



**ASD-STAN**  
Standardization

# STANDARDIZATION PROCESS MANUAL

## RECORD OF REVISIONS

Issue N°	Date	Reason for Revision	Issued by	Approved by
3	08-2000	First Release	A. Swan	F. Jäger
4	06-2010	Upgrades and modifications to process	G. Lessmann	ASD-STAN Board
5	07-2012	Upgrades and Modifications to process: <ul style="list-style-type: none"> <li>• Fast Track Process description</li> <li>• 5 years EN review</li> <li>• Forms updated</li> <li>• Abandon ASD-STAN Generic Template</li> </ul>	ASD-STAN Technical Authority	ASD-STAN Board
6	07-2014	<ul style="list-style-type: none"> <li>• Upgrades and Modifications to process ASD-STAN/CEN Livelink integrated as exchange / archiving media for all ASD-STAN</li> <li>• Preference for referencing CEN (CENELEC) standards whenever existing Guaranty for the interchangeability; Checking of Titles</li> <li>• Declassification and Withdrawal processes are clarified</li> <li>• Standard Evolution Form applies to all domains</li> <li>• Review of Process for the Technical Reports Illustration of CEN-CENELEC Process to transform prEN into EN Standard; Transversal project</li> </ul>	ASD-STAN Technical Authority	ASD-STAN Board
9	07-2016	Upgrades and modifications, incorporation of comments	ASD-STAN Technical Authority	ASD-STAN Board
10	11-2017	Update of references, incorporation of the patent and copyright policies, alignment with CEN-CENELEC new process	ASD-STAN Technical Authority	ASD-STAN Board
11	06-2018	Update of references, WGC, alignment with CEN-CENELEC new process	ASD-STAN Technical Authority	
12	03-2022	General review, update of references and IT tools (STAN-NET)	ASD-STAN Technical Authority	ASD-STAN TA on 30 March 2022

The List of ASD-STAN Focal Points and the List of ASD-STAN Domain Technical Coordinators are available on the [ASD-STAN website](#) and CEN Documents.

The Project Form (TPF) replaces all old separate forms: ([www.asd-stan.org/standardisation-tools/](http://www.asd-stan.org/standardisation-tools/))

NOTE: The masculine gender is used throughout this Standardization Process Manual with no prejudice and is understood to designate either male or female participants.

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## 1 Scope

As an associated body of the European Committee for Standardization and the European Committee for Electrotechnical Standardization (CEN-CENELEC), ASD-STAN acts as main provider of aerospace European Standards (EN standards). Our process is based upon the statutes of ASD-STAN and a cooperation agreement with the European Committee for Standardization (CEN) (See RD1).

This Standardization Process Manual (SPM) describes the ASD-STAN standardization process for the development and publication of standards, any relevant documents (ASD-STAN prEN, EN & ASD-STAN TR, etc.), and relevant operating procedures.

This document is reviewed periodically in line with business requirements to continuously improve the ASD-STAN process and operating procedures. The ASD-STAN Technical Authority oversees SPM revisions.

This document consists of the following:

- the ASD-STAN roles and responsibilities
- the detailed standardization processes
- the standardization procedures to be followed

This Standardization Process Manual is aligned with CEN-CENELEC Internal Regulations but reserves the right for ASD-STAN to function independently when and if necessary.

This document is mandatorily applicable to all people involved in the ASD-STAN standardization activities and processes.

## 2 Referenced Documents

The documents listed below were used in the preparation of this SPM and contain background information related to the subjects addressed in it:

- [RD1] Cooperation Agreement Between CEN & ASD-STAN (Signed October 2017) (Available on CEN Documents)
- [RD2] Associated Body of CEN-CENELEC-Benefits, Rights, and Obligations: [CEN-CENELEC Guide 25, chapter 3](#)
- [RD3] [CEN/CENELEC INTERNAL REGULATIONS](#)
- [RD4] Procedural Aspect of Cooperation with CEN as an Associated Body—[CEN/CENELEC Internal Regulation Part 2, 4.2.2.](#)
- [RD5] ASD-STAN Technical Authority Terms of Reference—Version 2020 (available on CEN Documents in the TA folder, under “public information”)
- [RD6] IAQG Procedure 105.3 ([www.iaqg.org](http://www.iaqg.org), available on CEN documents)
- [RD7] ASD-STAN Statutes, available [on the website from the membership page](#)
- [RD8] [ASD-STAN Patent Policy, April 2020](#)
- [RD9] [CEN-CENELEC Guide 8:2019](#)
- [RD10] [ASD-STAN Intellectual Property and Copyright Policy, April 2020](#)
- [RD11] [ASD-STAN Trademark Policy, April 2020](#)
- [RD12] The ISO-IEC-CEN-CENELEC—Commenting Template and the project form can be found [here](#)
- [RD13] The ASD-STAN templates mentioned in the document can be found [here](#)
- [RD14] Vienna Agreement—[Guidelines for the Implementation of the Agreement on Technical Cooperation Between ISO and CEN](#)

## 3 Terms and Definitions

This section provides a glossary of terms (in alphabetical order) used in this SPM.

### 3.1. Consensus

A general agreement characterized by the absence of sustained opposition to substantial issues by any important part of the concerned interest and by a process that involves seeking to consider the views of all parties concerned and to reconcile any conflicting arguments.

NOTE: Consensus does not imply unanimity. [Source: EN 45020:2006, 1.7]

### 3.2. Committee Draft (CTD)

A working draft document that has achieved consensus within a Working Group and is ready for submission for National Domain Ballot and parallel CEN Enquiry (when applicable)

### 3.3. Consensus Draft (CD)

A consensus document after disposition of comments from National Domain Ballot and CEN Enquiry results

### 3.4. Corrigendum

A procedure to eliminate known errors in existing publications

### 3.5. Cover Sheet for Declassification (CS)

A coversheet published with a remark at the title page and the previous content attached to the coversheet for declassification; see chapter 20.

### 3.6. Domain (D)

A Domain consists of one or more Working Groups. Domains are defined to provide coherent coordination, planning, and programming of standardization activities within a particular area. Upon the request of a Domain member (DTC, Domain Secretary, WGCs, FPs) and in coordination with the Executive staff of ASD-STAN, the Technical Authority will decide on its possible subdivision. A "Domain" is called a "Subcommittee (SC)" in ISO rules.

The Domains will be established by the Technical Authority and approved by the TAC. The members of a Domain are as follows:

- The Domain Technical Coordinator (DTC) and Secretariat
- The Focal Points (FP)
- The ASD-STAN Executive staff
- The Working Group Convenors (WGC) and Secretariats
- Interested experts from the Working Groups
- Representatives of ASD-STAN members in liaison with the relevant Domain
- Representatives of CEN-CENELEC Members (National Standardization Organizations)
- Member Coordinators (MC)
- Delegates nominated from the ASD-STAN Board

### 3.7. European Standard (EN)

ASD-STAN has the authority to generate "Aerospace Series" projected European standard (ASD-STAN prEN standards) which are submitted to the CEN-CENELEC Formal Vote to be adopted/ratified as EN standards. Once approved by CEN-CENELEC members, the EN standard carries with it the obligation that it shall be implemented at the national level by being given the status of a national standard, replacing any conflicting national standards.

### 3.8. Expert

A person with technical expertise in a specified area, contributing to the consensus on the technical content of a draft document within a Working Group.

An expert is nominated by an ASD-STAN member through its Focal Point or by a CEN-CENELEC member.

