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The List of ASD-STAN Focal Points and the List of ASD-STAN Domain Technical Coordinators are available on the ASD-STAN website (www.asd-stan.org) and ASD-STAN/CEN Livelink.

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

NOTE The masculine gender is used throughout this Standardization Process Manual to allege the text, with no prejudice and is understood to designate either male or female participants.
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Number of words 8973, Number of characters 48898
1 Scope

As an affiliated body to CEN-CENELEC, the European Committee for Standardization, ASD-STAN acts as sole provider of aerospace EN standards. Our process is based upon the statutes of ASD-STAN and in agreement with CEN-CENELEC (See RD1).

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

This document is reviewed periodically in line with business requirements in order to continuously improve the ASD-STAN process and operating procedures.

This document consists of:

- the ASD-STAN roles and responsibilities laying out clearly the composition, structure and responsibilities of the personnel involved in the standardization process.
- the detailed standardization processes and the procedures to be followed.

This Standardization Process Manual is based on the CEN - CENELEC Principles.

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

2 Referenced Documents

The publications listed below were used in the preparation of this document and contain background information relating to the subject addressed.

- [RD2] CEN/CENELEC INTERNAL REGULATIONS (http://boss.cen.eu/reference%20material/RefDocs/Pages/default.aspx)
- [RD3] ASD-STAN Technical Authority Terms of Reference (Available on ASD-STAN/CEN Livelink in the TA folder, under Public Information)
- The ISO-IEC-CEN-CENELEC-Commenting Template and the Project Form mentioned in the Annexes or in the document can be found at http://www.asd-stan.org/standardisation-tools/
- The ASD-STAN templates mentioned in the document can be found at http://www.asd-stan.org/standardisation-tools/

3 Terms and Definitions

This section provides a glossary of terms used in this Standardization Process Manual (SPM).

3.1 Board

The supervisory board of ASD-STAN.
3.2. Consensus

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 take into account the views of all parties concerned and to reconcile any conflicting arguments.

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

3.3. Consensus Draft (CD)

Working draft document having achieved consensus within a Working Group and being ready for submission for National Domain Ballot.

3.4. Corrigendum

A procedure to eliminate known errors in existing publications.

3.5. Cover Sheet for declassification (CS)

Coversheet published with a remark at the title page and the previous content attached to the coversheet for declassification. See chapter 22 and Annex B.

3.6. Domain (D)

Subgroup regarding a superordinate standardization topic. A Domain consists of one or more Working Groups.

Domains are defined in order to provide coherent coordination, planning and programming of standardization activities within a particular area. On request of a Domain the Technical Authority will decide on its possible subdivision.

The Domains will be established by the Board. The members of a Domain are:

- The Domain Technical Coordinator;
- Delegates nominated from ASD-STAN Board;
- The Focal Points;
- The ASD-STAN Executive;
- The Working Group Convenors;
- Interested experts from the Working Group;
- Representatives of ASD-STAN members in liaison with the relevant Domain;
- Representatives of CEN-CENELEC Members (National Standardization Organizations);
- Member Coordinator .

“Domain” is called “Subcommittee (SC)” in ISO rules.

3.7. Domain Technical Coordinator (DTC)

A person nominated by ASD-STAN members and elected by the Technical Authority to manage all Working Groups in the relevant Domain in accordance with the processes described in this ASD-STAN Standardization Process Manual.

3.8. European Standard (EN)

ASD-STAN has the authority to generate “Aerospace Series” 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 national level by being given the status of a national standard replacing any conflicting national standards.

3.9. Executive

The Executive is the permanent staff of ASD-STAN in charge of the operational work. The Executive is composed of the Director and the Managers.
3.10. Expert
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 participating CEN-CENELEC member.

An Expert within one Working Group could be also member of another Working Group and 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 Executive.

For the nomination of CEN Members the approval is only formal case.

Organizations as well as individuals are welcomed in order to provide additional expertise. External (non-ASD-STAN member) participants in the WGs shall notify the Executive.

Participation fees shall apply according to the ASD-STAN statutes. These participants however do not have voting rights.

3.11. Final Draft (FprEN)
Editorially adapted prEN, that has been formerly published by ASD-STAN and will be used for CEN-CENELEC Formal Vote.

3.12. Focal Point (FP)
Person nominated by an ASD-STAN member for each Domain in order:

- To receive and distribute documents to all interested parties in his country / area;
- To compile and consolidate votes and comments on documents distributed within a Domain. There shall be only one Focal Point per Member and per Domain.

A Focal Point is entitled to deliver only one vote to a certain subject.

All Focal Points have an obligation to vote on the New Work Proposals/Revision Requests and National Domain Ballots.

