

Webinar of 2024-05-24

Webinar for Standard Drafters 'All about the Internal Regulations Part 3'

| | | |
|---|---|--|
| 1 | Can we have normative references to ASTM standards? | In order to have normative references to documents which are not CEN, CENELEC, ISO and IEC, the TC needs to take a decision for that. In addition, for harmonized standards the EC does not accept non-European and or International recognized standards. |
| 2 | Regarding state of the art. If the committee knows that another manufacturer (B) is using a particular technology but they themselves do not fully understand it and manufacturer B is not interested in being a member of the committee, how is the committee then going to proceed with state of the art? | The state of the art in standardization is considered the accepted technical status of the different stakeholders involved and resulting in the consensus on the technical work. |
| 3 | Are we really adding the word "subclause"? I thought we are only referencing to the number as soon as it is a subclause? | It is possible to refer only to clause, though in some cases referring to the subclause can add clarity. |
| 4 | In harmonized standards, normative references have almost always be dated. How do you interpret dated references in clause 2 that are then used in the main text undated? Are they considered as the version in clause 2 or as the most recent version (as the introductory sentence of clause 2 states)? | The clause 2 reflects the references in the body of the standard. If you have dated at least once in the standard it will be dated in the clause 2. |
| 5 | From a practical point of view, how to use or to merge the CEN simple template when you work on a revision of a standard? | Unfortunately, you will have to copy paste content in the template and in some cases, it may need to be re-styled. In addition, you should consider whether the text to be revised is still in line with the current rules? |
| 6 | Is there a limit to sub-clause levels - can it go beyond three, four, five etc. | In line with IR 3 clause 22.3.2 there is a limit of 5 sub-levels. |
| 7 | The question concerns dated references in clause 2 that are then undated in the main text. IR3 is not clear on whether this is allowed (it is not expressly forbidden) and if it is, how to interpret the undated | In principle this is possible. Though you have to bear in mind that if you do that, in the drafting of the standard (dated and undated), you may end- |

| | | |
|----|---|---|
| | references in the main text (as stated in the original question). | up using 2 versions of the standard if the normative reference is revised. |
| 8 | Is there any guidance in IR3 regarding NOTES and that shall should not be used? | Yes, See Clause 24 on Notes. Moreover, in 24.5, it says explicitly that notes shall not contain requirements. |
| 9 | For expressing a unit there is one case for which there is no space which is angle degree for example and angle of 90° not to confuse with temperature degree | That is correct, thank you. Reference can be made to Table B.1 in case of doubt on quantities and units. |
| 10 | Normative vs. informative References: can one referenced document appear both in Normative References as well as in the Bibliography? | No, references are either listed in Clause 2 or in Bibliography so if one reference is used once normatively in the text, it will be automatically listed in Clause 2. References listed in Bibliography shall be purely informative. |
| 11 | Are notes allowed within the scope, but not recommended since it should be succinct? | Notes are allowed in the scope. There is no restriction for their use in the scope. |
| 12 | Any preferred style for bibliography? - Like numbered, layout of authors, title, URL, date, ... | There is no strict rules but numbering of entries is recommended. Also, start by listing European and/or international standards and then list all other types of documents as precisely as possible (author, dates, titles) so that the user can easily find those references if needed. |
| 13 | In Normative references are you allowed to say "All parts" as this is something that the HAS assessment has picked up on our series of standards however another TC appears to be allowed to do this? | I would suggest to look into the specific guidance on hENs drafting, as in line with IR 3 additional guidance is available for those documents. Coming to your question, for hENs in clauses dealing with presumption of conformity, you shall not use all parts as the reference will not be specific. |
| 14 | Why is American English used for 'z' words when 's' is used for these words in European legislation? A standard request from the European Commission will use 's' whereas when the standard is written it uses 'z'. | We use the Oxford English dictionary which also uses 'z'. |
| 15 | I do not understand Point 2. "shall" is obligatory, therefore referenced in Clause 2 | Can you clarify the question? |