An expert within one Working Group could also be a member of another Working Group; that expert can also act as Working Group Convenor (WGC).

An expert can be nominated by a non-ASD-STAN Member but shall be approved by WGC, the Domain Technical Coordinator, and the ASD-STAN Executive staff. External (non-ASD-STAN member) participants in the WGs shall notify the ASD-STAN Executive staff to join specific Working Groups. A special expert contract must then be established. ASD-STAN Executive staff oversees this contract.

Participation fees shall apply in accordance with ASD-STAN rules. However, these participants shall not have voting rights on projects.

CEN members are allowed to nominate experts directly. Organisations as well as individuals are welcome to provide additional expertise.

### 3.9. Final Draft (FprEN)

An edited prEN that has been formerly published by ASD-STAN and will be used for CEN-CENELEC Formal Vote.

### 3.10. Form/Fit/Function (FFF)

The following FFF definitions are provided as guidance to clarify that interchangeable parts (same part number) can be handled

with the same tools, setup, and work processes.

**Form:** The shape, size, dimensions, mass, weight, and other visual and/or physical parameters (e.g., surface treatment, material, strength) that uniquely characterize an item. For software, form denotes the language and media

**Fit:** The ability of an item to physically interface with, interconnect with, or become an integral part of another item (after installing with the same process, tool, and tool-adjustment)

**Function:** The action or actions which an item is designed to perform

### 3.11. Formal Vote (FV)

The CEN-CENELEC Procedure through which a prEN is finalised by CEN-CENELEC and implemented as a European Standard; the Formal Vote process is described [here](#).

### 3.12. Interchangeability

There are two types of Interchangeability: geometrical and functional.

Geometrical Interchangeability is achieved when an item is designed and produced in such a way that it can be readily exchanged for another item without the need to select for fit and without the need for alteration, forcing, or damage to the item itself or the adjoining structure.

Functional Interchangeability is achieved when operational or performance characteristics are maintained upon interchange or replacement of an item.

Full Interchangeability is achieved when the requirements of both Geometrical Interchangeability and Functional Interchangeability are met. For all types of standards, full Interchangeability of the related products shall be considered.

### 3.13. New Work Proposal (NWP)

A New Work Proposal can be a proposal for the following:

- A new standard
- A new part of an existing standard
- A new technical report (TR)
- A revision of an existing standard or part or technical report

### 3.14. Normative Reference

A document to which reference is made in the standard in such a way as to make it indispensable for the application of the standard; normative reference shall only be made to documents that are publicly available.

The availability of the standard for subsequent certification must be considered.

NOTE: Please refer to CEN-CENELEC Internal Regulations for guidelines on Normative References (see [RD3]) or access it [via this link](#).

### 3.15. Patented Items / Trade Names

In principle, a standard shall not include material, processes, characteristics, or equipment that are protected by patents.

If, in exceptional cases, technical reasons justify the preparation of a standard that includes the use of a patented item, the ASD-STAN Executive staff shall ask the patent holder for a statement allowing the negotiation of licenses with applicants on reasonable terms and conditions.

The patent holder shall fill in and submit the Patent Declaration Form ([Annex 2 of CEN/CENELEC Guide 8:2019](#) [RD9]).

A record of this statement shall be kept by the ASD-STAN Executive staff and shall be referred to in the relevant standard. Should it be revealed after the publication of the standard that the licenses cannot be obtained under reasonable terms and conditions, the relevant standard shall be withdrawn.

For patent rights and trade names, see Part 3 CEN-CENELEC Internal Regulations [RD3].

### 3.16. Project

A project is a single standard in development.

### 3.17. Standard

A document established by consensus and approved by a recognized body that provides, for common and repeated use, rules, guidelines, or characteristics for activities or their results, aimed at achieving the optimum degree of order in a given context.

Standards should be based on the consolidated results of science, technology, and experience in addition to being aimed at the promotion of optimum community benefits [source: EN 45020:2006, 3.2].



### 3.18. ASD-STAN Technical Report (ASD-STAN TR)

A technical document published in the following exceptional cases:

- The subject to be covered by the TR is still under technical development, requiring wider exposure, but must be laid down at its current status for further development
- It is an informative publication containing collected data of a different kind that cannot currently be published as a European Standard

If required, a TR can be published as a trilingual version (English, German, and French).

A published ASD-STAN TR is not part of the cooperation agreement with CEN-CENELEC and, therefore, will not be transformed into a CEN TR. ASD-STAN TR is part of the 5 years of periodic review.

### 3.19. Voting

The process of public voting that takes place within STAN-NET and is announced via STAN-NET and CEN Documents; in all inquiries, ballots, resolutions, and decisions, each ASD-STAN member is entitled to one vote only.

### 3.20. Working Group (WG)

A Working Group (WG) is a group of industry experts gathered to develop a standard specialised within a specific topic. A WG is chaired by a Working Group Convenor (WGC). A WG is established by the relevant domain members (DTC, Domain Secretary, WGCs, FPs) in coordination with the Executive staff of ASD-STAN and approved by the Technical Authority (TA) decision.

All participants must sign the attendance list, including the "Exploitation Rights Assignment Statement," according to ASD-STAN policies. The list shall not be distributed; it shall be kept as an internal document (in the secretariat workspace folder) in the official working platform of ASD-STAN. The "Exploitation Rights Assignment Statement" must be included in all meeting invitations.

### 3.21. ASD-STAN Work Programme

List of active projects in all ASD-STAN Working Groups

NOTE: A WG Work Programme is an extract from the ASD-STAN Work Programme.

## 4 Roles and Responsibilities

### 4.1 ASD-STAN Board of Directors

In accordance with the ASD-STAN Statutes, the Board is the supervisory body of ASD-STAN. It shall exercise the most extended powers for the administration and management of the association, except for the acts reserved to the competence of the General Assembly. For more details, refer to the Statutes (see [RD7]).

### 4.2 Technical Authority (TA)

The prime purpose of the Technical Authority (TA) is to supervise the processes of ASD-STAN and ensure the quality of its activities in the development and publication of standards. The TA reviews the main issues and questions raised by all ASD-STAN stakeholders related to standardization in ASD-STAN's Domains and Working Groups (WGs).

The TA oversees the implementation of the Standardization Process Manual (SPM), supervises the Standardization Domains as well as their related Working Groups, and reports on their progress and effectiveness to the ASD-STAN Board.

The TA sets rules for standards development, cooperation with other CEN-CENELEC Technical Committees, application of the Vienna Agreement (cooperation with ISO), and liaison with other SDOs. For more information, refer to the ASD-STAN TA Terms of Reference (ToR) [RD5].

### 4.3 Technical Authority Chair (TAC)

The TAC has the authority to enforce the ASD-STAN work programme schedule. The TAC follows the standardization work progress and recommends solutions when troublesome issues are identified. For more information on the role and missions of the TAC, see TA ToR [RD5].

### 4.4 Domain Technical Coordinator (DTC)

A DTC is a person nominated by ASD-STAN members and elected by the Technical Authority to represent and facilitate coordination of work between all Working Groups of a Domain in accordance with the processes described in this ASD-STAN Standardization Process Manual. Each Domain shall have a DTC. The DTC is appointed for a period of 6 years, renewable by the



TA vote. Nominations and elections of DTC are detailed in the TA ToR [RD5].