3.13. Form / Fit / Function (FFF)
The following FFF definitions are provided as guidance in order to clarify that interchangeable parts (same part number) shall be capable to 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. it can be surface treatment, material, strength) which uniquely characterize an item. For software, form denotes the language and media.

**Fit:** The ability of an item to physically interface or 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.

3.14. Formal Vote (FV)
CEN-CENELEC Procedure through which a prEN is adopted by CEN-CENELEC as a European Standard.

3.15. 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 alteration, forcing or damage to the item itself or the adjoining structure.

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

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

3.16. ASD-STAN/CEN Livelink

An internet based tool that provides a common digital platform as full support for the standardization work.

3.17. New Work Proposal (NWP)

A New Work Proposal can be a proposal for:

- A new standard;
- A new part of an existing standard;
- A new Technical Report;
- A Revision of an existing standard or part

3.18. Normative Reference

Referenced documents have to be recognized by the responsible Working Group concerned as having wide acceptance and active status as well as being publicly available. In principle, ISO, EN or ASD-STAN prEN standards shall be referenced instead of other publication for a same subject.

The availability of the standard for subsequent certification has to be considered.

NOTE Please refer to CEN-CENELEC Internal Regulations for guidelines on Normative References (see [RD2]).

3.19. Originator

A person or company requesting the preparation of a standard / document. The originator is not restricted to the ASD-STAN community.

3.20. 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 which includes the use of a patented item, the ASD-STAN Secretariat 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 8:2015 [RD7]).

A record of this statement shall be kept by the Secretariat 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 [RD2].

3.21. Platform

A platform describes an aircraft or spacecraft type and could be any of the following – aircraft, helicopters, engines, missiles, launchers, satellites etc.

3.22. Project

A project is a single standard in development.

3.23. Standard

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 the achievement of the optimum degree of order in a given context.

Standards should be based on the consolidated results of science, technology and experience, and aimed at the promotion of optimum community benefits. [Source: EN 45020:2006, 3.2]
3.24. Technical Authority (TA)

The TA consists of:
- Domain Technical Coordinators plus other individuals assigned by the ASD-STAN Board.
- Focal Points and Member Coordinators;
- Three representatives of the Board Members proposed by the Board.

3.25. Technical Report (TR)

Consensus Draft published in the following exceptional cases:

- The subject to be covered by the TR is still under technical development requiring wider exposure but needs to be laid down at its current status for further development;
- Informative publication containing collected data of a different kind, which currently cannot 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 will not be transformed into CEN TR and TR is part of the 5 years periodic review.

3.26. Voting

The process of public voting that takes place within ASD-STAN/CEN Livelink.

In all inquiries, ballots, resolutions and decisions, each ASD-STAN member country is entitled to one vote only.

3.27. Working Draft (WD)

Draft prepared by a Working Group prior to submission to National Domain Ballot.

3.28. Working Group

A team of experts.

3.29. Work Program

List of projects and tasks related to a working group.
4 Abbreviations

The following abbreviations can be used in this or in other related documents.

- ASD  AeroSpace & Defence Industries Association of Europe
- ASD-STAN  ASD Standardization Body
- CD  Consensus Draft
- CTD  Committee Draft
- CEN  European Committee for Standardization
- CENELEC  European Committee for Electrotechnical Standardization
- CCMC  CEN-CENELEC Management Centre
- CS  Cover Sheet
- DAV  Date of availability
- DC  Declassification
- DTC  Domain Technical Coordinator
- EDA  European Defence Agency
- EN  European Standard
- Exp  Expert
- Ext  External Participant in Working Group
- FFF  Form / Fit / Function
- FP  Focal Point
- FV  Formal Vote
- IAQG  International Aerospace Quality Group
- ISO  International Organization for Standardization
- MC  Member Coordinator
- NDB  National Domain Ballot
- NWP  New Work Proposal
- prEN  projected EN
- RT  Withdrawal
- SPM  Standardization Process Manual (this document)
- TA  Technical Authority
- TAC  Technical Authority Chairman
- TC  Technical committee
- ToR  Term of Reference
- TPF  The Project Form
- TR  Technical Report
- VA  Vienna Agreement
- WD  Working Draft
- WG  Working Group
- WGC  Working Group Convenor
• WGS  Working Group Secretary
• WI   Work Item number, allocated by CEN-CENELEC Management Center
5 Role and Responsibilities

5.1 Technical Organization

The Technical Organization shall provide market-driven technology-oriented activities within the working bodies.

The Technical Organization comprises of:

- Technical Authority;
- Domains;
- WGs;
- Experts;
- Domain Secretariats;
- WG Secretariats;
- MCs;
- FPs;
- Executive.

