



DEPARTMENT OF TRADE AND INDUSTRY
BUREAU OF PHILIPPINE STANDARDS

F O R M	Code	BP-SDD-FM-001
	Rev.	0
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New Work Item Proposal (NWIP) Form

<p>Instructions: A proposal for a new work item shall be submitted to the Bureau of Philippine Standards (BPS). The proposer of a new work item may be from any stakeholders (academe, trade/industry, consumer(s), professional (s), research institution(s), government agencies and testing institution(s)) another technical committee or subcommittee, the Bureau of Philippine Standards (BPS). See overleaf for guidance on when to use this form.</p> <p>IMPORTANT NOTE: Proposals without adequate justification, risk rejection or referral to originator. Guidelines for proposing and justifying a new work item are given overleaf.</p> <p>Proposal (to be completed by the proposer)</p>	New Work Item Proposal (NWIP)	
	Reference No.	
	Date Received	
	Name and Address of Proposer	

Title of proposal (in the case of an amendment, revision or a new part of an existing document, show the reference number and current title)

Scope of proposed project

Purpose and justification (attach a separate page as annex, if necessary)

Target date for availability (date by which publication is considered to be necessary)

Type of Standard

<input type="checkbox"/> Guide	<input type="checkbox"/> Vocabulary / Terminology	<input type="checkbox"/> Symbols
<input type="checkbox"/> Specification	<input type="checkbox"/> Classification	<input type="checkbox"/> Others, please specify: _____
<input type="checkbox"/> Test Method		

Relevant documents to be considered:

Relationship of project to activities of other Standards Development Organization (if any)

Liaison organizations (if any)

Industries

<input type="checkbox"/> Chemical	<input type="checkbox"/> Information Technology	<input type="checkbox"/> Mechanical / Manufacturing
<input type="checkbox"/> Construction Materials	<input type="checkbox"/> Consumer Products	<input type="checkbox"/> Petroleum and Related Products
<input type="checkbox"/> Transportation	<input type="checkbox"/> Healthcare Technology	<input type="checkbox"/> Others, please specify: _____

Preparatory work (at a minimum an outline should be included with the proposal)

<input type="checkbox"/> A draft is attached <input type="checkbox"/> Reference Working Standard is attached <input type="checkbox"/> Other Working documents are attached	<input type="checkbox"/> An outline is attached. It is possible to supply a draft by the proposer or the proposer's organization is prepared to undertake the preparatory work required <input type="checkbox"/> Yes <input type="checkbox"/> No
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Funding
 This new work item will be funded by the proposer Yes No

Name and signature of the Proposer (include contact information):

Name/signature	Contact Information:

Comments of the TC or SC
Supplementary information relating to the proposal

- This proposal relates to a new PNS to be developed/Adopted;
- This proposal relates to the amendment/revision of an existing PNS;
- This proposal relates to the re-issue of an existing PNS;
- This proposal relates to the re-establishment of a cancelled project as an active project

Use this form to propose:

- a) a new PNS to be developed (including a new part to an existing document), or the amendment/revision of an existing PNS; and
- b) The establishment as an active project of a preliminary work item or the re-establishment of a cancelled/terminated project.

Guidelines on the completion of a proposal for a new work item

- a) **Title:** Indicate the subject of the proposed new work item.
- b) **Scope:** Give a clear indication of the coverage of the proposed new work item. Indicate, for example, if this is a proposal for a new document,
- c) **Purpose and justification:** Give details based on a critical study of the following elements wherever practicable. *Wherever possible reference should be made to information contained in the related TC Business Plan (BPS/TC Gantt Chart):*
 - 1) The specific aims and reason for the standardization activity, with particular emphasis on the aspects of standardization to be covered, the problems it is expected to solve or the difficulties it is intended to overcome.
 - 2) The main interests that might benefit from or be affected by the activity, such as industry, consumers, trade, governments, 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 stabilized? If not, 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 organizations. Indicate target date and, when a series of standards is proposed, suggest priorities.
 - 6) The benefits to be gained by the implementation of the proposed standard; alternatively, the loss or disadvantage(s) if no standard is established within a reasonable time. Data such as product volume or value of trade should be included and quantified.
 - 7) If the standardization activity is, or is likely to be, the subject of regulations or to require the harmonization of existing regulations, this should be indicated.

If a series of new work items is proposed having a common purpose and justification, a common proposal may be drafted including all elements to be clarified and enumerating the titles and scopes of each individual item.
- d) **Relevant documents:** List any known relevant documents (such as standards and regulations), regardless of their source. When the proposer considers that an existing well-established document may be acceptable as a standard (with or without amendment), indicate this with appropriate justification and attach a copy to the proposal.
- e) **Cooperation and liaison:** List relevant organizations or bodies with which cooperation and liaison should exist.