

BS 202000:2020



BSI Standards Publication

**Standardization management system —
Specification**

bsi.

Publishing and copyright information

The BSI copyright notice displayed in this document indicates when the document was last issued.

© The British Standards Institution 2020

Published by BSI Standards Limited 2020

ISBN 978 0 59 03116 4

ICS 1.12.0, 05.100.70

The following BSI references relate to the work on this document:

Committee reference DEF/1

Draft for comment 20/30387670 DC

Amendments/corrigenda issued since publication

Date	Text affected
------	---------------

Contents

	Page
Foreword	iii
0 Introduction	1
0.1 General	1
0.2 Aims	1
0.3 Success factors	2
0.4 Continuous improvement of the SMS	2
<i>Figure 1 — Relationship between PDCA and the standardization management framework</i>	3
0.5 Contents of this standard	3
1 Scope	4
2 Normative references	4
3 Terms and definitions	4
4 Context of the organization	8
4.1 Understanding the organization and its context	8
4.2 Understanding the needs and expectations of interested parties	8
4.3 Determining the scope of the SMS	8
4.4 SMS and its processes	9
5 Leadership	9
5.1 Leadership and commitment	10
5.2 Policy	10
5.3 Organizational roles, responsibilities and authorities	11
5.4 Customer focus	11
6 Planning	12
6.1 General	12
6.2 SMS objectives and planning to achieve them	12
6.3 Risk management	12
6.4 Configuration management	12
7 Support	13
7.1 Resources	13
7.2 People	13
7.3 Infrastructure	13
7.4 Monitoring and measuring resources	13
7.5 Organizational knowledge	13
7.6 Competence	14
7.7 SM awareness	14
7.8 Communication	14
7.9 Documented information	14
7.10 Control of documented information	15
8 Operation	15
8.1 Operational planning and control	15
8.2 Order of preference for selection of standards	15
8.3 Reasons for selection of standards	16
8.4 Obtaining standards	16
8.5 Capturing the standards to meet contract/project requirements	16
8.6 Assurance and validation of standards	17
9 Performance evaluation of the SMS	17
9.1 Monitoring, measurement, analysis and evaluation	17
9.2 Internal audit	19
9.3 Improvement	20

9.4	Non-conformity and corrective action	20
Annex A	(informative) Standardization manager terms of reference	22
Annex B	(informative) SM committee terms of reference	23
Annex C	(informative) Recognized levels of competence in SM	23
Annex D	(informative) Standardization management system requirements	26
	<i>Table D.1 — Table of requirements</i>	26
	Bibliography	27

Summary of pages

This document comprises a front cover, and inside front cover, pages i to iv, pages 1 to 29, an inside back cover and a back cover.

Foreword

Publishing information

This British Standard is published by BSI Standards Limited, under licence from The British Standards Institution, and came into effect 30 June 2020. It was prepared by Technical Committee DEF/1, *Defence standardization*. A list of organizations represented on this committee can be obtained on request to its committee manager.

Information about this document

This publication can be withdrawn, revised, partially superseded or superseded. Information regarding the status of this publication can be found in the Standards Catalogue on the BSI website at bsigroup.com/standards, or by contacting the Customer Services team.

Where websites and webpages have been cited, they are provided for ease of reference and are correct at the time of publication. The location of a webpage or website, or its contents, cannot be guaranteed.

Presentational conventions

The provisions of this standard are presented in roman (i.e. upright) type. Its requirements are expressed in sentences in which the principal auxiliary verb is “shall”.

Commentary, explanation and general informative material is presented in smaller italic type, and does not constitute a normative element.

Requirements in this standard are drafted in accordance with *Rules for the structure and drafting of UK standards*, subclause **G.1.1**, which states, “Requirements should be expressed using wording such as: ‘When tested as described in [Annex A](#), the product shall ...’”. This means that only those products that are capable of passing the specified test will be deemed to conform to this standard.

Where words have alternative spellings, the preferred spelling of the Shorter Oxford English Dictionary is used (e.g. “organization” rather than “organisation”).

Contractual and legal considerations

This publication does not purport to include all the necessary provisions of a contract. Users are responsible for its correct application.

Compliance with a British Standard cannot confer immunity from legal obligations.

0 Introduction

0.1 General

Standardization management (SM) is a critical enabler for improved cooperation and plays an integral part in the activities of organizations. SM outcomes are a key element in capability development activities and for the improvement of the competitiveness of industry.

SM ensures capability has the flexibility and agility to be upgraded incrementally and deliver the required levels of coherence and interoperability. SM is therefore key to the delivery of the benefits of open procurement by driving the use of common open principles, rules and standards through its policy, processes and tools.