The Technical Organization shall:

- Provide a structure in which technical Experts can work together efficiently and effectively;
- Be open and transparent to all members of the ASD-STAN and to other organizations with which ASD-STAN maintains working liaisons;
- Be responsible for creating the technical content of the document on a consensus basis;
- Be constituted by representatives nominated by the members of ASD-STAN;
- Participate as required to European or worldwide activities in order to supply expertise and promote European Aerospace & Defence Industry point of view on standardization matters.

All nominations and assignments to participate in the Technical Organization are valid for an indefinite period of time.

5.2 ASD-STAN Board

As per the ASD-STAN Statutes (see [RD5]):

“The Board shall exercise the most extended powers for the administration and management of the Association except for the acts reserved to the competence according to [RD1].”

“The Board can be assisted by or delegate to one or several management committees and/or one or several persons, chosen within or outside the Association, part of its competences, notably the daily management of the Association with the use of the signature related to this management.

The board shall determine the powers and possibly the remuneration of those committees and/or persons.”

“If necessary, the Board shall determine the composition and competences of these management committees. It shall also appoint its members and their representatives. It shall fix the duration of their mandate.”

“The powers of the Board shall include:

- Approval of yearly balance sheet and budget for submission to the General Assembly;
- Preparation and monitoring of budgets and development plans;
- Fixation of yearly membership fees for Promoting, Regular, Associate and Observer members;
- Selection and appointment of the Executive Staff, including the Director and delegation of powers to
the Executive Staff;

- Preparation and updating of possible modification to the Statutes and to the Rules of Procedure for approval by the General Assembly;

- Ensure implementation of any agreement between ASD and the Association".

The Board will elect a chairman. The Board chairmanship is valid for an unlimited period of time and will be reviewed periodically by the ASD-STAN Board members.

5.3 Technical Authority (TA)

As per the ASD-STAN TA ToR (See [RD3]).

The TA is responsible for setting basic rules for standards development, e.g. co-operation with other CEN-CENELEC Technical Committees, application of the Vienna Agreement (co-operation with ISO). They review the process and initiate improvements when necessary. They are responsible for reviewing appeals. For any details see TA ToR.

5.4 Technical Authority Chairman (TAC)

TAC has the authority to enforce the work program schedule. For any further details see [RD3].

5.5 Domain Technical Coordinator (DTC)

Each Domain shall have a Technical Coordinator (DTC) nominated by the ASD-STAN members and elected by the TA. The DTC are appointed for an unlimited period of time. The appointments will be reviewed periodically by the Technical Authority.

The DTC, in coordination with the Executive, is responsible for:

- The creation and management of Working Groups formed by the identified Experts;
- The Validation of the nominations of Working Group Convenors based on their qualification and competence;
- The approval of the work program proposed by the working group for the work to be carried out and facilitate the work in accordance with the defined process and in line with the agreed time schedule;
- Participating in Technical Authority;
- Liaising between Domains or Working Groups, with Member Coordinators, Focal Points and with external Organizations;
- Assisting in the generation of business cases for standards;
- Ensuring that for approved projects, there is no duplication with published or draft standards at European or International level (in cooperation with the Working Group Convenor and the Secretariat);
- Ensuring the good quality of the documents, including documentary architecture;
- Supervision of the Working Group activities and project deadline and milestones;
- Report Domain activities to the TA.

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

5.6 Working Group (WG)

A Working Group is established by the relevant DTC in co-ordination with the Executive and the TA.

In the course of the development of a standard, Working Group members are requested to inform about - or to disclosure if relevant - any patent that, according to their own judgment, may be considered as 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 at the best of their knowledge.

All participants have to sign the attendance list, including the copyright and trademark statement, according to ASD-STAN policies. The list shall not be distributed and be kept as an internal document (in the
secretariat workspace folder in Livelink). With the Webex invitation, the same request shall be sent and answered prior to the meeting, if not covered by an electronic meeting platform.

5.7 Working Group Convenor (WGC)

A WG shall be chaired by a Working Group Convenor (WGC);

The WGC is an expert, member of the WG. The WGC shall guide the WG members according to the principles established in this SPM.

ASD-STAN will initiate a call for nomination for the WGC and the WGS sent to the ASD-STAN members, represented by domain focal points. The nomination shall include a commitment to provide the WG secretary. The call shall run 1 month, each ASD-STAN member has one vote.

After nominations are received ASD-STAN will start a ballot in the related Domain among the ASD-STAN Domain focal points. ASD-STAN members will be asked to give their vote to one of the received WGC and WGS nominees. The ballot runs 1 month, each ASD-STAN member has one vote. The simple majority wins. At least one vote needs to be received by ASD-STAN.

The term of the WGC and WGS is valid for an unlimited period of time and will be reviewed periodically by the DTC.