The DTC, in coordination with the ASD-STAN Executive staff, is responsible for the following:

- The creation and management of Working Groups formed by the identified Experts, in agreement with the members of the domain and further approved by TA decision
- Validating the nominations of Working Group Convenors based on their qualification and competence
- Approving the work programme proposed by the working groups
- Participating in Technical Authority as a voting member and reporting on domain activities to the TA
- Liaising between Domains or Working Groups, with Member Coordinators, Focal Points, and external organizations
- The assurance of neither overlap nor duplication of approved projects with published or draft standards at the European or International level (in cooperation with the Working Group Convenor and the Secretariat)
- Approval for the publication of documents
- Organization and chairing, at least once a year, a Domain-level meeting with all involved stakeholders participating in the standardization work (WGC, WGS, FP and ASD-STAN Executive staff)

Secretariat function in support of all the Domain Technical Coordinators is performed by the ASD-STAN Executive staff or by a National Standardization Body, if available.

If the domain members feel the need to designate a Vice-DTC, such a decision shall be made unanimously by the Domain FPs and WGCs. The Vice-DTC shall be someone already involved in the domain.

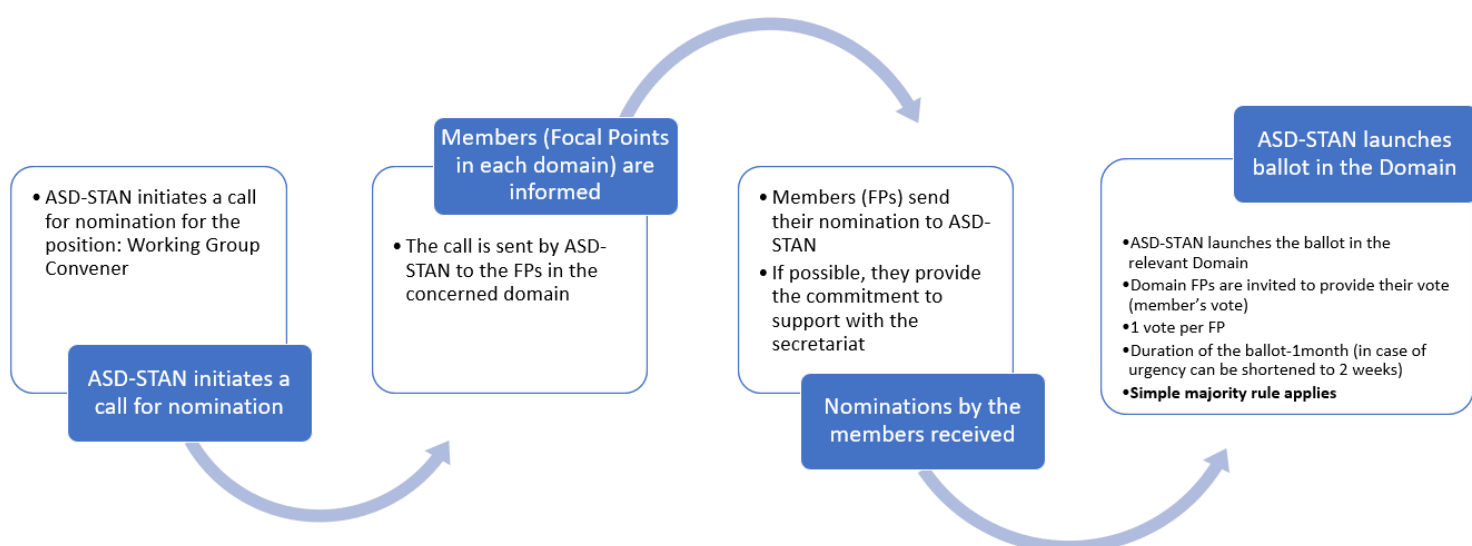
#### 4.5 Working Group Convenor (WGC)

A WG shall be chaired by a Working Group Convenor (WGC), guiding the WG members according to the principles established in this SPM.

An election process for the WGC is described in Figure 1. The nominations from the members for the WGC shall include a commitment to provide the WG secretary when possible. Both calls for nominations and election ballots run for 1 month. In exceptional cases, the ASD-STAN Executive staff can decide to prolong the duration of the calls and ballots.

The term of the WGC is a period of 6 years and is renewable. The re-balloting rules are shown in Figure 1.

Figure 1—Nomination and Election Process for the WGC



The responsibilities of the WGC are as follows:

- Define objectives, prepare the work programme, approve the work programme, monitor the work programme, and update the work programme, including the development schedule, in accordance with the ASD-STAN process stages and the European standardization rules [RD3]
- Facilitate communication between all members within the WG and act as a consultant regarding arising technical matters

- Liaise to other WGs, Domains, and external organizations
- Liaise with and report to the DTC, FP, and ASD-STAN Executive staff
- In cooperation with the DTC, ensure that there is no duplication for approved projects at the European and/or international level
- Achieve consensus, validate the technical content of projects, and provide the CTD for balloting
- Manage the assessment and validity of published EN standards in the context of the 5-year review
- Ensure the consistency of draft documents with the general organization of the relevant Domain—in particular, ensuring that any issued standards cannot be amended to reduce (downgrade) the technical requirements that affect FFF
- Convene a working group meeting at least once a year, and ask—at an appropriate time in each meeting—if anyone has knowledge of essential patents, the use of which may be required to practice or implement the standard being considered; the fact that the question was asked shall be recorded in the meeting report, along with any affirmative responses
- Ensure that the work of the WG is in line with the ASD-STAN policies available [at this link](#)

If the Working Group feels the need to determine a Vice WGC, such a decision shall be made unanimously by the Working Group. The nominee for the Vice-WGC position shall already be involved in the Working Group.

NOTE: The secretariat function in support of the WGC may be performed by an ASD-STAN member organization or by a National Standardization Body, if available. If needed, the Executive staff of ASD-STAN may support the WGC with the secretariat.

#### 4.6 Working Group Secretariat (WGS)

For each WG, a secretariat from one of the ASD-STAN members (when possible) is allocated to ensure the implementation of the European standardization process. In cases when the secretariat duties cannot be performed by a member organization, in agreement with the concerned DTC and WGC, ASD-STAN Executive staff can provide direct secretariat support to working groups. The allocated secretariat shall support the activities of the WG, send meeting invitations, maintain meeting minutes, ensure the participants list is signed, assign exploitation rights to ASD-STAN and CEN-CENELEC, and make available all data, documents (in support of each standardization process stage), and information related to the standard development. The secretariat should ensure that all drafting rules of ASD-STAN standards are followed and that only official templates are used.

The WG Secretariat must ensure and follow the rules for drafting of European Standards [RD3- Ref: [CEN-CENELEC Internal Regulation Part 3](#)] and work in the official working platforms of ASD-STAN and CEN-CENELEC.

#### 4.7 Originator

The Originator of a project can be any person or company from inside or outside the ASD-STAN organization. The Originator submits a completed New Work Proposal (NWP). He is responsible for providing detailed and complete information in the NWP Form, as needed. If a NWP is presented without the required details, the DTC shall reject the acceptance of such a NWP.

The Originator shall participate in the related WG to provide specific expertise in standard development.

#### 4.8 Member Coordinators (MC)

Each ASD-STAN member can nominate a Member Coordinator (MC), which will then be approved by the Board.

The MC will do the following:

- Arrange for a structure to ensure the representation of a consolidated member's position
- Facilitate the work to be carried out and monitor the voting/comment activities of the FPs for all Domains
- Ensure sufficient communication within the Member Organization, and liaise with external organizations
- Respond—together with the FPs, where applicable—to inquiries and carry out any actions required by the Board/ASD-STAN Executive staff.

