

团 体 标 准

T/ZSA 3-2018

中关村标准认定规范

Specification for Evaluation of Zhongguancun Standard

2018-11-16 发布

2018-11-16 实施

中关村标准化协会 发布

目 次

前 言	II
1 范围	1
2 规范性引用文件	1
3 术语和定义	1
4 基本原则	1
4.1 创新	1
4.2 自愿	1
4.3 公开	2
4.4 公平	2
4.5 独立	2
5 基本要求	2
5.1 申报主体	2
5.2 标准技术领域	2
5.3 标准的自我声明公开	2
5.4 知识产权处置	2
6 评价指标	3
7 评审委员会	3
7.1 概述	3
7.2 委员会组成	3
7.3 评审委员	3
8 评审程序	4
8.1 申请	4
8.2 受理和公示	4
8.3 会议准备	4
8.4 评审	4
8.5 复议	5
8.6 批准	5
9 复审	5
9.1 复审周期	5
9.2 复审委员会	5
9.3 复审程序	5
10 投诉	5
附录 A (资料性附录) 中关村标准认定申请表	6

前 言

本标准按照 GB/T 1.1-2009 给出的规则起草。

请注意本文件的某些内容可能涉及专利。中关村标准化协会不承担识别这些专利的责任。

本标准由中关村标准化协会技术委员会提出并归口。

本标准起草单位：华质卓越生产力促进（北京）有限公司、北京中标赛宇科技有限公司、中机研标准技术研究院（北京）有限公司、北京质信标准咨询服务有限公司、北京标研科技发展中心、中国航空综合技术研究所、国家标准技术审评中心、中关村标准化协会。

本标准主要起草人：潘焕友、于亚笛、潘康华、郭剑川、谭晓东、王钧、张若松、陶岚、郭丹、王欣、黄群、李海斌、王寒寒、任欢、任婉莹、王博、洪潇、李铮。

中关村标准认定规范

1 范围

本标准规定了中关村标准认定的基本原则、基本要求、评价指标、评审委员会、评审程序、复审和投诉等要求。

本标准适用于中关村标准认定。

2 规范性引用文件

下列文件对于本文件的应用是必不可少的。凡是注日期的引用文件，仅注日期的版本适用于本文件，凡是不注日期的引用文件，其最新版本（包括所有的修改单）适用于本文件。

GB/T 1.1-2009 标准化工作导则 第1部分：标准的结构和编写

GB/T 20000.1 标准化工作指南 第1部分：标准化和相关活动的通用术语

GB/T 20001（所有部分） 标准编写规则

GB/T 20002（所有部分） 标准中特定内容的起草

GB/T 20003.1 标准制定的特殊程序 第1部分：涉及专利的标准

GB/T 20004.1 团体标准化 第1部分：良好行为指南

3 术语和定义

GB/T 20000.1和GB/T 20004.1界定的以及下列术语和定义适用于本文件。

3.1

团体 association

由自然人、法人或者其他组织依法自愿组成，按照其章程开展活动，旨在促进中关村国家自主创新示范区发展和提高自主创新能力的非营利性社会组织。

注：依据《社会团体登记管理条例》（国务院令 第666号修正）和《中关村国家自主创新示范区社会组织登记管理办法》（中示区组发[2011]8号）等改写。

3.2

中关村标准 Zhongguancun standard

由中关村标准化协会（Zhongguancun Standardization Association，简称“ZSA”）认定并发布的，以自主研发技术为核心、对产业链整体发展具有重大意义的团体标准。

3.3

中关村标准认定 evaluation of Zhongguancun standard

由中关村标准化协会按照规定程序将中关村相关产业领域的团体标准批准、发布为中关村标准的活动。

4 基本原则

4.1 创新

中关村标准认定以国家战略性新兴产业和中关村国家自主创新示范区支柱产业的技术创新需求为导向，以形成产业核心竞争力为目标，有助于推动世界领先科技园区建设。

4.2 自愿

团体根据需要自愿申请中关村标准认定。

4.3 公开

中关村标准认定的规则、流程和结果对外公开发布。

4.4 公平

中关村标准认定遵循统一的原则,并通过规定的程序、规则无差别地对待每一个团体及其团体标准。

4.5 独立

中关村标准认定过程及结果不受任何利益相关方的影响。认定过程实行回避制度,与团体标准或团体存在利益关系或其他影响公正性关系的人员,不应参与该团体标准的认定。

5 基本要求

5.1 申报主体

申请中关村标准认定的团体应满足下列要求:

- a) 在北京注册 1 年以上,主要成员属于中关村国家自主创新示范区企业;
- b) 配备具有标准化管理服务和标准研制等职能的内部工作部门,以及熟悉标准化相关法律法规政策和专业知识的工作人员;
- c) 按 GB/T 20004.1 开展标准化工作,建立了完整的标准化制度,并有效实施;
- d) 团体标准化工作开展半年以上,二年内或成立以来没有发生行业内负面影响较大的标准化事件。

5.2 标准技术领域

参加认定的团体标准应有利于加快新技术推广、提升企业创新能力、带动高新技术产业发展,一般属于下列领域或与其配套的领域:

- a) 新一代信息技术产业:下一代信息网络产业、信息技术服务产业、电子核心产业、网络信息安全产品与服务产业、人工智能产业;
- b) 高端装备制造产业:智能制造装备产业、航空产业、卫星及应用产业、轨道交通装备产业、海洋工程装备产业;
- c) 新材料产业:新型功能材料产业、先进结构材料产业、高性能复合材料产业和半导体材料产业;
- d) 生物产业:生物医药产业、生物医学工程产业、生物农业产业、生物制造产业、生物质能产业。
- e) 新能源汽车产业:电动汽车产业和新能源氢气产业、充电换电及加氢设施产业、生产测试设备产业;
- f) 新能源产业:核电技术产业、风能产业、太阳能产业、智能电网产业;
- g) 节能环保产业:高效节能产业、先进环保产业、资源循环利用产业;
- h) 数字创意产业:数字文化创意产业、设计服务产业、数字创意产业及相关产业融合应用服务产业;
- i) 相关服务业:研发服务产业、知识产权服务产业、检验检测服务产业、标准化服务产业、双创服务产业、专业技术服务产业、技术推广服务产业、相关金融服务产业;
- j) 其他符合中关村国家自主创新示范区相关产业创新发展要求的领域。

5.3 标准的自我声明公开

申请中关村标准认定的团体标准应满足下列要求:

- a) 已在全国团体标准信息平台(网址: www.ttbz.org.cn)上公开标准基本信息,且没有收到反对意见或已与相关方就反对意见、重大分歧达成协商一致。
- b) 制定发布程序符合相应团体在全国团体标准信息平台上公布的标准制定程序要求。

5.4 知识产权处置

标准实施必不可少的专利披露充分,程序符合 GB/T 20003.1 的相关规定。

6 评价指标

中关村标准认定的评价指标见表 1。

表1 中关村标准评价指标体系

一级指标	二级指标	评价内容
基本项	创新性	在相关领域的技术突破程度，或填补相关领域空白情况
	先进性	标准技术相对于国际、国内、行业、地区的先进性
	经济性	标准实施已经产生或预期产生的经济效果
	合规性	与有关法律、法规、规章、强制性标准等文件的符合性
	应用情况	标准在相关领域的实施情况，取得或预期取得的效果
加分项	国际化	与国际标准制修订工作的关联情况
	支撑国家战略	对国家战略的支撑情况，如“中国制造 2025”“一带一路”“新一代人工智能”等
	妥善处理专利	必要专利的相关程序符合 GB/T 1.1-2009、GB/T 20003.1 等有关规定的情况，必要专利识别的完整性和全面性情况，专利实施成本合理性和可预期效果情况
	其他	评审过程中，专家组认为应予以加分的事项
注：应用情况、国际化、支撑国家战略、妥善处理专利需提供相应证明材料；其他指标视情提供相关证明材料。		

7 评审委员会

7.1 概述

中关村标准认定的评审工作由中关村标准化协会，专业技术委员会或中关村标准化协会委托的第三方组织成立的评审委员会负责。

7.2 委员会组成

中关村标准评审委员会由委员会主席和来自政府、社会团体、企业、科研机构、消费者等方面的专家委员构成，各类委员 1 名至 2 名，委员的总人数应不少于 7 名。

7.3 评审委员

评审委员一般应满足下列要求：

- a) 具有良好的信誉和职业道德，认真严谨，客观公正；
- b) 具有相当于副高级以上职称或相应职务；
- c) 具有丰富的专业或管理知识；
- d) 从事标准化相关工作 3 年以上，熟悉中关村标准管理规定，熟悉国家、行业及中关村有关标准化工作的政策；
- e) 与参评的团体及被评价的团体标准之间没有利害关系；
- f) 其他应回避的情形。