SM is a through-life process that enables the drafting, development and maintenance of standards. It promotes the intelligent selection and implementation of standards, policy, processes and tools, and delivers:

- a) enhanced product and service safety, quality (product qualification in some sectors) and process efficiencies;
- b) optimization of the variety of products and services;
- c) facilitation of increased interoperability of products, services and processes;
- d) increased exchange of information between organizations and dissemination of technology;
- e) improved compatibility of products and services in international markets, reducing transaction costs and enhancing the export performance and presence of organizations;
- f) improved governance and assurance;

NOTE 1 Continuous improvement of SM practice ensures that the quality of products and services can be assured. Employing validated standards enables consistent definition of the performance criteria review for products and services, with associated benefits when verifying compliance with system requirements.

- g) defined and adaptable system architectures;

NOTE 2 Specified by technical constraints that enable a modular and open approach to design, organizations accrue the cost-benefits associated with open procurement of products and services and the ability to integrate advanced technologies.

- h) clear accountability and reduced risk; and

NOTE 3 This enables organizations to perform the role of an intelligent customer, setting rigorous, robust, realistic and stable product and service requirements for suppliers as well as verifying and validating the delivered product or service.

- i) standards evolution.

NOTE 4 Learning from experience develops an organization's ability to identify, assess and specify future capability requirements so that they align with technology developments.

0.2 Aims

This British Standard supports and guides organizations in the implementation of a standardization management system (SMS), including assisting organizations to:

- a) understand the requirements of an SMS; and
- b) select and implement improvements within an SMS.

0.3 Success factors

The success of an SMS depends on commitment from all levels and functions of the organization, led by top management. The organization can leverage opportunities to implement compliance and standards that enhance beneficial standardization impacts, particularly those with strategic and competitive implications. Top management can effectively address risks and opportunities by integrating SM into the organization's business processes, strategic direction and decision making, aligning them with other business priorities and incorporating standardization governance into its overall management system. Demonstration of successful implementation of this British Standard can be used to assure interested parties that an effective SMS is in place.

Adoption of this British Standard, however, does not in itself guarantee optimal standardization outcomes. Application of this British Standard can differ from one organization to another due to the context of each organization. Two organizations can carry out similar activities but can have different compliance obligations, commitments in their standardization policy, standards, technologies and SM performance goals, yet both can conform to the requirements of this British Standard.

The level of detail and complexity of the SMS varies depending on the context of the organization, the scope of its SMS, its compliance obligations, and the nature of its activities, products and services, including its standardization aspects and associated standardization impacts.