NOTE: This Standardization Process Manual does not imply any rules for ASD-STAN members' internal work, but only for cooperation within the ASD-STAN Technical Authority.

#### 4.9 Focal Point (FP)

Each member shall assign one FP per Domain, representing the view of the member organization. The FP should arrange for a structure to ensure the representation of a consolidated member's position on the projects.

Focal Points shall do the following:

- Provide the member's vote on new projects and drafts
- Ensure the representation of a consolidated position on the project
- Identify and nominate Experts for participation in WGs
- Respond—together with the MC, where applicable—to inquiries and carry out any actions required by the Board,

TAC, ASD-STAN Executive staff, or DTCs.

If the FP does not reflect the view of his member organization, the TA has the right to request the replacement of the FP.

#### 4.10 ASD-STAN Executive Staff

The ASD-STAN Executive staff is the permanent staff of the ASD-STAN (association registered in Belgium). The Director is selected and approved by the Board.

##### The Director's responsibilities:

- Achieving the short- and long-term objectives of the association set by the Board of Directors
- Preparation of the business plan and reporting to the Board of Directors
- The management and day-to-day administration of the association according to Belgian legislation
- Definition of the working procedures, application of those procedures and processes as defined in this SPM, and the administrative management of the activities of the Technical Authority
- Support to certain standardization projects
- Provision of ICT services in support of the activities of the association
- Outsourcing of specific technical activities on a competitive basis
- Adapting in-house capabilities and capacities to real needs
- External representation, collaboration, and promotional activities

##### The ASD-STAN Executive Staff responsibilities (aside from those of the Director):

- The coordination of the activities of the Technical Authority, support to DTCs, WGCs, and their secretariats
- Ensure the selection of a secretariat in support of the Domain Technical Coordinators and Working Group Convenors in case no secretariat is provided by a member or in other exceptional cases
- Monitor and ensure balance of the WGs Secretariats' allocation
- Facilitate liaisons between Domains or WGs and external organizations
- Maintain the ASD-STAN database using the information provided by the Domains and WGs in coordination with the CEN-CENELEC database
- Monitor and coordinate all standardization efforts, the work programme, and the schedule
- Manage the full ASD-STAN standardization process from NWP until the EN publication
- Register projects at CEN-CENELEC and provide the allocated CEN WI number to the relevant WG Secretariats
- Implement procedures and establish tools for the following: ballots on drafts, publication of ASD-STAN prENs, presentation of standards to CEN-CENELEC for CEN Enquiry and Formal Vote, and presentation of definitive texts to CEN-CENELEC
- Be responsible for the initiation of the 5-year reviews of existing standards
- Use and maintain CEN Documents for all related standardization work with CEN involvement
- Use, maintain, and provide relevant access to ASD-STAN tools (database, STAN-NET, etc.) and align those tools with CEN Documents to avoid discrepancies as much as possible
- Assist the Director in his activities

## 5 ASD-STAN Digital work platform (STAN-NET) and CEN Documents

All active ASD-STAN participants (including DTC, FP, WGC, WGS, MC, and TAC) shall mandatorily use ASD-STAN digital tools (STAN-NET) for the standardization work carried out at the ASD-STAN level. These tools are managed by ASD-STAN Executive staff. Access to them is granted by ASD-STAN.

In parallel, CEN Documents remains a communication and document exchange tool to comply with CEN-CENELEC rules. The registration of experts, convenors, DTCs, and secretaries in CEN Documents is managed by the National Standardization Bodies, members of CEN. If requested, the relevant contact details will be provided by the ASD-STAN Executive staff. The ASD-STAN Executive staff, the representatives of the Board, and the TAC can request registration directly via the CEN-CENELEC Management Center (CCMC) as the representatives of ASD-STAN management.

Representatives of CEN-CENELEC Members wishing to be included in ASD-STAN groups must inform the ASD-STAN Executive staff to receive information about ongoing projects.

The ASD-STAN Executive staff must verify and ensure that all ASD-STAN FPs and CEN-CENELEC members have been registered in ASD-STAN STAN-NET and, if applicable, in CEN Documents to guarantee participation in all standardisation steps.

## 6 Standardization Process

This section details the Standardization Process and identifies the steps in the process, the personnel responsible for each step, and the procedures to be followed. Figure 2 shows an overview of the total process; it should be used as a reference throughout this SPM.

The primary duty of ASD-STAN is the development and systematic review of EN standards.

**Figure 2—Project Stages and Associated Documents for the Standardization Process**

Process Step	Stage Code	Duration	Platform/ deliverable	Exec	DTC	FP	WG	Orig	TAC
NWP Issue	00.00		NWP Form					A	
NWP Assessment	00.20	Maximum of 2 weeks		A	A			I	I
Vote on NWP Review of Target Dates	10.00	1 month	ASD-STAN STAN-NET/CEN Documents (Liveliink)			A			
Final Assessment, prEN Number Allocation Launch Project	20.00	Maximum of 1 week		A	I	I	I	I	
Establishing Committee Draft (CTD) by the WG Check Conformance to the CEN-CENELEC Drafting Rules	20.99	0 to 6 months (note 1)	CTD				A		(A)
Editing Stage 1	21.90	1 to 2 months	41_e_stf	A					
Submission to CCMC for CEN-CENELEC Enquiry		5 weeks	E-TRANS	A					
NDB/CEN-CENELEC Enquiry	30.00	3 months	ASD-STAN STAN-NET/CEN Documents (Liveliink)			A			
NBD/CEN-CENELEC Enquiry Results	30.70		ASD-STAN STAN-NET/CEN Document (Liveliink)	A	I	I	I		I
Disposition of Comments Template and Preparation of CD—Check Conformance to the CEN Drafting Rules	30.70	Max 2 months (note 1)	Comment Template				A		(A)
Editing Stage 2	30.90	2 to 4 weeks	CD	A					
Final Check and Approval for Publication	30.99	Maximum of 2 weeks	Executive Decision	A	A		A		
ASD-STAN prEN Published	40.00	1 week	ASD-STAN prEN	A					
I = Information, A = Action									
Note 1: Depending on the maturity of the NWP draft document; extension requires approval of the TAC									

