ISO/IEC Guide 17:2016-03 (E)

Guide for writing standards taking into account the needs of micro, small and medium-sized enterprises

Contents

Page

Foreword iv

Introduction v

1 Scope 1

2 Normative references 1

3 Termsanddefinitions 1

4 General considerations 2

5 Issues to consider during the standards development process 2
5.1 General 2
5.2 Preparation of a new work item 2
5.2.1 Market relevance 2
5.2.2 Stakeholders 2
5.3 Issues to be considered during the preparation of a standard 3
5.3.1 Implementation cost-effectiveness of standards for SMEs 3
5.3.2 Availability of elements 3
5.4 Developing the content of the standard 3
5.4.1 Performance approach 3
5.4.2 Introduction 4
5.4.3 Scope 4
5.4.4 Testing 4
5.4.5 Verification methods 4
5.5 Structure and presentation of the content 5
5.5.1 Length 5
5.5.2 Structure 5
5.5.3 Presentation and figures 5
5.5.4 Clear language 5
5.5.5 References 6
5.5.6 Revision 6
5.6 Final review 7
5.6.1 Transition period 7
5.6.2 Supportive implementation assistance 7

6 Checklist 7

Annex A (informative)Definitionsofmicro,smallandmedium-sizedenterprises 9

Bibliography 12