The tasks of the WGC are to:

- Define objectives, to prepare, to agree, to monitor and to update the work program including time schedule and deadlines according to the ASD-STAN stages;
- Facilitate the communication between all members within the WG;
- Facilitate a formation of the WG with Experts from interested parties;
- Liaise with and report to the DTC, the FP and the Executive;
- Ensure liaisons to other WG, Domains and external organizations;
- Ensure that for approved projects, there is no duplication with published or draft standards at European or International level (in cooperation with the DTC);
- Achieve consensus and validate the technical content of their projects;
- Manage the assessment and the validity of published EN standards in the context of the 5-year review;
- Provide the CD for ballot;
- Ensure and follow the CEN – CENELEC rules for drafting of European Standards [RD2];
- 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;
- Ensure that the development of standards is done within the planned schedule;
- Ask, at an appropriate time in each meeting, whether 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 will report, along with any affirmative responses.
- Ensure that the work of the WG is in line with the ASD-STAN policies:
  - ASD-STAN Copyright and IPR Policy
  - ASD-STAN Trademark Policy
  - ASD-STAN Patent Policy
  - ASD-STAN Privacy Policy


If the Working Group feels the need to determine a Vice WGC, such decision shall be made unanimously by the Working Group.
The WGC should be prepared to act as a consultant regarding technical matters arising.

5.8 Working Group Secretariat

For each WG, a secretariat from one of the ASD-STAN members or National Standardization Bodies is allocated in order to ensure the implementation of the standardization process and general aspects of standardization. With its specific expertise on standardization, the secretariat supports the WGC and the WG in all their duties.

The Executive together with the TAC ensure the balanced allocation of secretariats to the WGs.

The allocated secretariat shall ensure the communication throughout the WG. It shall support the activities of the WG, invite to meetings as applicable, maintain meeting minutes and centrally collate and collect all data and information related to the standard development. The use of ASD-STAN templates is mandatory for all communication: invitation/calling notice, agenda, minutes, call for experts, call for convenorship. These templates are available at [http://www.asd-stan.org/standardisation-tools/](http://www.asd-stan.org/standardisation-tools/). All stage documents (WG draft, NDB document, Document incl. disposition of comments, Document for Formal Vote, Disposition of FV comments) shall be provided at Livelink by the Working Group secretariat.

The WG Secretariat shall supervise the compliance with their action plans and with the scheduled timing. The WG Secretariat shall ensure the signing of the list of participants combined with the sentence “I accept to assign the exploitation rights to CEN in accordance with the Exploitation Rights Assignment Statement” (see Annex E). The WG Secretariat shall store the attendance list in the folder 00. Secretariat workspace.

The Quality function in cooperation with the WGC is essential and has to be coordinated through the relevant WG Secretariat. This applies in particular to the rules provided in clause 29, to the rules of documents consistency (see FFF in the glossary section), to the referencing of Technical Specification for Product Standards, etc.

The WG Secretariat has to ensure and to follow the rules for drafting of European Standards [RD2].

5.9 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 NWP. He is responsible for providing detailed and complete information as needed in the NWP Form. If NWP are presented without the required details, the DTC shall reject the acceptance of such NWP.

The Originator shall participate in the related WG.

NWP Originators are expected to propose particular WG members for providing specific expertise in the standard development.

5.10 Member Coordinators (MC)

Each ASD-STAN member can nominate a Member Coordinator, which would be then appointed by the Board.

The MC will:

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

NOTE This Standardization Process Manual does not imply any rules for ASD-STAN member's internal national work but only for cooperation within the ASD-STAN Technical Organization.
5.11 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 position on the projects.
Focal Points shall:
- Vote on new projects;
- Ensure the representation of a consolidated position on the project;
- Identify and nominate Experts for participation in WGs;
- Vote on documents;
- Respond, together with the MC where applicable, to inquiries and carry out any actions required by the Board, TAC, Executive or the 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.

5.12 Executive
The Executive is the permanent staff of the ASD-STAN Association according to the Statutes of the organization.
The Director is nominated by Promoting or Regular members, selected by the Board and appointed by the General Assembly.
The Director is the Chief Operating Officer according to the Statutes of the Association as registered in Belgium.