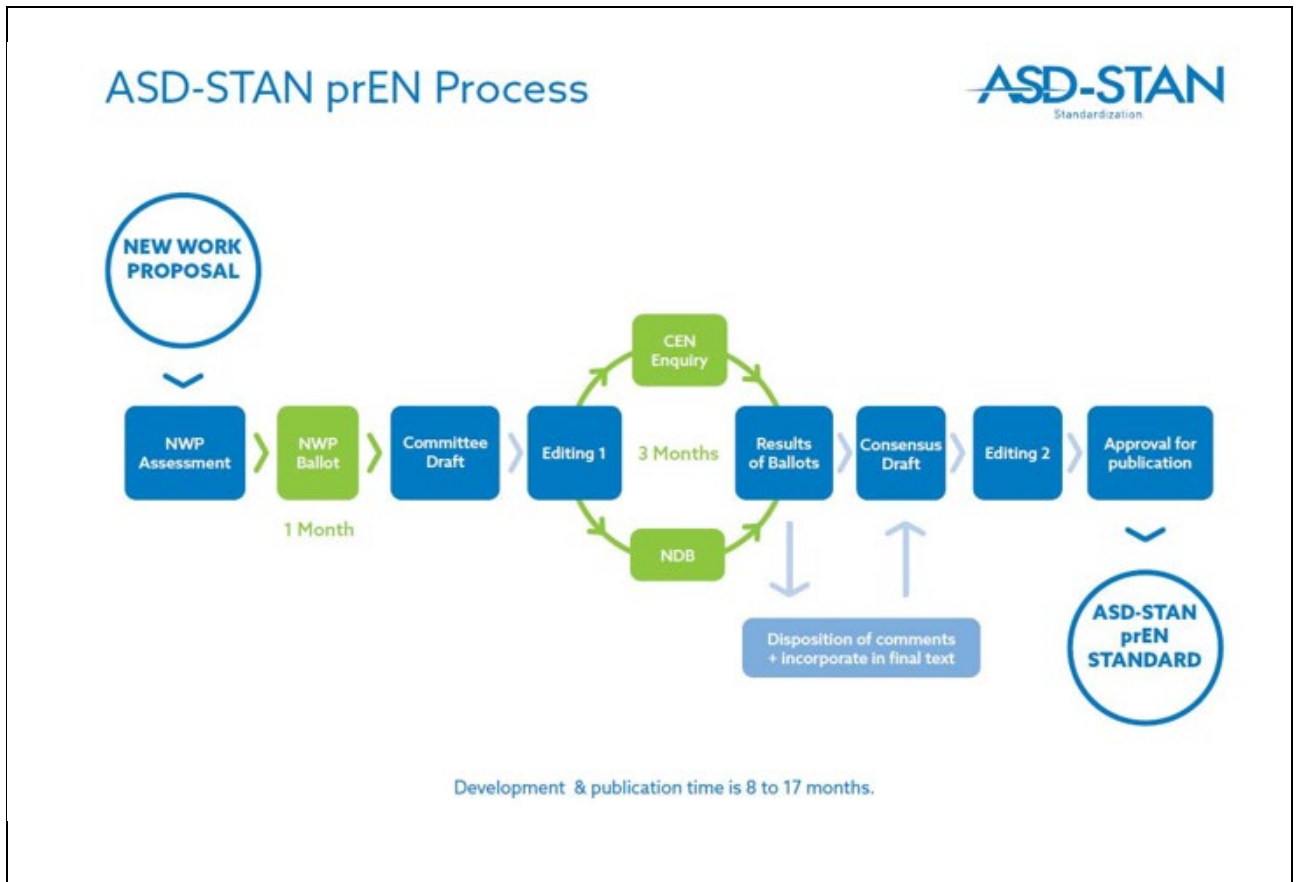
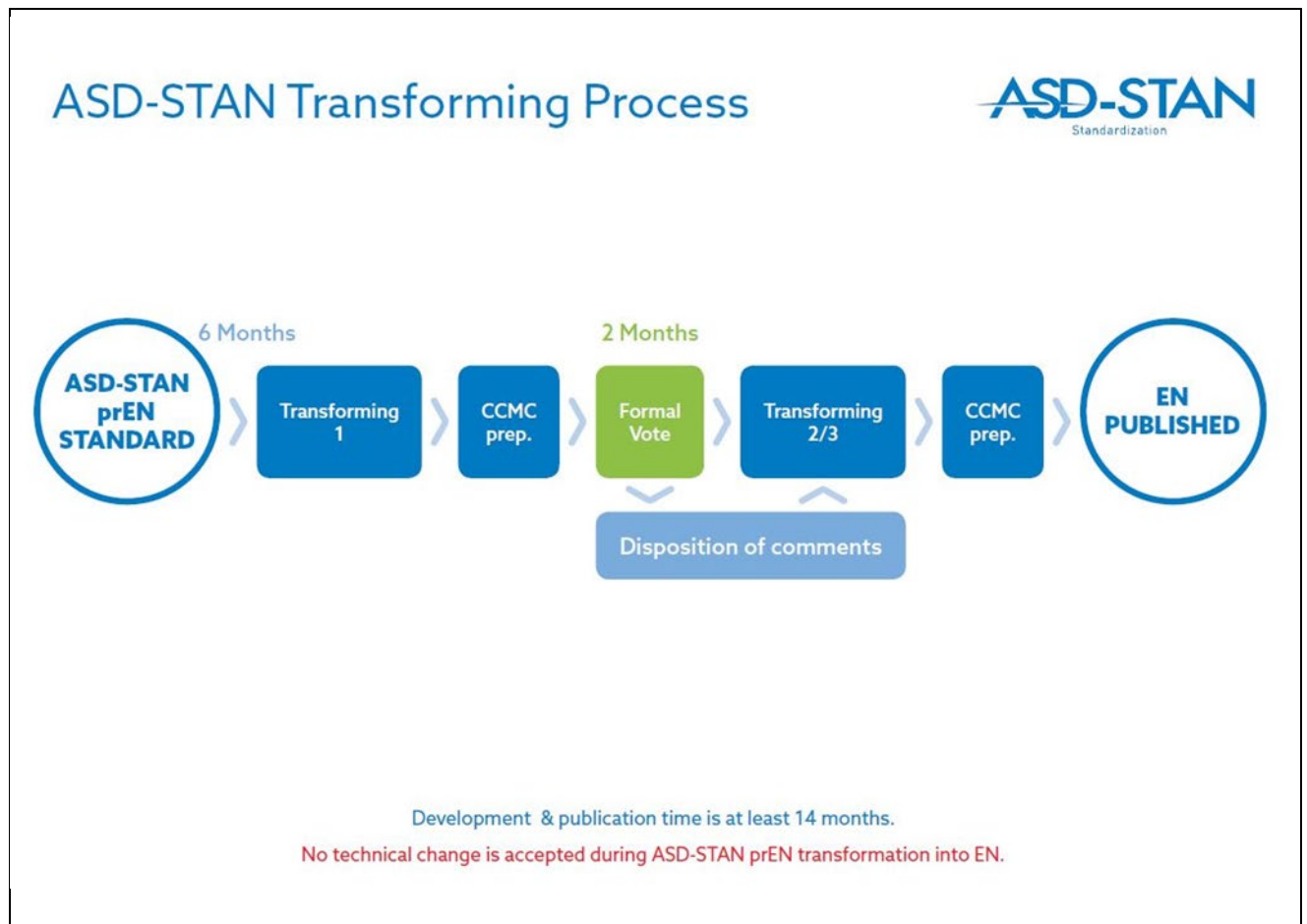


Figure 3—Transformation of an ASD-STAN prEN into an EN

Process Step	Stage Code	Duration	Platform/deliverable	Exec	DTC	FP	WG	Orig	TAC
Submission to CCMC for FV	50.00	3.5 months	E-TRANS	S					
CEN-CENELEC FV	50.20	2 months	ASD-STAN/CEN FprEN	FA,C					
CEN-CENELEC FV Results/Comments	50.70	3 months	ASD-STAN/CEN	FA,C		I	FA	I	
Preparation for Publication	50.90 50.95			FA			C		
EN Publication	50.99 60.60		E-TRANS	S, FA					
Withdrawal of prEN	60.97			FA					

S = Submit, I = Information, C = Communication, FA = Further Action



## 7 NWP issue (00.00)

A New Work Proposal (NWP) is a proposal for a new standard, a new part of an existing standard, a technical report, a revision of an existing standard, a revision of part of an existing standard, or a revision of an existing technical report.

A New Work Proposal can be submitted by a person—called the Originator—by using The Project Form (TPF folder 00.00).

