**TC283 - Clarifications Requests Procedure**

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This procedure sets out the process for dealing with clarifications of intent relating to ISO 45001 requirements and other documents published by ISO/TC 283. It applies to ISO Member Bodies and ISO/TC 283 and specifies the process to be followed to respond to and manage all received clarification requests submitted.

This procedure is intended to help prevent misinterpretation of ISO/TC 283 published documents. This procedure it is not intended to add to, subtract from, or in any way modify these documents.

This procedure recognizes the authority of ISO National Member Bodies to provide clarifications relating to ISO/TC 283 published documents. The review of national clarifications by ISO/TC 283 is intended to ensure and maintain international consistency.

**Clarification Procedure**

1. All requests for clarification should:
   - first be submitted to the relevant ISO National Member Body (NMB)
   - NMBs may answer the request for clarification directly
   - NMBs are encouraged to set up a process for clarification requests in order that they can provide a direct response. ISO/TC 283/TG2 provides guidance to NMBs to help with this.

2. Requests for clarification received by NMBs and any formal response should be:
   - translated into English by the NMB
   - forwarded to the ISO/TC 283 Committee Manager

3. Clarification responses shall be considered by ISO/TC 283 members. If an NMB clarification differs from the agreed position of ISO/TC 283, an explanation of the variance will be provided to the NMB. The NMB will be invited to reconsider the clarification to facilitate consistency.

4. If the NMB is unable to respond to a clarification request the NMB should:
   - forward the request to the ISO/TC 283 Committee Manager
   - advise the enquirer that this has happened and give an indication of when they can expect a response

5. ISO/TC 283 shall determine a response to the request and communicate this to the NMB. The NMB shall forward the response to the enquirer.

6. All requests received and responses given shall be reviewed by members of ISO/TC 283 once a year. The complete reviewed clarifications shall be published on the ISO ISO/TC 283 website and updated once a year as a minimum.
7. The ISO/TC 283 Committee Manager shall include an update on clarifications in the Secretariat Report circulated ahead of plenaries, once a year.

8. Clarification requests and responses shall be used as input to revisions of ISO/TC 283 standards.

9. This clarifications process shall be formally reviewed by ISO/TC 283 at least every 3 years to ensure that it continues to meet the needs of all involved.

10. Any questions about the operation of this process will be dealt with by the ISO/TC 283 Chair and Committee Manager.