The Director's responsibilities
- The achievement of the short and long term objectives of the Association in terms of quality, users satisfaction and financial sustainability;
- Preparing the business plan and the required reporting;
- The management and day to day administration of the Association;
- The administrative management of the activities of the Technical Organization;
- Defining the working procedures of the Technical Organization;
- The management of legal documents in accordance with Belgian law and the prescriptions of the Board;
- The operation of Information Technology Services to support the activities of the Association;
- Proposing to the Board objectives and the most cost effective and efficient means for achieving them, these can include:
  - Outsourcing of specific technical activities on competitive basis;
  - Adapting the in-house capabilities and capacities to the real needs;
  - Support to particular standardization projects;
  - The management of all external relations and collaboration issues;
  - The external representation and promotion reporting to the Board;
  - Organizing reviews as necessary in order to fulfill the objectives;
  - Reporting to the Board.
- Ensuring the application of the processes as defined in this SPM.
The Executive Manager’s responsibilities

• Assist the Director in his activities;
• Be responsible for the co-ordination of the activities of the Technical Organization;
• Ensure the Secretariat in support of the Domain Technical Coordinators in case no National Standardization Body provides the Secretariat;
• Support WGC and their Secretariats in their activities;
• Facilitate liaisons between Domains or WGs and external Organizations;
• Establish and maintain the central data base using the information provided by the Domains, the Working Groups and CEN-CENELEC;
• Monitor and co-ordinate all standardization efforts;
• Implement the procedures and establish tools for: ballots on drafts, publication of ASD-STAN prENs, presentation of standards to CEN-CENELEC for Formal Vote, presentation of definitive texts to CEN-CENELEC;
• Monitor the work scheduling;
• Advise the WG Secretariats of CEN-CENELEC allocated WI numbers and of EN numbers;
• Manage the publication and circulation of standards;
• File all relevant documents (electronic);
• Monitor and ensure balance of WGs secretariats allocation;
• Be responsible for the initiation of the 5-year reviews of existing standards.
• Use and maintain ASD-STAN/CEN Livelink for all related standardization work, ballots and communication with the WGs, the FP and the TA.
6 ASD-STAN/CEN Livelink

All active ASD-STAN participants (including Domains, FPs, WGs and TA) shall mandatorily use ASD-STAN/CEN Livelink as their sole electronic communication platform. Committee documents are exclusively available in ASD-STAN/CEN Livelink. Each ASD-STAN Domains and WGs have their own restricted ASD-STAN/CEN Livelink area. Only the members of the specific committees have access to their documents in ASD-STAN/CEN Livelink.

Documents can be uploaded by the Domain or WG secretary and the Domain or WG members will be informed by e-mail automatically if new documents are distributed online.

For each Domain and WG, the members (Expert, WGC, DTC and Secretary) have to be registered by their National Standardization Body member of CEN. Contacts are to be provided by the Executive.

FPs shall be nominated by their National CEN Member in CEN ASD-STAN/CEN Livelink in order to guarantee participation within the NWP and ND Ballots.

In addition, representatives of National CEN-CENELEC Members must be nominated in order to get informed about ongoing projects.

For members without CEN membership, ASD-STAN will initiate the registration to ASD-STAN/CEN Livelink. The Executive has to verify and ensure that all ASD-STAN FPs and CEN-CENELEC members have been registered in ASD-STAN/CEN Livelink in order to guarantee participation within the NWP and ND Ballots.

NOTE The use of other private email distribution lists is no longer acceptable for public information or balloting. Any such information or balloting sent through private email distribution lists will from now on automatically be regarded as invalid as full transparency cannot be guaranteed.
7 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 1 shows an overview of the total process and 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 1 – Project stages and associated documents for the standardization process

<table>
<thead>
<tr>
<th>Process Step</th>
<th>Stage Code</th>
<th>Duration</th>
<th>Platform/deliverable</th>
<th>Exec</th>
<th>DTC</th>
<th>FP</th>
<th>WG</th>
<th>Orig</th>
<th>TAC</th>
</tr>
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<td>NWP Form</td>
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<td>I</td>
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<td>I</td>
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<td>A</td>
<td>I</td>
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<td></td>
<td></td>
<td>A</td>
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<td>Max 1 week</td>
<td>ASD-STAN/CEN Livelink</td>
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<td>I</td>
<td>I</td>
<td>I</td>
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<td>I</td>
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<td></td>
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<td>Establishing committee draft (CTD) by the WG</td>
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<td>0 to 6 months (Note 1)</td>
<td>CTD</td>
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<td>5 weeks</td>
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<tr>
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<td>3 months</td>
<td>ASD-STAN/CEN Livelink</td>
<td>A</td>
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<tr>
<td>NBD / CEN-CENELEC Enquiry Results</td>
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<td>3 months</td>
<td>ASD-STAN/CEN Livelink</td>
<td>A</td>
<td>I</td>
<td>I</td>
<td>I</td>
<td>I</td>
<td>I</td>
</tr>
<tr>
<td>Disposition of comments Template and preparation of CD</td>
<td>30.70</td>
<td>Max 2 months (Note 1)</td>
<td>Comment Template</td>
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<td></td>
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<tr>
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<td>Max 2 months (Note 1)</td>
<td>Comment Template</td>
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<td>2 to 4 weeks</td>
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<td>Final check and approval for publication</td>
<td>30.99</td>
<td>Max 2 weeks</td>
<td>Executive Decision</td>
<td>A</td>
<td>A</td>
<td></td>
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<td>A</td>
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<td>ASD-STAN prEN Published</td>
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<td>1 week</td>
<td>Final prEN</td>
<td>A</td>
<td></td>
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</table>