The Originator shall do the following:

- Indicate which kind of deliverable is proposed
- Provide a first working draft or an outline of such a working document
- Suggest potential additional participants to a related Working Group, or, if no Working Group exists, suggest potential participants, including the Working Group Convenor
- Indicate potential implications from patents, licenses, and intellectual property rights
- Propose a time frame for this project

If the schedule for drafting is more than 6 months, it requires prior approval from the TAC. The timeframe can be between 0 and 6 months, depending on the maturity of the draft. The WG Convenor and the DTC are responsible for monitoring. The completed NWP proposal shall be sent to the ASD-STAN Executive staff by the Originator or on behalf of the Originator by the National Standardization Body.

Title of standards: editorial change to the title of a standard is possible during the standardization process. Changes of technical importance shall be evaluated if they affect the form, fit, or function of the original product(s) covered by the standard (see also chapter 18: Revision of EN or ASD-STAN prEN).

NOTE: During the development of a standard, Working Group members are requested to inform about—or to disclose, if relevant—any patent that, according to their own judgement, may be considered an essential patent for the proposed deliverable. Working Group members are deemed to provide such information on any known essential patents in good faith and to the best of their knowledge.

## 8 NWP Assessment and Vote—Launch Project (00.20 – 20.00)

The New Work Proposal (NWP) shall be evaluated in the following ways:

- Commercially by the ASD-STAN Executive staff, using TPF folder 00.20
- Technically by the relevant Domain Technical Coordinator, using TPF folder 00.20



- The ASD-STAN Executive staff shall identify the applicability of the Vienna Agreement
- Then, the NWP will be balloted by the ASD-STAN Executive staff; the voting takes place in an ASD-STAN official electronic tool, using TPF folder 10.00
- If a new WG must be established, a call for WGC and WGS will be performed according to chapter 4.5
- The ASD-STAN Executive staff will distribute the results, using TPF folder 20.00

At least 3 valid votes should be provided; the result is established by simple majority. There is one vote per ASD-STAN member. In case of a negative NWP vote, the member must clarify and justify its vote.

The NWP ballots make it possible for the members to nominate experts to work on specific projects.

If the NWP is rejected (10.98), the ASD-STAN Executive staff will inform the Originator and the Domain/Working Group Secretariat.

The Domain Technical Coordinator and the ASD-STAN Executive staff shall make a joint decision on the progression of the New Work Proposal in case of an insufficient number of votes or a rejection (10.98).

The Originator can appeal to the Technical Authority regarding the rejection.

In the case an NWP is accepted by vote, the ASD-STAN Executive staff has a maximum of 1 week to allocate the prEN number and to officially launch the project.

If the proposal is supported, the WG establishes a work plan schedule.

The Project Form will serve as a log file. It shall be updated by the ASD-STAN Executive staff. This document will be available for all WG members on the ASD-STAN electronic working platform (STAN-NET) as well as CEN Documents. The WG Secretary is responsible for keeping this document updated.

The ASD-STAN Executive staff shall inform CEN-CENELEC after a positive NWP result to request the registration of a new project in the CEN-CENELEC database.

## 9 Establishing the CTD (20.20)

The WG is responsible for the preparation of the Committee Draft (CTD).

The WG, with the support of the WG Secretariat, shall prepare the Committee Draft in English in accordance with [the Rules for the Drafting of European Standards](#).

If necessary, the following text with an informative reference to EN 9100 should be used in ASD-STAN prEN/EN:

“The manufacturer’s operations shall be an approved production organisation for aerospace products. Additionally, they shall demonstrate that it has implemented and is able to maintain a quality management system (e.g., according to EN 9100 or an equivalent accepted and established aerospace quality management system).”

The WG Secretary (or, by default, the WGC) shall inform the ASD-STAN Executive staff about the finished CTD (20.99) with The Project Form folder 20.99.

The CTD shall be provided in CEN Documents by the Working Group Secretary. ASD-STAN Executive staff will mirror the document distribution in STAN-NET.

## 10 National Domain Ballot (NDB) / CEN-CENELEC Enquiry (CEN ENQ) (30.00)

The ASD-STAN Executive staff submits the CTD to CCMC and requests the start of the CEN-CENELEC Enquiry.

The ASD-STAN Executive staff shall launch the National Domain Ballot on the same date as the CEN-CENELEC Enquiry (via CEN Documents), see TPF folder 30.00. The Working Group Secretary shall provide the CTD to the WG via CEN Documents. ASD-STAN Executive staff will mirror the document distribution in STAN-NET.

Focal Points shall do the following:

- Distribute the CTD to interested parties in their area for approval or comments
- Compile comments received from the interested parties

The UK Focal Point shall check the English Title. French and German Focal Points shall check the translation of the proposed title of the draft in their languages. If necessary, a corrected translation shall be provided with comments.

There shall be at least 3 valid votes during NDB; the result is established by simple majority. There is one vote per ASD-STAN member. The answer "no member interest/expertise" is a valid vote and counted as an abstention.

The ASD-STAN Executive staff will distribute the results, see TPF folder 30.70.

All CEN-CENELEC members are entitled to vote or comment during the parallel CEN-CENELEC enquiry started by CEN.

## 11 NDB Enquiry and CEN Enquiry Results / Disposition of Comments (30.70)

The Project Form (TPF folder 30.70) will provide full transparency about the NDB results. Received comments will be provided in the [ISO-IEC-CEN-CENELEC-Commenting Template](#).

In addition, ASD-STAN will provide the CEN enquiry result, including the comment forms by the CEN members.

In case one of the ballots (NDB or CEN Enquiry) fails, the responsible WG will try to solve the issue and prepare a second CTD if



possible (clause 9). A second parallel NDB and CEN Enquiry shall be started in case the WG desires to continue.

NOTE: The voting policy of CEN Enquiry is defined in CEN-CENELEC INTERNAL REGULATIONS Part 2: 2022, clause 6.

The WG, with the support from the Secretariat, is responsible for the disposition of all comments (NDB and CEN Enquiry). The WG Secretary shall distribute the agreed-upon disposition of all comments and the adapted CD within the WG via CEN Documents. ASD-STAN Executive staff will mirror the document distribution in STAN-NET. The WG Secretary shall provide the comment table with the disposition of comments and the adapted CD text as final CD to the ASD-STAN Executive staff and request the initiation of the publication.

In case no consensus can be reached, the issue is to be escalated to the DTC for mediation. The DTC can escalate to the TAC. TPF folder, "Results of Review," must be fulfilled by the DTC.

The ASD-STAN Executive staff is responsible for checking for conformance with the CEN drafting rules and the preparation of the final version of the prEN. For this task, he may be supported by a contracted service provider, if necessary (TPF folder 30.90).

The responsibility regarding the timing schedule according to files as well as the whole process remains with the ASD-STAN Executive staff. If the scheduled timing cannot be matched, the ASD-STAN Executive staff must inform the TAC at least one week before expiry of this schedule.

## **12 Final Check and Approval for Publication (30.99)**

The ASD-STAN Executive staff sends the information via CEN Documents to the WG Secretary, the WGC, and the DTC (TPF folder 30.90). Then, these individuals have 2 weeks to object the publication.

The DTC, the WGC, and the WGS are strongly encouraged to send the confirmation of their approval for publication within 2 weeks. Should no response arrive after 2 weeks, this will be counted as "no objection received." Then, the ASD-STAN Executive staff will start publication immediately after that time.

## **13 ASD-STAN prEN Publication (40.00)**

The ASD-STAN Executive staff is responsible for the ASD-STAN prEN publication.

The ASD-STAN Executive staff shall launch the publication of the final CD as ASD-STAN prEN. The information about the publication of the new ASD-STAN prEN shall appear in ASD-STAN Newsletter & Publication Notice.

