

**ORDER OF THE MINISTER OF THE INDUSTRY AND NEW TECHNOLOGIES
OF THE REPUBLIC OF KAZAKHSTAN**

No. 318 of 14 September 2012

**On approval of Rules of distribution and providing users with official
publications of technical guidance documents**

According to subparagraph 8-1) of part one of Article 7 of the Law of the Republic of Kazakhstan "On technical regulation", I ORDER:

1. To approve enclosed Rules of distribution and providing users with official publications of technical guidance documents.
2. To declare to be no longer in force the order of the acting Chairman of Committee of technical regulation and metrology of the Ministry of the industry and trade of the Republic of Kazakhstan No. 107 of 15 April 15 2005 "On approval of rules of the edition and providing users with standards and regulating documents on standardization, metrology, certification, accreditation, catalogs and indexes of standards and information on them" (it is registered in the Register of the state registration of regulatory legal acts No. 3598, is published in "The legal newspaper" from October 14, 2005 of No. 190-191 (924-925)).
3. To Committee of technical regulation and metrology of the Ministry of the industry and new technologies of the Republic of Kazakhstan (to Satbayev R. A.) in the procedure established by the legislation to provide the state registration of this order in the Ministry of Justice of the Republic of Kazakhstan and official publication in mass media.
4. To assign control of execution of this order to the vice-minister of the industry and new technologies of the Republic of Kazakhstan the Tuleushin K.A.
5. This order becomes effective after ten calendar days after the first official publication.

Minister A. Isekeshev

**Approved by the Order of the
Minister of the industry and
new technologies of the
Republic of Kazakhstan No.
318 of 14 September 2012**

**Rules of distribution and providing users with official publications of
technical guidance documents**

1. General provisions

1. These rules of distribution and providing users with official publications of technical guidance documents (further – the Rules) are developed according to subparagraph 8-1) of Article 7 of the Law of the Republic of Kazakhstan "On technical regulation".
2. The Rules determine the procedure for distribution and providing users with official publications of technical guidance documents.
3. The authorized body in the field of technical regulation (further - authorized body) provides to users the complete, authentic and up-to-date information on technical guidance documents.

**2. Procedure for distribution and providing users with official publications of technical
guidance documents**

4. State bodies send requests for provision on the non-paid basis of technical guidance documents, as well as information on them to authorized body with reasons for need.

The interested natural and legal persons send requests, and also requests on the contractual basis and on subscription servicing on provision of technical guidance documents and information on them to the authorized body.

5. Requests shall contain information allowing unequivocally to determine structure of required information of the technical guidance document (the name and designation of the technical guidance document, necessary quantity of copies, the surname of the contractor, phone number, number of the fax, information on the organization), and also the method of provision of documents according to paragraph 9 of the Rules.

6. The request is registered in day of its receipt by service of documentary providing and is committed to the head of the authorized body.

7. The head of authorized body determines the executive in charge for provision of the technical guidance document, and also information on them on requests (further - the contractor).

8. The contractor prepares the technical guidance document, and also information on them and sends it to the applicant.

9. Technical guidance documents and information on them can be provided on paper or in electronic form and are delivered by means:

- 1) mail service;
- 2) courier delivery;
- 3) e-mail;
- 4) fax connection.

10. Refusal in provision of the technical guidance document according to request is drawn up in cases if on request it is impossible to determine unequivocally structure of required technical guidance documents.

11. If the request does not allow to determine unequivocally structure of required technical guidance documents, the contractor specifies required information by phone. In case of impossibility of resolution of the matter by phone the authorized body gives the written answer with indication of causes of refusal.

12. Information on availability and effective periods of technical guidance documents, on the amendments (updatings), replacement and cancellation of technical guidance documents, on developers of technical guidance documents and on their approvals, bibliographic information on technical guidance documents is published in the official printing publication of authorized body and in the public information system (www.memst.kz).

13. Provision of official publications of technical guidance documents on paper to state bodies, natural and legal persons is performed within 15 (fifteen) calendar days from the date of receipt of request.

14. Providing with electronic analogs of technical guidance documents is conducted within 3 (three) working days from the date of receipt of request.

15. In the case, stipulated in paragraph 11 of the Rules, the contractor within 3 (three) working days from the date of receipt of request send the written answer with indication of causes of refusal.