I = Information, A = Action

Note 1: Depending on the maturity of the NWP draft document. Extension needs approval of the TAC.
## Figure 2 – Transformation of ASD-STAN prEN into EN

<table>
<thead>
<tr>
<th>Process Step</th>
<th>Stage Code</th>
<th>Duration</th>
<th>Platform/ deliverable</th>
<th>Exec</th>
<th>DTC</th>
<th>FP</th>
<th>WG</th>
<th>Orig</th>
<th>TAC</th>
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<td>6 months</td>
<td></td>
<td>C</td>
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<td></td>
<td></td>
<td>FA</td>
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<td>Submission to CCMC for FV</td>
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<td>3.5 months</td>
<td>E-TRANS</td>
<td>S</td>
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</tr>
<tr>
<td>CEN-CENELEC FV</td>
<td>50.20</td>
<td>2 months</td>
<td>ASD-STAN/CE N</td>
<td>FA, C</td>
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<tr>
<td>CEN-CENELEC FV results/comments</td>
<td>50.70</td>
<td>3 months</td>
<td>ASD-STAN/CE N</td>
<td>FA, C</td>
<td>I</td>
<td>FA</td>
<td>I</td>
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</tr>
<tr>
<td>Preparation for publication</td>
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<td>3 months</td>
<td></td>
<td>FA</td>
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<td>EN publication</td>
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<td>3 months</td>
<td>E-TRANS</td>
<td>S, FA</td>
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</table>

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

Note: timing according the Annex A
8 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 or part i.e. after the review of a standard has indicated a need for a Revision.

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:

- 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, potential participants including proposal for the Working Group Convenor;
- Indicate potential implications from patents, licenses, intellectual property rights;
- Propose a time frame for this project.

If the time frame schedule for drafting for more than 6 months, prior approval of the TAC is needed.

The time frame can be between 0 and 6 months depending on the maturity of the WD.

The WG Convenor and the DTC are responsible for monitoring.

The completed NWP Proposal shall be sent to the Executive by the Originator or on behalf of the Originator by the National Standardization Body.

Each New Work Proposal shall be submitted by using The Project Form (TPF) (see folder 00.00).
9 NWP Assessment and Vote – Launch Project (00.20 – 20.00)

The New Work Proposal (NWP) shall be evaluated:

- Commercially by the Executive, using TPF folder 00.20.
- Technically by the relevant Domain Technical Coordinator, using TPF folder 00.20.
- The Executive shall identify the applicability of the Vienna Agreement.
- The NWP will then be balloted by the Executive. The voting takes place in an ASD-STAN/CEN Livelink, using TPF folder 10.00.
- If a new WG has to be established, a call for WGC and WGS will be performed according to chapter 5.7.
- The Executive will distribute the results, using TPF folder 20.00.

There shall be at least 3 valid votes and the result is established by simple majority. There is one vote per ASD-STAN member.

If the NWP is rejected (10.98) the Executive will inform the Originator and the Domain / Working Group Secretariat.

The Domain Technical Coordinator and the Executive shall take a joint decision on the further progress of the New Work Proposal in case of an insufficient number of votes or rejection (10.98).

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

In case of positive voting, the Executive has max. 1 week to allocate the prEN number and to officially launch the project.

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

The Project Form will serve as a log file and be updated by the Secretary. This document will be available for all WG members on ASD-STAN/CEN Livelink. The WG Secretary is responsible to keep this document updated.

The Executive informs CEN-CENELEC after a positive NWP result in order to request to generate a new project in the CEN-CENELEC database, (See Annex A)
10 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 and in accordance with the Rules for the Drafting of European Standards (see clause 29).

If necessary, 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 and shall demonstrate that it has implemented and is able to maintain a quality management system (e.g. according to EN 9100 or an equivalent aerospace accepted and established quality management system).”

If necessary, following text with an informative reference to EN 9133 should be used in ASD-STAN prEN/EN:

“The qualification procedure for aerospace standard products (e.g. according to EN 9133 or an equivalent aerospace accepted and established qualification procedure) shall be used and documented according to the specified tests if not otherwise agreed between customer and supplier.”

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

The CTD shall be provided in Livelink by the Working Group Secretary.
11 NDB / CEN-CENELEC Enquiry (30.00)

the Executive submits the CTD to CCMC and requests the start of the CEN-CENELEC Enquiry.

