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Competence of standards professionals —

Part 1: In companies

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Foreword

ISO (the International Organization for Standardization) is a worldwide federation of national standards bodies (ISO member bodies). The work of preparing International Standards is normally carried out through ISO technical committees. Each member body interested in a subject for which a technical committee has been established has the right to be represented on that committee. International organizations, governmental and non-governmental, in liaison with ISO, also take part in the work. ISO collaborates closely with the International Electrotechnical Commission (IEC) on all matters of electrotechnical standardization.

The procedures used to develop this document and those intended for its further maintenance are described in the ISO/IEC Directives, Part 1. In particular, the different approval criteria needed for the different types of ISO documents should be noted. This document was drafted in accordance with the editorial rules of the ISO/IEC Directives, Part 2 (see www.iso.org/directives).

Attention is drawn to the possibility that some of the elements of this document may be the subject of patent rights. ISO shall not be held responsible for identifying any or all such patent rights. Details of any patent rights identified during the development of the document will be in the Introduction and/or on the ISO list of patent declarations received (see www.iso.org/patents).

Any trade name used in this document is information given for the convenience of users and does not constitute an endorsement.

For an explanation of the voluntary nature of standards, the meaning of ISO specific terms and expressions related to conformity assessment, as well as information about ISO's adherence to the World Trade Organization (WTO) principles in the Technical Barriers to Trade (TBT) see www.iso.org/iso/foreword.html.

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International Workshop Agreement IWA/30-1 was approved at a workshop hosted by KATS (Korean Agency for Technology and Standards) and KSA (Korean Standards Association), held in Jeju, Korea, in May 2019.

Any feedback or questions on this document should be directed to the user's national standards body. A complete listing of these bodies can be found at www.iso.org/members.html.

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Introduction

Competence development and education for people performing a job or tasks related to standardization activities is naturally one of the key interests of national standards bodies, standards-developing organizations and industries involved in standardization activities, as well as for education providers such as universities, professional associations and consultancy firms. Effective competence development should be based on the competence requirements of these companies and standards-developing organizations.

This rationale is why efforts have been made to develop knowledge or skill sets and qualification programmes for standards professionals at the international, regional and national levels. At the international level, ISO created a task force team under the Technical Management Board (TMB) to develop capability requirements for chairs, secretaries and project editors. At the regional level, relevant projects and activities have been carried out with published results, such as APEC's Education Guideline 5[25] and a research project undertaken by the European Commission (EC). At the national or organizational level, several countries or organizations have already tried to define a knowledge system, required skill sets and a qualification programme for standards professionals, including China, Japan, Korea and the United States.

These efforts have presented a need for competence requirements for standards professionals. To deliver objectivity in this document, a global survey was carried out to identify the common and specific competences required and then recommended for standards professionals in companies and standards-related organizations. This document is based on APEC's Education Guideline 6[26], the responses to the global survey and an analysis of the responses. It presents the tasks and the related competences for standards professionals in two separate parts: in companies (this document) and in standards-related organizations (ISO/IWA 30-2).

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This document includes the following topics:

— the structure of tasks and sub-tasks of standards professionals in companies;

— the common competences for standards professionals in companies;

— the competences by task for standards professionals in companies;

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— a career roadmap for standards professionals in companies.

This document does not cover the certification of persons or qualifications for personnel issues. Also, this document in principle does not focus on competence for conformity assessment tasks because this aspect is defined in other existing ISO and IEC documents, e.g. ISO/IEC 17025.

This document is also the result of collecting the practices of different interested parties and common competence requirements. It is a voluntary guidance document intended for global use. This document, in its present or revised form, is intended to serve as a stepping stone for competence development and education programmes for both ISO and its members.

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