

Webinar for Standard Drafters of 2016-05-27

Normative References and Terms and Definitions

Questions and answers

Questions asked by the Attendee(s)	Answers from the Presenter
<p>Is it allowed to have normative references in CEN/TR? Sometimes a technical report serves as a background document to several standards. We have an example where the WG has put them as normative references. I would like to move them to the bibliography, is that correct?</p>	<p>Yes, it is allowed to have normative references in a CEN/TR as the <i>Internal regulations – Part 3</i> make it clear that a Technical Report is supposed to follow the same structure as that of an EN as much as practicable; a document which is referred to normatively will find its way in Clause 2 and a document which is referred to informatively will find its way in the final Bibliography.</p> <p>A CEN/TR itself may also be referred to normatively in another deliverable, but the TC in charge has to know that CEN and CENELEC Members are not obliged to implement Technical Reports at National level.</p>
<p>Harmonised standards must have dated references only. How can we then reference "all parts"?</p>	<p>This is the only case where a reference may not be dated in a harmonised standard: if there are references to a whole series of texts, this series will be completed with the indication "(all parts)". Indeed it would not make any logic to add one year of reference to a document divided into parts that were published in different years.</p>
<p>In some cases, the reference standard may have been withdrawn. Is it acceptable to keep the normative (and dated) references of the withdrawn standards?</p>	<p>It is possible, but not recommended in any way; all normative references should be active and fully available by the time a deliverable is published. Using a reference which was withdrawn is not forbidden, but contravenes to this practice.</p>
<p>Is it possible to mention a WI which is still under development? And if it the case, how? Thank you</p>	<p>It is not possible to make normative references to a document which is still under development as long as it has not been proceeded for the Enquiry or a Unique Acceptance Procedure. Actually a standard under development may not be considered as "fully available", which may cause problems for the implementation of the concerned text.</p>
<p>Why is a 'Note' written as 'Note (1) to entry' for definitions?</p>	<p>A Note to a definition is identified as "Note 1 to entry" as a definition is not a subclause, but a <i>numbered list entry</i> according to the <i>Internal regulations – Part 3</i>.</p> <p>Thus there is a need to remind readers of the final text that a Note to a definition has a purpose which is slightly different from that of a NOTE in the rest of the text, i.e. adding information for the good understanding of a defined concept.</p>

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<p>In the presentation it was mentioned that EU Directives should not be mentioned as normative reference. What happens if there is a standardisation request based on an EU Directive? The EN does not contain the EU Directive as a normative reference? For instance see standardisation request on M530 is based on one EU Directive (95/46/EC).</p>	<p>The EU Directive may then find its way only in the final Bibliography as an informative reference and no normative reference to it may be found in the rest of the text.</p> <p>If it is necessary to point out aspects related to the standardization request and/or mentioned in the concerned EU legislative text, you may mention these aspects in the text by reformulating them. Another possibility would consist in inserting normative references to other references made under the very same standardization request.</p>
<p>If I borrow Terms/definitions from other standards, does that require a normative reference to that standard?</p>	<p>It all depends on the way these Terms and Definitions are "borrowed":</p> <ul style="list-style-type: none"> - If the term and definition is reproduced in its entirety, it will be followed in the "SOURCE" line with a reference to the standard where the term and definition come from. In that case, the concerned reference will be informative. - If the term(s) and definition(s) from the other reference is(are) not reproduced and if the reference is mentioned in the introductory paragraph of Clause 3, then the reference will be held as normative and will be mentioned in Clause 2 as a matter of consequence.
<p>Is it allowed to use this kind of numbering for structuring terms : 3.1.1</p>	<p>Yes, it is – as long as there is section "3.1" just above Definition 3.1.1 and as long as 3.1 is followed with a generic term on the following line; for example:</p> <p>3.1 industry</p> <p>3.1.1 steel engineering processing of ...</p>
<p>How should the correct reference to all parts of ISO 6892 read?</p>	<p><i>This refers to one mistake we deliberately inserted in the Powerpoint presentation test:</i></p> <p>The example of a Clause 2 contained a reference to the EN ISO 6892 which ended with "(ISO 6892:2014, all parts)", which was one of the mistakes to be spotted.</p> <p>The right approach would consist in checking if the concerned reference is divided in parts or not. In that case, the EN ISO 6892 is composed with four parts so that only the indication "all parts" may be found by the end of the reference in Clause 2; therefore no year of reference may be mentioned along this indication.</p> <p>Here was the way the EN ISO was supposed to appear in Clause 2: EN ISO 6892 (all parts), <i>Metallic materials - Tensile testing (ISO 6892, all parts)</i></p>
<p>A definition shall not take the form of, or contain, a requirement. What is meant by requirement?</p>	<p>The definition shall not mention any of the verbal forms contained in Table H.1 in the Internal Regulations Part 3.</p>