The Executive shall launch the National Domain Ballot on the same date as the CEN-CENELEC Enquiry (via ASD-STAN/CEN Livelink), see TPF folder 30.00.

The Working Group Secretary shall provide the CTD to the WG via Livelink.

Focal Points shall:
- Issue the CD 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 and the French and the German Focal Points shall check the translation of the proposed title of the draft. If necessary, a corrected translation shall be provided with comments.

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

For comments the ISO-IEC-CEN-CENELEC-Commenting Template shall be used (http://boss.cen.eu/formtemp/Commenting_Form.doc).

The Executive 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.
12 NDB 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 (NBD or CEN Enquiry) has been failed the responsible WG will try to solve the issue and prepares a second CTD if possible (back to clause 10). A second parallel NDB and CEN Enquiry shall be started in case the WG wants to continue.


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 disposition of all comments and the adapted CD within the WG via Livelink. The WG Secretary provides the comment table with the disposition of comments and the adapted CD text as final CD to the Executive and requests 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” has to be fulfilled by the DTC.

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

The responsibility about the timing schedule according to files and the whole process remains with the Executive. If the scheduled timing cannot be matched, the Executive has to inform the TAC at least one week before expiry of this schedule.
13 Final Check and Approval for Publication (30.99)

The Executive sends via ASD-STAN/CEN Livelink information to the WG Secretary, the WGC and the DTC (TPF folder 30.90). They then have 2 weeks to object the publication.

Should no response arrive, the Executive will start publication immediately after that time.
14 ASD-STAN prEN Publication (40.00)

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

The Executive shall launch the publication of the final CD as ASD-STAN prEN. The publication notice will appear in the next ASD-STAN Newsletter.

First edition of ASD-STAN prEN is called P1 on ASD-STAN prEN title page, following possible revisions has to be named P2, P3 and so forth.

NOTE Different from prEN designations in other CEN CENELEC areas, the ASD-STAN prENs are called “projected EN” and are accepted as standards by the aerospace industry.
15 Review by users – ASD-STAN prEN to EN process

The users have the possibility to review the document after the publication of the ASD-STAN prEN. Comments have to be sent to the Executive or if known by the user to the responsible WG Secretary and the WG Convenor. The Executive will forward comments to the responsible WG Secretary and the WG Convenor.

The disposition of comments shall be done within the WG including a decision if a revision of the published ASD-STAN prEN is necessary. A revision starts with a NWP. If the revision modifications do not affect form, fit and function the ASD-STAN prEN number can be kept and a revision process via NWP issue can be started.

If the revision modifications do affect form, fit and function the NWP gets a new ASD-STAN prEN number (00.00). The WG has to decide about the future of the already published ASD-STAN prEN, e.g. the ASD-STAN prEN can be withdrawn or declassified (40.96).

The Executive will start the transformation of ASD-STAN prEN into FprEN within one month after the ASD-STAN prEN publication. The Executive can be supported by a contracted service provider for this task. The responsibility remains with the Executive.

If a ASD-STAN prEN revision is needed and the CEN-CENELEC Formal vote has not been started yet, the Executive will decide with the WG Secretariat if the transformation into EN will be stopped until the revised ASD-STAN prEN has been published.
16 CEN-CENELEC FV (50.00 – 50.20)

Maximum 6 months after the ASD-STAN prEN publication (40.00), the Executive submits the FprEN and the disposition of comments from the NDB/CEN-CENELEC Enquiry to CCMC and request the start of the CEN-CENELEC formal vote.

CEN-CENELEC will start the 2 month formal vote among the CEN-CENELEC members according to the CEN-CENELEC procedures [RD2].

For circulation procedure to CEN-CENELEC members, see CEN-CENELEC Internal Rules as published by CEN-CENELEC on their website.

The Working Group Secretary shall provide the FV document to the WG via Livelink.
17 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 Executive.

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

Modifications of the technical content between ASD-STAN prEN and EN are not allowed. In case of such modifications, the ASD-STAN prEN needs to be withdrawn and a NWP shall be prepared.

The Working Group Secretary shall provide the disposition of FV comments to the WG via Livelink.
18 CEN-CENELEC publication and withdrawal of ASD-STAN prEN (60.60 & 60.97)

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

NOTE Procedure for ratification, availability and publication as National Standards, see CEN-CENELEC Internal Rules.
19 Review of EN (5 year review) (STAGE 90)

According to the Rules of CEN-CENELEC, EN standards have to be reviewed after a 5-year period in order to check if the EN standards represent the best possible solution for European application at present.

Every January of a year, the Executive provides a list of ENs that has to be reviewed until end of the current year. The Executive shall contact the ASD-STAN focal points and the CEN-CENELEC members and starts the 3-month balloting process.