8 评审程序

8.1 申请

8.1.1 参加中关村标准认定应向中关村标准化协会提出申请（申请表格格式参见表 A.1）并附下列相关材料：

- a) 申请中关村标准认定的团体标准的清单、标准文本以及证明这些团体标准的制定符合程序文件和团体相关规定的证明文件；

注：证明文件包括但不限于：团体标准制定各阶段中的投票文件、会议纪要、涉及专利的处置文件的复印件等文件。

- b) 检测（测试）、试验报告（必要时）；
- c) 必要专利信息披露表、必要专利实施许可声明、已披露专利清单等（若包含）；
- d) 团体对投诉的处理情况（若发生）；
- e) 标准比对报告。

8.1.2 首次参加中关村标准认定的团体在提出申请时还需附下列相关材料：

- a) 团体法人资格证明文件复印件；
- b) 团体的章程；
- c) 团体的标准化组织机构设置及其管理运行制度文件；
- d) 团体的标准制定程序文件；
- e) 团体的知识产权政策文件；
- f) 团体的投诉机制文件；
- g) 团体的标准编写规则文件。

上述文件修改后，应在申请中关村标准认定时及时重新提交。

8.2 受理和公示

8.2.1 中关村标准化协会对申请材料的完整性和格式等进行形式审查。形式审查的内容包括：

- a) 资料完整性：提交的材料包含团体的制度文件及规定的团体标准相关文件。
- b) 程序符合性：标准的制定程序应至少包含立项、起草、征求意见、审查和发布五个阶段；各阶段的过程材料完整，能反映相应的工作内容、工作主体、期限、进入下一阶段的条件等。
- c) 标准化工作透明性：标准制定的各阶段符合开放、公平、透明、协商一致、促进贸易和交流的原则，无重大意见分歧，或按照协商一致的原则已协调解决争议、反对意见。
- d) 标准协调性：标准技术要求不低于相关国家标准和行业标准，符合GB/T 20000、GB/T 20001、GB/T 20002、GB/T 20003.1等相关标准的规定；引用标准的有效性、内容的统一性等。
- e) 标准编写的规范性：标准的编号、结构、要素、表述、量和单位、格式等编写符合相关要求。

8.2.2 形式审查合格后，通过中关村标准化协会网站、协会刊物和微信公众号等发布公示，公示评价的团体标准清单。公示期限由中关村标准化协会规定。

8.2.3 形式审查不合格的，协调相应团体补充完善申请材料或将申请材料退回。

8.2.4 任何单位和个人可在规定的期限内对公示的团体标准进行评议。单位或个人进行评议时应提交书面材料和相关证明文件，并对所提交材料的真实性负责。

8.3 会议准备

8.3.1 中关村标准化协会对收到的公众评议材料进行核实和整理。

8.3.2 中关村标准化协会将 8.1 中的相关材料连同核实整理后的公众评议材料提交给评审委员。

8.4 评审

8.4.1 中关村标准评审应在公示结束后进行。

8.4.2 中关村标准评审一般以会议评审或函审形式进行。

8.4.3 评审时，评审委员应：

- a) 逐项分析公众评议，并分别给出各项公众评议是否成立的结论；

b) 按照表 1 的要求逐项评价团体标准。

8.4.4 四分之三及以上评审委员对某个团体标准的评价结论为通过且该团体标准按评审意见完成修改时，该团体标准通过中关村标准评审。

8.5 复议

8.5.1 团体如对中关村标准评审结果有异议，认为中关村标准评审的过程中违反了公开、公平、独立原则等相关规定并对评审结果产生了实质性的影响，可向中关村标准化协会提起复议申请，并提供相关证明材料。

8.5.2 收到复议申请后，中关村标准化协会应对团体提供的复议申请材料进行审查，作出判定并通报评审委员会。如果复议申请成立，评审委员会应对团体标准重新进行评审。如果判定复议申请不成立，中关村标准化协会应通知团体，并维持原有的评审结果。