The first edition of an ASD-STAN prEN is called P1 on the ASD-STAN prEN title page. The following possible revisions will be named sequentially (P2, P3, and so forth).

NOTE: Different from prEN designations in other CEN-CENELEC committees, the ASD-STAN prENs are called "projected ENs" and are accepted as standards by the aerospace industry.

## **14 CEN-CENELEC FV (50.00 – 50.20)**

A maximum 6 months after the ASD-STAN prEN publication (40.00), the ASD-STAN Executive staff submits the FprEN and the disposition of comments from the NDB/CEN-CENELEC Enquiry to CCMC and requests the start of the formal CEN-CENELEC vote. CEN-CENELEC will start the 2-month-long formal vote among the CEN-CENELEC members according to CEN-CENELEC procedures [RD3].

The Working Group Secretary shall provide the FV document to the WG via CEN Documents. ASD-STAN Executive staff will mirror the document distribution in STAN-NET.

## **15 CEN-CENELEC FV Results (50.70/50.90/50.95)**

CEN-CENELEC will submit the results of the formal vote to the CEN-CENELEC members and the ASD-STAN Executive staff.

If the FV was successful, the ASD-STAN Executive staff shall submit the prepared final EN version to CEN-CENELEC. For this task, he may be supported by a contracted service provider. The responsibility for this remains with the ASD-STAN Executive staff.

Modifications of the technical content are not allowed between ASD-STAN prEN and EN. Therefore, during the FV, only editorial comments are accepted. In the case of modifications to the technical content, the ASD-STAN prEN must be withdrawn and an NWP shall be prepared.

The Working Group Secretary shall provide the disposition of FV comments to the WG via CEN Documents. ASD-STAN Executive staff will mirror the document distribution in STAN-NET.

## **16 CEN-CENELEC publication and withdrawal of ASD-STAN prEN (60.60 & 60.97)**

Any ASD-STAN prENs that have been published as an EN must be withdrawn by ASD-STAN within a period of six months after the date of CEN publication.

NOTE: For the procedure for ratification, availability, and publication as National Standards, see the CEN-CENELEC Internal Rules.

## 17 Review of EN (5-year review) (90.00)

According to the CEN-CENELEC Rules, ASD-STAN must initiate the systematic review (5-year), at the latest, five years after the publication (or previous confirmation) date of the EN to check if they still represent the best possible solution for European application.

Every January, the ASD-STAN Executive staff provides a list of ENs received from CEN-CENELEC (CCMC) that must be reviewed by the end of the current year. The ASD-STAN Executive staff shall contact the ASD-STAN Focal Points and the CEN-CENELEC members to start the 3-month balloting process.

The following votes are possible:

- Confirmation without changes (for a further 5 years)
- Withdrawal (explanation necessary)
- Revision with changes (explanation necessary)

The ASD-STAN Executive staff publishes the results. The WG is responsible for the disposition of comments or any other necessary actions. If the result of voting indicates that a revision or new edition of the EN standard is necessary, the next step shall be a NWP (Revision) at the ASD-STAN level.

## 18 Revision of EN or ASD-STAN prEN

A revision of an EN or ASD-STAN prEN starts with a NWP issue and an evolution form (to reflect changes to the previous edition) for an ASD-STAN prEN.

When the revised text is submitted as a NWP proposal, a list of changes from the previous edition should be listed in the foreword according to CEN IR Part 3. For the NWP application, changes in the text must be marked to simplify the identification of changes. If the modifications affect form, fit, or function, the revision shall be initiated as an NWP with a new ASD-STAN prEN number or, if applicable, with a new code in the identity block of designation.

## 19 Corrigendum

This chapter describes the process to modify a published ASD-STAN prEN or EN standard with identified errors.

### 19.1 Error found on ASD-STAN prEN published

Depending on whether the change is minor or major, one of two options may be chosen:

- a. Major change: Revision of the ASD-STAN prEN, see chapter 18 for the process
- b. Minor change: Issuance of a corrigendum

For Corrigendum with a minor change (e. g., typo or editorial changes) the WG or Convener must be consulted. Additionally, the ASD-STAN Executive staff updates the document, involving the editor if necessary. Then, the customers who bought the standard, subscribers, and distributors must be sent a notification of the change, including a free copy of it.

A full document is published that includes a change record. The coversheet of this document mentions the following:

- It is a corrigendum
- The new issue date
- It replaces the previous issue of xx.xx.20xx.
- The edition number will remain

### 19.2 Errors found on the transforming process

Modification of EN standard before the Date of Availability (DAV) (DIN EN, NF EN NOT Available)

- a. The transformation stage 3 is done or not yet and the document is not yet supplied to the CEN-CENELEC via e-trans. Contact the supplier to change the document. ASD-STAN Executive staff updates the document, involving an editor if necessary.
- b. The transformation stage 3 is done; the document is supplied to CEN-CENELEC via e-trans. There are 1 to 1.5 months to contact CEN-CENELEC by mail (<mailto:production@cencenelec.eu>) to supply the new documents and the changes explained in the mail. The CEN-CENELEC will contact CEN-CENELEC members about the new document.

### 19.3 Errors found on published EN

Depending on whether the change is major or minor, one of the following options may be selected:

- a. If the modifications are major or technical errors are addressed, initiate a revision of the EN; see chapter 18 for the details of this process.
- b. Minor change: issue a corrigendum ([see CEN process “Corrigenda on European Standards, Technical Specifications or Technical Reports”](#))

NOTE: A minor change is a typo or editorial change agreed upon by the WGC.

## 20 Declassification (DC)

In the past, a published ASD-STAN prEN could be declassified (i.e., inactive for new design) for one or more of the following reasons:

- Modifications of the technical content affecting interchangeability
- Availability of an internationally accepted, officially recognized standard
- The technical content became obsolescent, but can be used by an old program

The document will still be available in ASD-STAN web-shop.

Since the establishment of the new cooperation agreement with CEN in 2017, ASD-STAN prENs can no longer be declassified.

## 21 Withdrawal (RT)

An ASD-STAN prEN/EN shall be withdrawn for the following reasons:

1. Availability of the corresponding EN Standard; the withdrawal of the ASD-STAN prEN after EN publication is an automatic process and includes neither an additional step nor an additional decision
2. Previous modifications of the technical content affecting interchangeability
3. The requirements of the standard are impossible to meet

In cases 2 and 3, the ASD-STAN Executive staff will give the withdrawal notification to the CEN-CENELEC. When the replacement document is available, it shall be referenced in the withdrawn document. An appropriate indication should be printed on the cover of the withdrawn standard. A cover sheet will be published with the following remark in the front page: "WITHDRAWN STANDARD." Additionally, the previous content should be removed from the standard.

## 22 Project involving multiple Working Groups

### 22.1 Transversal Project

The transfer of a project from one Domain to another Domain is possible. The WG requesting to integrate the project to their work program or to move it to another WG shall contact the ASD-STAN Executive staff and the relevant WG for approval. Disapproval shall be justified. Additionally, the requesting WG shall be informed of the final decision by the ASD-STAN Executive staff.

In the case of an approval, the original WG can decide to transfer all activities of the project to the new WG or to both WGs, should there be a cooperative effort. The leadership of the project is decided by the original WG.

### 22.2 Cooperation between several WG

The DTC(s) of the relevant WGs will decide upon requests for cooperation between WGs. A project involving several domains shall have only one lead WG.

