

GUIDANCE IN COMPLETING NEW WORK ITEM PROPOSAL (NP) FORM**Terms and definitions**

Types of MS development:

- 1) Adoption (IDT): identical adoption of international standards/regional standards/foreign standards (eg ISO/IEC/ITU/CEN/CENELEC/etc)
- 2) Adoption (MOD): adoption of international standards/ regional standards/foreign standards (eg ISO/IEC/ITU/CEN/CENELEC/etc) with modification
- 3) Indigenous: A new Malaysian Standard developed which is not available elsewhere
- 4) Withdrawal: A process to remove the Malaysian Standard which is out of use or practice
Type of Withdrawal: Withdrawal With Replacement and Withdrawal Without Replacement
- 5) Revision: A process where existing Malaysian Standard is reviewed and updated which resulted in the publication of a new edition of the Malaysian Standard
- 6) Amendment: A process where a provision of existing Malaysian Standard is altered. The changes are indicated in an amendment page which is incorporated into an existing Malaysian Standard. Amendments can be of technical and/or editorial nature.
- 7) Confirmation: A Malaysian Standard that has been reviewed by the responsible committee and confirmed that its contents are current.

Patent rights

Standards Malaysia has a policy on inclusion of patented items in standards - knowledge of any known patents should be declared.

Purpose and justification

- 1) The **specific aims and reasons for the standardisation** activity, with particular emphasis on the aspects of standardisation to be covered, the problems it is expected to solve or the difficulties it is intended to overcome.
- 2) The **main interest that might benefit from or be affected by the activity**, such as industry, consumers, trade, government, and distributors.
- 3) **Feasibility of the activity**: are there factors that could hinder the successful establishment or general application of the standard?
- 4) **Timeliness of the standard to be produced**: is the technology reasonably stabilised? If now, how much time is likely to be available before advances in technology may render the proposed standard outdated? Is the proposed standard required as a basis for the future development of the technology in question?
- 5) **Urgency** of the activity, considering the needs of other fields or organisations. Indicate **target date** and when a series of standards is proposed, suggest priorities.

If a series of new projects is proposed with the purpose and justification of which is common, a common proposal may be drafted including all elements to be clarified and enumerating the titles and scopes of each individual project.

Strategic priorities

In developing Malaysian Standards, Standards Malaysia seeks to focus on public interest priorities align with the government focus area (e.g. Malaysia Plan, Industrial Master Plan (IMP), Industry 4.0, National Directions and Policies etc.) which are relevant and serve to address urgent national concerns. These should be indicated together with the impact of not having such a standard:

Alignment to government policies	Public and national interest objectives as specified by Government of Malaysia will be considered
Impact on public health & safety	Describe how the proposed standard will/can improve public and/or workplace health or safety
Impact on environmental	Consider the environmental impact/benefit of the standard, including 'intangible' costs and benefits (e.g. noise; pollution; amenity)
Impact on trade facilitation	Consider the economic impact of the proposed standard on different sectors of the community, such as consumers, manufacturers, small business, suppliers etc.
Reference to public legislation	References made to the Malaysian Standard in act, technical regulation, by-law or other statutory rules made under the authority of the federal or state government of Malaysia
Usage	Identify potential users of the proposed standard

Stakeholder support

Proposer must demonstrate the proposed Malaysian Standard has sufficient support from the relevant stakeholders to anticipate consensus and adoption. Stakeholders may include small business, industry, manufacturer, supplier or distributor, consumer, government, union, professional, academic, other exporter, etc. Balanced representation is essential. Relevant and interested organisations or bodies, which would be affected by the standard, shall be invited to the meetings.

Funding

Declaration of any funding received or allocated by the committee, its members or related stakeholders for the proposed project/program; or Please specify if the proposer is willing to provide partial/full allocation for the development of the proposed standard

Private sector/industries/organisations are welcomed and encouraged to provide funding for development of Malaysian Standard.

For Secretary to fill in:

Sales record	<ul style="list-style-type: none"> a) Not applicable for new application b) Only for maintenance of existing Malaysian Standards (e.g. confirmation, revision, amendment) c) Provide history of purchasing record in hard/soft copy
International alignment	<p>Specifies level of alignment to relevant international activity where there is an existing International Standard or project.</p> <ul style="list-style-type: none"> - Identical/modification/NEQ

Note: Malaysian Standards are performance based standards. Therefore, proposals forwarded to Standards Malaysia must not be biased or developed as 'an endorsement' to a certain brand product.