8.6 批准

8.6.1 通过中关村标准评审的团体标准清单、评审结论及其他相关材料报中关村标准化协会批准。

8.6.2 经中关村标准化协会批准的结果书面通知被评审团体，并在中关村标准协会网站、协会刊物或其他有关媒体上公布。

8.6.3 对于未通过评审的团体标准，中关村标准化协会应将评审结果通知该团体。

9 复审

9.1 复审周期

通过中关村标准认定的团体标准，应至少每隔 3 年对其进行一次复审，审查团体标准是否继续符合中关村标准的有关规定。通过中关村标准认定的团体标准修订后，应及时申请复审。

9.2 复审委员会

复审委员会的有关要求参照第 7 章（评审委员会）的规定执行。

9.3 复审程序

9.3.1 开展复审

9.3.1.1 中关村标准化协会发出复审通知，团体按要求准备复审材料。

9.3.1.2 团体将复审材料提交至中关村标准化协会。

9.3.1.3 复审委员会按要求对中关村标准进行复审，必要时可赴团体进行现场调查。

9.3.2 形成复审结论

9.3.2.1 复审委员会根据复审情况形成复审结论并将复审结论提交中关村标准化协会批准通过。

9.3.2.2 经中关村标准化协会批准通过的复审结论书面通知被复审的团体，并通过相关渠道向社会公布。

9.3.2.3 不再符合本标准有关规定的团体标准，提出修订要求或撤销其中关村标准认定建议结论。

10 投诉

任何自然人或法人认为某个中关村标准违反有关规定，可向中关村标准化协会提请投诉，并提供相关书面证明材料。协会将有关材料转交给对应团体，由其组织与投诉方协调，并将协调结果汇报给中关村标准化协会。必要时，中关村标准化协会组织召开协调会。

附 录 A
(资料性附录)
中关村标准认定申请表

中关村标准认定申请表格式参见图A.1。

中关村标准认定申请表			
团体名称			
法定代表人 (或负责人)		统一社会信用代码	
地址			
联系人		联系电话	
团体标准名称			
技术领域	<input type="checkbox"/> 新一代信息技术 <input type="checkbox"/> 高端装备制造 <input type="checkbox"/> 新材料 <input type="checkbox"/> 生物 <input type="checkbox"/> 新能源汽车 <input type="checkbox"/> 新能源 <input type="checkbox"/> 节能环保 <input type="checkbox"/> 数字创意 <input type="checkbox"/> 相关服务 <input type="checkbox"/> 其他		
主要涉及的产品/服务名称			
该标准的技术创新点及先进性描述 (限 300 字)			

<p>该标准在相关产业（产品/服务）中的应用情况及产生的效果（限 300 字）</p>	
<p>团体自我声明：</p> <p>1.标准化工作符合本团体在全国团体标准信息平台上公布的标准制定程序要求，以及国家、有关部门和本团体的相关规定。</p> <p>2.近二年或成立以来无行业内负面影响较大的标准化事件发生。</p>	
<p>团体意见：</p> <p style="text-align: center;">（盖章）</p> <p style="text-align: center;">年 月 日</p>	

图 A.1 中关村标准认定申请表格式

ICS 01.120

A 00

Association Standard

T/ZSA 3-2018

Specification for Evaluation of Zhongguancun Standard

Issue Date 11-16-2018

Implementation Date 11-16-2018

Issued by Zhongguancun standardization Association

Contents

Foreword	II
1 Scope	1
2 Normative references	1
3 Terms and definitions	1
3.1 Association	1
3.2 Zhongguancun Standard	2
3.3 Evaluation of Zhongguancun Standard	2
4 Basic principles	2
4.1 Innovative	2
4.2 Voluntary	2
4.3 Public	2
4.4 Fair	2
4.5 Independent	2
5 Basic requirements	2
5.1 Applicant	2
5.2 Technical fields of standard	3
5.3 Public self-declaration of standard	4
5.4 Disposal of intellectual property	4
6 Evaluation indexes	4
7 Evaluation committee	5
7.1 Overview	5
7.2 Committee composition	5
7.3 Committee member	5
8 Evaluation procedure	6
8.1 Application	6
8.2 Acceptance and publicity	7
8.3 Meeting preparation	7
8.4 Evaluation	8
8.5 Reconsideration	8
8.6 Approval	8
9 Maintenance	8
9.1 Maintenance period	8
9.2 Maintenance committee	9
9.3 Maintenance procedure	9
10 Complaints	9
Annex A (informative) Application Form for Evaluation of Zhongguancun Standard	10

Foreword

The standard was drafted in accordance with the rules set out in GB/T 1.1-2009.

