions. It is therefore important that the Chair declare their interests along with the rest of the committee members.

The Chair must also make it clear when they are putting forward the views of their nominating body as opposed to their normal role of speaking from a position of neutrality as the Committee Chair.

When necessary, a Committee Chair may need to stand down from chairing discussions on subjects where there could be a perceived conflict of interest. This could be necessary in situations where perceptions could substantially detract from the committee's conclusions. In such circumstances the PM, or if agreed by the committee, another committee member, may chair that part of the meeting.

9   PROJECT MANAGERS (PMs)

9.1   General

All Technical Committees (TCs) have a PM who works with the Committee Chair to assist the committee to meet its agreed outcomes. The general responsibilities of a PM, irrespective of the pathway, are to plan, execute and manage all committee / project activities in accordance with the agreed time frame, quality, scope and budget.

This involves:

- Acting as the point of contact for committee / project administration;

- Ensuring that a balanced committee exists at project commencement and throughout the life of the project;

- Assisting and providing advice to committees, Chair and DL;

- Facilitating the 'Kick-Off' meeting;

- In conjunction with the committee, developing and maintaining the PMP;

- In conjunction with the Chair, ensuring compliance with the scope and objectives agreed in the project proposal and the PMP;

- Creating a Project Schedule and managing progress against the forecasted schedule;

- Identifying and managing major issues and risks that impact the project in conjunction with the Chair, and if appropriate, Nominating Organisations. Where appropriate, resolving issues and risks in consultation with the Chair and SA;

- Managing project inter-dependencies including direct dependencies between project program or work activities that are being undertaken;

- Administration of the committee including:

  o Organising meetings (e.g. notices of meetings, agendas, booking meeting rooms);

  o Ensuring all documentation is available for the meeting;

  o Ensuring that meeting minutes are prepared;

  o Distributing documents and drafts; and

  o Maintaining current details of members and their organisations.

- Assisting the Drafting Leader (DL) to meet their responsibilities;

- Receiving and collating public comments and distributing them to the committee;

- Arranging for public comment to be reviewed and recording resolution of comments;

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- Maintaining a secure repository for project documents;

- Facilitating audits of documents and standardisation processes; and

- Providing monthly status reports to both the SA Project Office, and may be sent to other project stakeholders to ensure that the stakeholders and the interested parties are informed of project progress, issues and risks (as required).

The PM responsible for a TC will attend each meeting of the TC but may not necessarily attend all meetings of Sub-committees (SCs) and Working Groups (WGs).

Depending upon which pathway is used to develop the Standard there are additional responsibilities for the PM and these are outlined below.

9.2 Standards Australia Resourced & Externally Funded pathways

For committees and projects operating under these pathways, the PM would normally be a SA employee (or a SNZ employee in the case of some joint committees).

In addition to the general responsibilities mentioned above, the SA PM is also responsible for:

- Maintaining project documentation in the Standards Hub Committee Workspace;

- Providing a final determination on the style and formatting of the Standard;

- Arranging publication of the Public Comment Draft;

- Conducting the committee ballot;

- Arranging publication of the final Standard;

- Providing guidance on SA's policies and procedures;

- Collating data from committee meetings, relevant overseas Standards and other sources as necessary;

- Advising on questions relating to standardisation policies. The PM is expected to have access to the latest national and international developments in standardisation; and

- Where necessary, coordinating with other committees or Standards bodies.

10 STANDARDS AUSTRALIA

10.1 National Sector Manager (NSM)
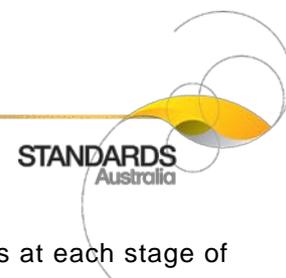
National Sector Managers (NSMs) will:

- Assist the proponent in the development of the project proposal;

- Conduct preliminary assessments of project proposals;

- Provide an escalation point for policy or relationship issues within the project in consultation with the leaders of the SA project management team;

- Provide guidance to stakeholders on the SA business model, Project Prioritisation Process and Standards development pathways; and

- Manage the relationship with the Nomination Organisations.

10.2 Publishing Services Manager

The Publishing Services Manager will:

- Manage the quality of drafting, editing, styling and graphics in consultation with the relevant Project Manager (PM);

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- Manage and assign Publishing Services resources required by the project;

- Ensure the draft is assessed against SA's processes, policies and procedures at each stage of the Standards development lifecycle; and

- Resolve Publishing Services priority and work conflicts.

10.3 Publishing Services Team

The Publishing Services Team will, in consultation with the relevant PM:

- Provide SAI Global (SAIG) with the Public Comment Draft and final approved publication;

- Determine dates for the Public Comment Draft in line with SAIG timeframes;

- Format all agreed comments into the Public Comment Draft (see below Note);

- Prepare Certificates of Appreciation;

- Edit the draft document throughout the Standards development process; and

- Review and sign-off relevant project documentation, including the final draft.

NOTE: *PMs and Drafting Leaders are responsible for incorporating comments into the pre-ballot committee draft, and then the Publishing Services Team is responsible for updating the master file.*

DOCUMENT HISTORY

To follow details the history of this document:

Date	Author	Amendment Details
		v1.2 - Combined SG-004, SG-008 & SG-011& re-issued.
20/07/09		v2.0 – Review with minor amendments & re-issued.
18/05/10	Policies & Procedures Officer	v3.0 – Amended to reflect current Standards Development pathways & re-issued.
21/02/12	Process & Procedures Officer	v3.1 – Update hyperlinks after new corporate website released & re-issued.
03/07/12	Process & Procedures Officer	v3.2 – Remove mention that SA is accredited by ABSDO & re-issued.
10/08/12	Process & Procedures Coordinator	v3.3 – Minor amendments to reflect current Standards Development pathways & re-issued.
21/08/12	Process & Procedures Coordinator	v3.4 – Minor amendments, introduced clause 10, updated pathways references to reflect current practice & re-released.
22/08/12	Process & Procedures Coordinator	v3.5 – Introduced Confidentiality clause & clarified 'Committee-in-Confidence' policies.
05/12/12	Process & Procedures Coordinator	v3.6 – Correct spelling error in Clause 3 heading.
16/1/13	Process & Procedures Coordinator	v3.7 - Reconfirmed/updated Document History & re-issued.
16/07/13	Process & Procedures Coordinator	v3.8 – Fixed broken hyperlinks to SG-005.
26/08/13	Process & Procedures Coordinator	v3.9 – Fixed broken hyperlinks to 'Code of Conduct for Committee Members'.

08/10/14	Process & Procedures Coordinator	v3.10 – Minor editorial amendments.
11/02/16	Process & Procedures Coordinator	v3.11 - Remove references to Committee Driven pathway.
26/02/16	Process & Procedures Coordinator	v3.12 - Replace SDC references with SDAC.