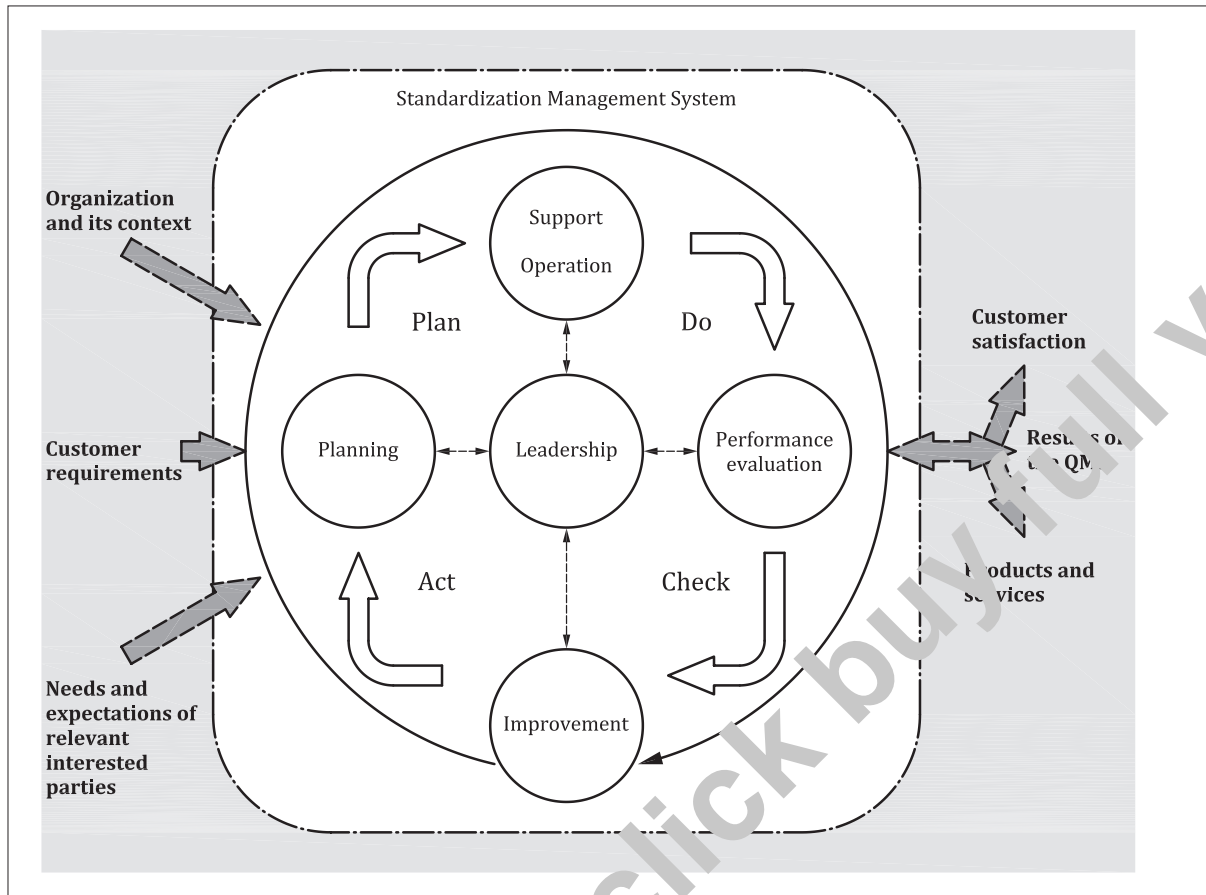
0.4 Continuous improvement of the SMS

The basis for an SMS is the concept of "Plan-Do-Check-Act" (PDCA). The PDCA model provides an iterative process used by organization to achieve continual improvement. It can be applied to an SMS and to each of its individual elements and can be described as follows.

- a) Plan: establish the SM objectives and processes necessary to deliver results in accordance with the organization's standardization policy.
- b) Do: implement the processes as planned.
- c) Check: monitor and measure the processes against the standardization policy, including the organization's commitments, standardization objectives and operating criteria, and report the results.
- d) Act: take actions to continually improve.

[Figure 1](#) shows how the framework introduced in this British Standard could be integrated into a PDCA model, which can help new and existing users to understand the importance of a systems approach.

Figure 1 — Relationship between PDCA and the standardization management framework



0.5 Contents of this standard

This British Standard includes a high-level structure, identical core text and common terms with core definitions, designed to benefit users in implementing multiple management systems.

This British Standard does not include requirements specific to other management systems, such as quality, occupational health and safety, energy or financial management. However, this British Standard enables an organization to use a common approach and risk-based thinking to integrate its SMS with the requirements of other management systems.

An organization that wants to make a public claim of compliance this British Standard can do so by:

- a) making a self-determination and self-declaration; or
- b) seeking confirmation of its conformity by parties having an interest in the organization, such as customers; or
- c) seeking confirmation of its self-declaration by a party external to the organization; or
- d) seeking certification/registration of its SMS by an external organization.

1 Scope

This British Standard specifies requirements for an SMS in order to identify measurable criteria for effective SM and instil organizational cultures and behaviours to deliver vendor and supplier confidence with regards to standardization.

2 Normative references

There are no normative references in this British Standard.

3 Terms and definitions

For the purposes of this British Standard, the following terms and definitions apply.

3.1 assurance

aspect of corporate governance in which top management provides accurate and current information to stakeholders concerning the efficiency and effectiveness of its policies and operations, and the status of its compliance with statutory obligations

3.2 audit

systematic, independent and documented process for obtaining evidence and evaluating it objectively to determine the extent to which the audit criteria are fulfilled

NOTE 1 For the definition of process, see [3.21](#).

NOTE 2 An internal audit is conducted by the organization ([3.19](#)), or by an external party on its behalf.

NOTE 3 An audit can be a combined audit (combining two or more disciplines).

NOTE 4 Independence can be demonstrated by the freedom from responsibility for the activity being audited or freedom from bias and conflict of interest.

NOTE 5 Audit evidence consists of records, statements of fact or other information which are relevant to the audit criteria and are verifiable. Audit criteria are the set of policies, procedures or requirements ([3.24](#)) against which audit evidence is compared, as defined in [BS EN ISO 19011:2018](#), [3.3](#) and [3.2](#).

3.3 competence

level of expertise required by an organization to deliver its SMS

3.4 configuration management

systems engineering process for establishing and maintaining consistency of a product's performance and functional and physical attributes in line with its requirements, design and operational information throughout its life

3.5 conformity

fulfilment of a requirement

NOTE See also [3.24](#).

3.6 continual improvement

recurring activity to enhance performance

NOTE 1 Enhancing performance relates to the use of the standardization management system ([3.30](#)) to enhance standardization performance ([3.20](#)) consistent with the organization's ([3.19](#)) standardization management policy ([3.29](#)).