Please note that some contents in this document may involve patents. Zhongguancun Standardization Association shall not be held responsible for identifying such patents.

The standard was proposed and under the jurisdiction of Zhongguancun Standardization Association - Technical Committee.

This standard was drafted by: Huazhi Zhuoyue Productivity Promotion (Beijing) Co., Ltd., Beijing Zhongbiao Saiyu Technology Co., Ltd., China Institute of Standardization and Technology for Machinery (Beijing) Co., Ltd, Beijing Zhixin Standard Consulting Service Co., Ltd., Quality & Standard Research Development Institute.BJ, China Aero - Polytechnology Establishment, Center for National Standards Technical Review & Assessment, and Zhongguancun Standardization Association.

Chief drafters of this standard are: Pan Huanyou, Yu Yadi, Pan Kanghua, Guo Jianchuan, Tan Xiaodong, Wang Jun, Zhang Ruosong, Tao Lan, Guo Dan, Wang Xin, Huang Qun, Li Haibin, Wang Hanhan, Ren Huan, Ren Wanying, Wang Bo, Hong Xiao, Li Zheng.

Specification for Evaluation of Zhongguancun Standard

1 Scope

The standard specifies the requirements for basic principles, basic requirements, evaluation indexes, evaluation committee, evaluation procedures, maintenance and complaints for evaluation of Zhongguancun Standard.

The standard is applicable to the evaluation of Zhongguancun Standard.

2 Normative references

The following documents are referred to in the text in such a way that some or all of their content constitutes requirements of this document. For dated references, only the edition cited applies. For undated references, the latest edition of the referenced document (including any amendments) applies.

GB/T 1.1-2009, Directives for standardization — *Part 1: Structure and drafting of standards*

GB/T 20000.1, Guidelines for standardization — *Part 1: Standardization and related activities – General vocabulary*

GB/T 20001, Rules for drafting standards — *(all parts)*

GB/T 20002, Drafting for special aspects in standards — *(all parts)*

GB/T 20003.1, Special procedures for the development of standards—*Part 1: Standard related to patents*

GB/T 20004.1, Social organization standardization — *Part 1: Guidelines for good practice*

3 Terms and definitions

For the purposes of this document, the terms and definitions given in GB/T 20000.1 and GB/T 20004.1 apply.

3.1

Association

Non-profit social organizations, composed of natural persons, legal persons or other organizations on a voluntary basis in accordance with the law, carry out activities in accordance with its constitutions of association, with the purpose to promote the development of Zhongguancun National Independent Innovation Demonstration Zone and improve independent innovation capacities.

T / ZSA 3-2018

Note: Rewritten in accordance with the Regulations on the Administration of the Registration of Social Organizations (No. 666 Decree of State Council Revision) and the Measures for Administration of the Registration of Social Organizations in the Zhongguancun National Independent Innovation Demonstration Zone (ZSQZ [2011] No. 8).

3.2

Zhongguancun Standard

Association standards evaluated and published by Zhongguancun Standardization Association (hereinafter to be referred as “ZSA”), with independent R&D technology as the core, is of great significance to the overall development of industrial chains.

3.3

Evaluation of Zhongguancun Standard

Activities that ZSA approved and published the association standards of Zhongguancun related industries in accordance with the prescribed procedures as Zhongguancun Standards.

4 Basic Principles

4.1 Innovative

The evaluation of Zhongguancun Standard is oriented to the technological innovation needs of the national strategic emerging industries and the pillar industries of the Zhongguancun National Independent Innovation Demonstration Zone, and aims to form the core competitiveness of the industry, which will help promote the construction of the world leading Sci-Tech parks.

4.2 Voluntary

The association applies for evaluation of Zhongguancun Standard on a voluntary basis as needed.

