



TRINIDAD AND TOBAGO BUREAU OF STANDARDS
STAKEHOLDER REQUEST FOR NATIONAL STANDARDS PROJECT

This form is to be completed by persons or organizations making a request for the development or revision of a National Standard. The completed form is to be submitted to the Executive Director, Trinidad and Tobago Bureau of Standards (TTBS).

The standards development process can be a lengthy, resource-intensive activity. It is therefore necessary for TTBS to review and assess requests for standards on the basis of the importance of the need or issue identified and the feasibility of a standards-based solution. If the request is approved, the standard will be prioritized for development based on, inter alia, the urgency of the need and the human and financial resources available to TTBS at the time.

A proposal for a National Standard must describe a clear need or issue to be addressed and identify how the proposed standard will help to resolve the need or issue. All sections of this form are to be completed as this will ensure that TTBS is presented with the best information on which to prioritize projects across a wide range of sectors. The information provided will also help to verify that there is a valid need for the standard and that there is sufficient interest among key stakeholders and other affected parties.

Proposer Information	
Name	
Job Title	
Phone	
Email	
Organization	
Signature	
Date	

Details of the request	
<u>Title/Topic/Subject</u> <i>Identify the product, service, or practice concerned (include the title of the standard, if known)</i>	
<u>Need/issue to be addressed</u> <i>Describe the need/issue that the standard is meant to address</i>	



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<p><u>Relevant sectors/parties</u></p> <p><i>Identify key stakeholders relevant to this product/service/ practice (parties affected by the issue or which can contribute to a solution)</i></p>			
<p><u>Proposed solution to the need/issue</u></p> <p><i>Describe how the requested standard will be used to address the need/issue. (How will the standard be enforced or applied and by whom)?</i></p>			
<p><u>Related documentation</u></p> <p><i>List any known standards, guides, codes or technical documents applicable to the need/issue</i></p>			
<p><u>Alignment with national policy</u></p> <p><i>Is there any national policy, existing legislation, or Government priority/ commitment that the proposed standard will support?</i></p>			
<p><u>Degree of national importance</u></p> <p><i>Rate the importance of the standard in relation to the three parameters to the right (Use a scale of 1 to 5 with 1 being the highest)</i></p>	<i>Rank</i>	<i>Please provide details</i>	
	Economic Activity		
	Social impact		
	Government priority		
<p><u>Proposer's support</u></p> <p><i>How will you or your organization be able to support the standards development project?</i></p>	<input type="checkbox"/> Host committee meetings <input type="checkbox"/> Host stakeholder consultations <input type="checkbox"/> Purchase reference documents <input type="checkbox"/> Provide an initial draft document		<input type="checkbox"/> Bulk purchase of final standard <input type="checkbox"/> Assist with research/testing <input type="checkbox"/> Support promotional activities <input type="checkbox"/> Other (Please specify):