| | | |
|----|--|--|
| 16 | Is there a rule for the usage of colours in tables and the text? | There is no rules in IR3 but for xml purposes: colours in tables are allowed as long as the text is in black. |
| 17 | Can we refer in bibliography to a withdrawn standard? | We would not recommend referring to withdrawn standards. |
| 18 | Referencing to regulations, only by the verbal form "can". but what if I need to refer to a requirement? May I write: "the normative states that the operator shall..."? | The main principle coming from the reference to regulations is that we shall not refer to it. The main intention from our side, that in case you want to highlight some points it should be in an informative way. We recommend any way to avoid that. |
| 19 | The Table with examples (slide 25) states a Phrase / requirements with "shall" but it is referenced in Bibliography (column 2). But I think it has to be referenced in Clause 2!?! | The slide referred that if you have a normative reference, it will go to clause 2 and not Bibliography. |
| 20 | I have seen a number of Scopes in EN's that use language "can" or "may". Is this acceptable | The scope shall not contain permissions (see IR3, 14.5), which are expressed with "may". Sometimes "may" is used for another meaning, which is why you could have found it in some scopes, but we discourage this practice. "Can", expressing a possibility, is allowed. |
| 21 | Does IR3 cover requirements for XML conversion of the documents? | Actually, the XML requirements have been derived from some IR 3 rules, though there are some additional ones which derive from the technicalities. |
| 22 | My standard has two parts. May I put all the T&D in Part 1, even those which are used only in Part 2? | If you list the terms in part 1, that are used in the document itself, but if it a term is repeated from the part 1 then just add part 1 as a citation in the introductory paragraph |
| 23 | What stipulates the need for adding a deprecated term? It may be counterproductive in terms of discouraging the use of some terms. | We rarely see Deprecated terms being listed but it is just a possibility that IR3 gives the drafters |
| 24 | Is it a requirement that a definition shall have not more than one sentence? | In IR3, 16.5.6, it says that a "definition shall be written in such a form that it can replace the term in its context". To apply this rule the definition has to be only one sentence. |

| | | |
|----|---|---|
| 25 | Slide 35. EU European Union isn't it an abbreviation, rather than a terminological entry? | you could indeed list EU in the abbreviations part of Clause 3 rather than make it a terminological entry |
| 26 | Hmm, I will check afterwards, when the slides are available. How can I contact you for clarification afterwards? | The contact points are included at the end. |
| 27 | So the links to ISO/IEC terminological databases are optional. Is it also possible to add a link to the term base of the individual national standard body? | It is highly discouraged to refer to National references. |
| 28 | Definition: what does <liege> means?!?! | Only one definition per terminological entry is allowed. If a term is used to define more than one concept, a separate terminological entry shall be created for each concept and the domain shall be included in angle brackets before the definition. |
| 29 | Regarding warnings, many years ago we were instructed to remove guidance to people running certain tests that there could be a danger. | We think you should assess if a warning is needed and necessary, and some provisions are included in clause 18.4 of IR 3. |
| 30 | Do all equations need to be numbered? | Mathematical formulae can be numbered, it is useful for cross-referencing but not obligatory (See IR3, 27.3). |
| 31 | Why do you need a box for the "key" of a figure | This is essential for conversion into xml that the key is contained in a table (for rendering purposes). |
| 32 | Where should figures be located in the document. Should they be included in the body of the document, or should all figures be positioned after the body text and before the Annexes? | Figures can be in all subclauses, body or annexes, together with the part of the document they are useful for. |
| 33 | When we want to show all the figures at the end of the document do they need to be in specific clause or can they just follow the last clause? | |
| 34 | If in the main text, one makes a requirement to meet an "Informative Annex" content. Does that make the | Yes, if an Annex is referred normatively, then it would become normative. |

| | | |
|--|--|--|
| | Informative Annex mandatory because of this? | |
|--|--|--|