



Product Approval Work Instruction	Work Instruction No.: PAD 12.11
01/11/2025	Work Instruction: New Standard Procedure

Change follow up

Revision	Date	Changes

1. General

1.1 Scope

- 1.1.1 The procedure deals with the way the Product Approval Directorate (PAD) integrates new standards in its accreditation scope.

1.2 Objectives

- 1.2.1 To define the steps of the process of introducing new standards.

1.3 Applicability

- 1.3.1 The Directions apply to the Head of PAD.

2. Applicable documents

2.1 Documents mentioned in this work instruction

- 2.1.1 none

2.2 Appendices and forms

- 2.2.1 none



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3. Definitions and terms

3.1 None

4. Details and instructions

4.1 **The Head of PAD should check the list of requests from manufacturers, auditors, etc., and see if suitable standards exist.**

4.1.1 If standards exist- Check with the head of the relevant lab (See Section below).

4.1.2 If no standards exist- Follow according to Section below

4.2 **Checking and treatment of existing standards**

A. Stage A- Identifying potential: Throughout the year, the Head of PAD should gather requests, ideas, and proposals from clients and interested parties such as Ministry of

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Economy - Standardization Administration that are interested in Product Approval using existing standards

- B.** In November every year, a meeting should take place with the Head of PAD and lab heads in order to identify standards which have the potential to approve products under PAD. These standards should be noted in a monitoring chart.

4.2.1 Stage B- Treatment:

- A.** The Head of PAD should determine priority for approving products according to the new standards within the work plan.
- B.** The Head of PAD should examine the standards' relevance to certify according to the following criteria:
- 1) Market potential** - Test marketing potential- The Head of PAD will contact potential clients, according to their level of dominance within the product's market.
 - 2) Equipment for product testing-** The Head of PAD should examine the type of equipment needed in consultation with the relevant lab head.
- C.** After receiving answers from the various bodies, the Head of PAD should decide whether to continue the process or stop it.

4.2.2 Stage C- Continued development and approval.

- A.** The Head of PAD - Prepare a preliminary inquiries plan.
- B.** The Head of PAD should contact the accreditor' and meet his requirements in order to be accredited for the service
- C.** Price list for executing testing- By contacting the Industrial Division.
- D.** Approval for the scope extension will be given during the yearly management review.

4.2.3 Marketing:

- A.** The Head of PAD should prepare a marketing plan of the ability to get a PAD service according to the standards, including a notice to relevant clients about this new option.

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B. Marketing operation will be coordinated with the SII's spokesperson, Division of Standardization, and relevant labs.

4.3 Documentation and Filing

4.3.1 All correspondence regarding the topic of standards should be saved in a file called "New standards", organized according to standard number.

4.4 Monitoring

4.4.1 The Head of PAD should include the detailed development of this procedure as part of the annual work plan.

4.4.2 The Professional Committee Coordinator should follow the topic's treatment progress, and report it each quarter to the Head of PAD.

4.4.3 In the PAD's work plan, an annual target should be set determining the number of new standards that will be promoted during the year for approval of gaining the PAD's services.