4.3 Public

The rules, processes and results for evaluation of Zhongguancun Standard are released to the public.

4.4 Fair

The evaluation of Zhongguancun Standard follows unifying principles, and treats each association and its association standard indistinguishably according to prescribed procedures and rules.

4.5 Independent

The evaluation of Zhongguancun Standard process and results are not affected by any stakeholders. An avoidance system is implemented in the process of evaluation, and those who have an interest relationship or other relationships that affect the fairness with association standards or associations shall not participate in evaluation of association standards.

5 Basic Requirements

5.1 Applicant

The association applying for evaluation of Zhongguancun Standard shall meet the following:

- a) Registered in Beijing for more than one year, and its main members are enterprises registered in the Zhongguancun National Independent Innovation Demonstration Zone;
- b) Equipped with standard management services department and standards development department, etc, as well as staff familiar with the relevant laws, regulations, policies and expertise;
- c) Carried out standard work according to GB/T 20004.1; established a complete standardization system that was implemented effectively;
- d) Developed association standard for more than half a year, no standardization incident with negative impacts in the industry within two years or since established.

5.2 Technical fields of standard

Association standards applied for evaluation shall be helpful to speed up promotion of new technology, enhance the enterprises innovation capability, and drive the development of high-tech industries, generally belong to the following fields or supporting fields:

- a) A new generation of IT industry: the next generation of information network industry, IT service industry, electronic core industry, network information security product and service industry, artificial intelligence industry;
- b) High-end equipment manufacturing industry: intelligent manufacturing equipment industry, aviation industry, satellite and application industry, rail transit equipment industry, marine engineering equipment industry;
- c) New materials industry: new functional materials industry, advanced structural materials industry, high performance composite materials industry and semiconductor materials industry;
- d) Biological industry: biomedical industry, biomedical engineering industry, bio-agriculture industry, bio-manufacturing industry, biomass energy industry.
- e) New-energy automobile industry: electric vehicle industry and new-energy hydrogen industry, charging or changing electric and hydrogenation facility industry, production test equipment industry;
- f) New energy industry: nuclear power technology industry, wind energy industry, solar energy industry, smart grid industry;
- g) Energy conservation and environmental protection industry: high-efficiency energy-saving industry, advanced environmental protection industry, and resource recycling industry;
- h) Digital creative industry: digital cultural creative industry, design service industry, digital creative industry and related integrated application service industry;
- i) Related service industry: R&D service industry, intellectual property service industry, inspection and testing service industry, standardization service industry, dual creative service industry, professional

technique service industry, technology promotion service industry, and related financial service industry;

j) Other fields that meet the requirements for innovation and development of relevant industry in the Zhongguancun National Independent Innovation Demonstration Zone.

5.3 Public self-declaration of standard

Association applied for evaluation shall meet the following requirements:

a) The basic information of the standard has been published on the National Association Standard Information Platform (www.ttbz.org.cn), with no objections or consensus has been reached with relevant parties on objections and important differences.

b) The development and release procedures met the requirements of the standard development process published on the National Association Standard Information Platform by the corresponding association.

5.4 Disposal of intellectual property

The procedure for the sufficiency disclosure of patent necessary for the standard implementation shall comply with the relevant provisions of GB/T 20003.1

6 Evaluation Indexes

The evaluation indexes for evaluation of Zhongguancun Standard are shown in Table 1.

Table 1— Zhongguancun Standard Evaluation Index System

Primary index	Secondary index	Evaluation content
Basic items	Innovativeness	Degree of technical breakthroughs in related fields, or filling gaps in related fields.
	Advancement	Advancement of standard technology relative to international, domestic, industrial, and regional technologies.
	Economy	Economic effects that have been produced or expected resulting from standard application..
	Compliance	Compliance with relevant laws, regulations, rules, mandatory standards, etc..
	Application	The application of standard in related fields, the effect achieved or expected...
Extra items	Internationalization	Relationship with the formulation and revision of international standards.