The lead is defined at the NWP stage by the DTC. If no consensus can be reached, the decision will be made by the TAC.

Each ballot (NWP & NDB) will be handled at the Domain level where the leading WG is placed.

## 23 Publication of ASD-STAN Technical Report (TR)

The regular ASD-STAN standardization process applies for TRs. However, the CEN-CENELEC Enquiry is not applicable for the TR process; the NDB lasts only 1 month (unlike the usual 3 months period for ASD-STAN prEN ballots) and the published TR will not be transferred into a CEN TR.

## 24 Escalation

In the case that errors are detected in published standards, the ASD-STAN Executive staff must be informed. The ASD-STAN Executive

staff and WGC will define suitable actions (e.g., publication of a warning note, initiation of the withdrawal process, or a technical occurrence report to EASA) and assign it to a relevant WG.

In case of complaints regarding procedural activities, the WGC shall define suitable actions. If no consensus can be reached, the case shall be escalated to the DTC. If no solution is found, the TAC supported by the TA shall provide a solution. If this is not possible, the TA will escalate the matter and consult the ASD-STAN Board.

## 25 Special Projects

### 25.1 Vienna Agreement (VA)

Acting within the procedural environment of CEN-CENELEC standards development, ASD-STAN commits to the Vienna Agreement (VA) between CEN and the International Organization for Standardization (ISO), allowing common standards development. As part of the evaluation of a New Work Proposal, it will be determined if resulting standards work should be directed to or performed in cooperation with ISO. All the rules of the Vienna agreement shall be applied, and the ASD-STAN Standardization process shall be followed. More information on Vienna Agreement-Guidelines for the implementation of the agreement on technical cooperation between ISO and CEN are available here: [www.iso.org/va](http://www.iso.org/va).

#### **VA Application via ASD-STAN**

In the case that an ASD-STAN NWP is developed under the VA, it must be indicated via an answer to the question, "Is there a need to involve other standards organizations?" in the Project Form. If possible, a potential ISO committee (sub-committee, e.g., from ISO/TC 20 "Aircraft and space vehicles") should be named. It should be indicated if the projects should be done under CEN leadership (in ASD-STAN committee) or ISO leadership (in ISO committee).

The ASD-STAN Executive staff and the DTC must verify the applicability of the VA with the TPF.

After assessment and approval, the ASD-STAN Executive staff must contact ISO/CS and, if available, the identified potential ISO committee to inform them about the proposal for a new project under the VA.

#### **VA Decision and approval**

The following separate decisions have been made by both the concerned ASD-STAN WG and the ISO committee to implement the VA:

- a) The decision to process a project under the VA
- b) The decision on assignment of the lead for the project to either the ASD-STAN WG or the ISO committee

The vote can be performed during a meeting or by correspondence ballot. A majority vote of the P-members of the ISO committee and of the Focal Points of the ASD-STAN committee is necessary to make these two decisions.

In the case of an ASD-STAN (CEN) lead, the ASD-STAN takes the lead to develop the project, with parallel voting in the ISO at the DIS and, possibly, the FDIS stages. All comments received from DIS voting shall be addressed, adequately responded to, and reported back to the ISO committee by the ASD-STAN committee; the ISO lead will do the same, reporting back to the ASD-STAN committee from the ISO committee.

#### **VA Ballots**

The following ballots should run in parallel between ASD-STAN/CEN and ISO:

**Figure 4—Overview of VA Ballots**

ASD-STAN (regular time without VA)	ISO (regular time without VA)	CEN (regular time without VA)	Parallel voting time for VA ASD-STAN
<b>NWP (1 Month)</b>	NP (3 months)	-	<b>3 months</b>
-	Optional CD (2 months)	-	
<b>NDB (3 months)</b>	DIS (3 months)	-	<b>3 months</b>
<b>ASD-STAN prEN Publication (1 month)</b>	-	-	
<b>ASD-STAN prEN Transformation (8.5 Months)</b>	-	-	
-	FDIS, Depending on DIS Optional (2 months)	FprEN (2 months)	<b>2 months</b>
<b>EN ISO publication</b>			

### **Cooperation Through Mutual Representation at Meetings**

Reference chapter 3, "[Guidelines for the implementation of the agreement on technical cooperation between ISO and CEN.](#)" In case of ASD-STAN lead, up to four representatives may be appointed by ISO to attend ASD-STAN meetings. Representatives of an ISO committee attending a meeting of an ASD-STAN WG shall have the status of observers but are expected to make positive contributions on identified items of their concern (vice-versa for an ISO lead).

### **25.2 European standards in support of EU legislation**

As a CEN Technical Committee for "Aerospace," ASD-STAN could be tasked to draft harmonized European standards (hENs) in support of EU legislation. Standards developed under SReq have a time limitation of 18 months (approved NWP is the starting period) and shall be prioritized.

NOTE: A harmonized standard is a European standard adopted based on a request made by the European Commission (SReq) for the application of Union harmonisation legislation. More information is available [here](#).

### **25.3 IAQG Quality Standards**

In October 2021, IAQG decided to abandon the sector publications and selected a single publisher for the internationally recognized, unique version of the quality standards (with the new designation "IA"). The publisher for the unique version of Quality Management Systems standards is SAE.

Nevertheless, all the ongoing projects registered by IAQG before January 2022 will continue to be published in 3 sectors. Additionally, ASD-STAN will support European sector publications. The activity is mirrored with ASD-STAN. The process refers to the IAQG Procedure 105.3 [RD6] and ASD-STAN standardization process. The transformation of IAQG originated standards into the EN should be started immediately after the ASD-STAN publication. The translation of the document will be started after the IAQG version is finally agreed upon and released for publication.

### **25.4 AIRBUS EN 6XXX Standards Process**

ASD-STAN has reserved the EN 6000-series numbering for standards originating from Airbus and its affiliate companies to allow the conversion of internal Airbus standards according to the ASD-STAN process to become publicly available EN Standards.

The following foreword shall be placed in the EN 6XXX standards originating from Airbus. This text shows an example only; the actual edition numbering must be used.

*"In order to meet the industry needs to update previous Airbus Editions, this document is published as edition PX which superseded edition PY. Unofficial drafts or intermediate editions, PX to PQ, and drafts may exist for Airbus internal use. Configuration management discrepancies with these unofficial drafts or intermediate editions are under Airbus responsibility."*

## ABOUT ASD-STAN

**ASD-STAN is an industrial non-profit association (AISBL) that develops and maintains European standards for the European aerospace & defence industry.**

As an associated body to CEN (European Committee for Standardization) we are the main provider of European Norms (EN) and harmonised European norms (hEN) for the aerospace industry.

To enhance the competitiveness of European companies, we established a protocol with CEN to shorten the process of European standardization. ASD-STAN publishes projected-EN standards (ASD-STAN prEN) which are technically identical to the final European Norm (EN). Our cooperation with CEN ensures compliance with the openness and transparency requirements for standard development included in the **Regulation (EU) 1025/2012, WTO/TBT Agreement**

and the relevant provisions of CEN-CENELEC Internal Regulations.

To date, our 45 Working Groups divided into 10 domains of activities have published over **2560 European Standards (EN)** and have registered more than 300 standards which are on their way to be published as ENs.

Our values of openness, transparency, consensus and balance are at the core of our Working Groups. By bringing experts from all across Europe and the industry together, we guarantee the safety of our standards by having Original Equipment Manufacturers (OEMs) and Type Certificate (TC) holders chairing our Working Groups.

This document was created with the support from our members.



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