	Supporting national strategy	Supporting for national strategies, such as “Made in China 2025”, “the Belt and Road Initiative”, “Strategic Objectives for the Development of a New Generation of Artificial Intelligence”, etc..
	Proper disposal of patents	Compliance of relevant procedures of essential patents with the relevant provisions of GB/T 1.1-2009, GB/T 20003.1, etc., the integrity and comprehensiveness of essential patents identifying, the rationality of patent implementation costs and expected effects.
	Others	Items that the expert group believes extra points shall be given to in the process of evaluation.
<p>Note:</p> <p>Corresponding proof materials shall be provided for the application, internationalization, supporting national strategy, and proper disposal of patents; relevant proof materials shall be provided for other indicators as appropriate.</p>		

7 Evaluation committee

7.1 Overview

The evaluation of Zhongguancun Standard is undertaken by ZSA, Professional Technical Committee or the Review Committee set by the third party entrusted by ZSA.

7.2 Committee composition

The Zhongguancun Standard evaluation committee consists of the chairman of the committee and expert members from government, social organizations, enterprises, scientific research institutions, consumers, etc.. There shall be one to two members of each type, and the total number of members shall be no less than seven.

7.3 Committee member

The committee member shall:

- a) Have good reputation and professional ethics; be serious and rigorous, objective and fair;*
- b) Have the deputy senior title or corresponding position equivalent;*
- c) Have extensive professional or management knowledge;*
- d) Have engaged in standardization related work for more than 3 years, familiar with the provisions on the administration of Zhongguancun Standard, as well as national, industry and Zhongguancun policies on standardization;*
- e) Have no interest with the association participating in evaluation and the association evaluated;*
- f) Other circumstances that shall be avoided.*

8 Evaluation procedure

8.1 Application

8.1.1 To participate in evaluation of Zhongguancun Standard, an application shall be submitted to ZSA (see Table A.1) with the following relevant materials:)

a) A list of association standards applying for evaluation of Zhongguancun Standard, standard texts, and supporting documents proving that these association standards are developed in accordance with the procedures and association related regulations;

Note: The supporting documents include but are not limited to: copies of voting documents at stages of association standard development, meeting minutes, and documents related to disposal of patents.

b) Detection (testing), test report (if necessary);

c) Essential patent information disclosure form, essential patent licensing statement, list of disclosed patents, etc. (if included);

d) Response to complaints of the association (if happened);

e) Standard comparison report.

8.1.2 The association participated in evaluation of Zhongguancun Standard for the first time should also provide the following relevant materials when filing an application:

a) A copy of legal person qualification certificate for the association;

b) The charter of the association;

c) The setting of standardization organization and the management and operation system document for the association;

d) Standard development process documents for the association;

e) The intellectual property policy documents for the association;

f) The complaint mechanism document for the association;

g) Rules for drafting standards for the association.

The above documents revised shall be resubmitted in time when applying for evaluation of Zhongguancun Standard.

8.2 Acceptance and publicity

8.2.1 ZSA conducts a formal examination of the completeness and format of the application materials, which includes:

a) Data integrity: The submitted materials include the association system documents and the prescribed association standard related documents.

b) Procedure compliance: The standard development process shall include at least five phases of proposal, draft, enquiry, evaluation and publication. The process materials at each stage shall be complete and reflect the corresponding work content, work subject, deadline, and conditions for entering the next stage.

c) Transparency of standardization work: The standard-setting process conforms to the principles of openness, fairness, transparency, consensus, promotion of trade and communication, no important differences in opinion, or the disputes and objections have been resolved in accordance with the principle of consensus.

d) Standard coordination: Technical requirements for standards shall not be inferior to the relevant national standards and industry standards, and comply with the provisions of GB/T 20000, GB/T 20001, GB/T 20002, GB/T 20003.1 and other relevant standards; The validity of the reference standard, the uniformity of the content, etc.

e) Normativity of standard compilation: Standard No., structure, elements, representations, quantities and units, formats, etc. shall be complied in accordance with relevant requirements.

8.2.2 When the formal examination is passed, the result notice will be released on the website of ZSA, its publication and the WeChat official account, and the list of association standards for evaluation will be published. The period is specified by ZSA.

8.2.3 If the formal examination failed, the application materials shall be supplemented by the corresponding association through coordination or returned.

8.2.4 Any organization or individual may comment on the published association standards within the time limit. The organization or individual shall submit written materials and relevant supporting documents when making comments, and shall be responsible for the authenticity of the submitted materials.

8.3 Meeting preparation

8.3.1 ZSA shall verify and sort out the public comment materials received.

8.3.2 ZSA shall submit the relevant materials in 8.1 together with the verified public comment materials to the evaluation committee.

8.4 Evaluation

8.4.1 The Zhongguancun Standard evaluation shall be conducted after the publicity.

8.4.2 The Zhongguancun Standard evaluation shall be generally conducted in the form of a meeting review or letter review.

8.4.3 In the process of evaluating, the committee member shall:

a) Analyze the public comments item by item and draw a conclusion whether the public comments are established;

b) Evaluate association standards item by item according to the requirements of Table 1.

8.4.4 When three-quarters or more of the committee members agree that an association standard is qualified and the association standard is revised based on review opinions, the association standard passes the Review of Zhongguancun Standard.

8.5 Reconsideration

8.5.1 If the association disagrees with the results and believes that the Zhongguancun Standard review process violates the principles of openness, fairness, independence and other relevant provisions, which has a substantial impact on the review results, an application for reconsideration may be filed with ZSA, along with relevant supporting materials.

8.5.2 After receiving the reconsideration application, ZSA shall review the reconsideration application materials provided by the association, make judgments and notify the review committee. If the reconsideration application is passed, the review committee shall re-evaluate the association standard. If the reconsideration application is not passed, ZSA shall notify the association and maintain the original review results.

8.6 Approval

8.6.1 The list of association standards that have passed the review of Zhongguancun Standard, evaluation conclusions and other relevant materials shall be reported to ZSA for approval.

8.6.2 The results approved by ZSA shall be notified in written form to the association evaluated, and shall be published on the website of ZSA, its publication or other relevant media.

8.6.3 ZSA shall inform the association of the evaluation results of association standards that failed the evaluation.

9 Maintenance

9.1 Maintenance period

The evaluated Zhongguancun Standards shall be reviewed at least once every three years to check, that standards continue to comply with the relevant provisions of Zhongguancun Standard. When the evaluated Zhongguancun Standard initiating a revision, a review shall be applied in time.

9.2 Maintenance committee

The relevant requirements of the maintenance committee shall be implemented with reference to the provisions of Chapter 7 (the evaluation committee).

9.3 Maintenance procedure

9.3.1 Conducting a maintenance

9.3.1.1 After ZSA issued a maintenance notification, the association shall prepare the maintenance materials as required.

9.3.1.2 The association submits the maintenance materials to ZSA.

9.3.1.3 The maintenance committee shall maintenance the Zhongguancun Standard as required, and may go to the association for field investigation if necessary.

9.3.2 Forming a maintenance conclusion

9.3.2.1 The maintenance committee shall form conclusions based on the maintenance, and submit the maintenance **conclusion to ZSA for approval**.

9.3.2.2 The maintenance conclusions approved by ZSA shall be notified in writing to the corresponding association and released to the public through relevant channels.

9.3.2.3 For the association standards that no longer comply with the relevant provisions of the standard, a revision request shall be submitted, or it shall be cancelled.

10 Complaints

Complaints to ZSA at once by any natural person or artificial person who believes that a Zhongguancun Standard violates relevant regulations, along with relevant written supporting materials. The association will transfer the relevant materials to the corresponding association. The corresponding association will coordinate with the complainant, and report the coordinated results to ZSA. It will organize a coordination meeting if necessary.

Annex A

(Informative)

Application Form for Evaluation of Zhongguancun Standard

See Figure A.1 for the format of the application form for evaluation of Zhongguancun Standard.

Application Form for Evaluation of Zhongguancun Standard			
Association name			
Legal representative (or responsible person)		Unified social credit code	
Address			
Contact		Tel	
Association standard name			
Technical fields	<input type="checkbox"/> New Generation IT <input type="checkbox"/> High-end Equipment Manufacturing <input type="checkbox"/> New Materials <input type="checkbox"/> Biology <input type="checkbox"/> New Energy Vehicles <input type="checkbox"/> New Energy <input type="checkbox"/> Energy Conservation and Environmental Protection <input type="checkbox"/> Digital Creativity <input type="checkbox"/> Related Services <input type="checkbox"/> Other		
Name of main product/service involved			
Description on technical innovation point and advancement of the standard			