Following votes are possible:

- Confirmation without changes (for further 5 years);
- Withdrawal (explanation is necessary);
- Revision with changes (explanation is necessary);
- Declassification (explanation is necessary).

The Executive publishes the results.

The WG is responsible for the disposition of comments or any actions necessary.

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).
20 Revision of EN or ASD-STAN prEN

A revision of an EN or ASD-STAN prEN starts with an NWP issue and an evolution form (see Annex C) for an ASD-STAN prEN.

A record of the changes and related justification shall be added as an informative annex to the revised text submitted as NWP proposal. For the NWP application, changes in the text need to be marked in order to simplify the identification of changes. The evolution form will be part of the published ASD-STAN prEN.

If the modifications affect form, fit, function, the revision shall be initiated as a NWP with a new ASD-STAN prEN number or if applicable, with a new code in the identity block of designation.
21 Corrigendum

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

21.1 Error found on ASD-STAN prEN published

Depending on the change (minor or major), there are two options:

a. Major change: Revision of the ASD-STAN prEN, process see chapter 20.

   
   For Corrigendum with a minor change, e. g. typo or editorial changes, consult by WG or Convenor is needed, ASD-STAN Executive updates the document involving Editor if necessary. Send a notification to customers who bought the standard, subscribers and distributors including a free copy.

   A full document is published with a change record included. The coversheet of this document mentions:
   - it is a corrigendum
   - the new issue date
   - it replaces the previous issue of xx.xx.20xx

   The Edition number will remain.

21.2 Errors found on the transforming process

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

a. The stage 3 is done or before and it is not supplied to the CEN via e-trans.
   
   Contact the supplier to change the document. ASD-STAN Executive updates the document involving Editor if necessary.

b. The stage 3 is done and the document is supplied to CEN via e-trans.
   
   There is 1 -1.5 months to contact CEN by mail (mailto:production@cencenelec.eu) to supply the new documents and the changes explained in the mail. The CEN will contact CEN members about the new document.

21.3 Errors found on EN published

Depending on the change (minor or major), there are two options:

a. If the modifications are major or technical errors addressed, initiate a revision of EN, process see chapter 20.

b. Minor change: Issue of a corrigendum (see CEN process “Corrigenda on European Standards, Technical Specifications or Technical Reports”). Send a notification to customers who bought the standard, subscribers and distributors including a free copy.

   For more details regarding the publication of corrigenda on EN, please refer to CEN/CENELEC regulations.

NOTE: Minor change/Typo/Editorial agreed by WGC
22 Declassification (DC)

A published ASD-STAN prEN or EN shall 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 official standard recognized which is applicable;
- The technical content became obsolescent but it can be used by an old program.

The WG shall investigate the impact of the declassification before starting the following process.

The declassification has to follow the regular revision process and will result in a new ASD-STAN prEN publication (with a new P-Number). The new ASD-STAN prEN will be transferred in a new EN edition.

The ASD-STAN prEN / EN title has to be extended at the end with “Inactive for new design” (French: “Ne pas appliquer pour études nouvelles”, German “Nicht für Neukonstruktionen”).

The scope of the ASD-STAN prEN / EN has to be extended with: “This document is inactive for new design”.

The rest of the document might stay the same.

Existing replacement documents have to be mentioned.

The document will still be available in ASD-STAN webshop.
23 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 by ASD-STAN after EN publication by CEN-CENELEC is an automatic process and does not include a further decision step nor publication of a cover sheet;

2. Previous modifications of the technical content affecting Interchangeability;

3. Impossibility to meet the requirements of the standard.

The Executive will give the withdrawal notification to the CEN-CENELEC.

When the replacement document is available, it shall be referenced in the withdrawn document.

If not covered by 1. In this clause, an appropriate indication is printed onto the cover of the withdrawn standard. A cover sheet will be published with the remark in the front page "WITHDRAWN STANDARD" (See example in Annex D) and the previous content is removed from the standard.

The document will still be available in ASD-STAN webshop.
24 Project involving multiple Working Groups

24.1 Transversal Project

Transfer of a project from a domain to another domain.

The WG requesting to integrate the project to their work program or to move it to another WG shall contact the Executive and the relevant WG for approval.

Disapproval shall be justified and the requesting WG shall be informed of the final decision by the Executive through ASD-STAN/CEN Livelink.

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 WG, should there be a cooperation. The leadership of the project is decided by the original WG.

24.2 Cooperation between several WG

The DTC(s) of the relevant WGs will decide upon requests to WG cooperation. 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 taken by the TAC.

For each ballot (NWP & NDB) all experts of the cooperating WGs can vote but the final decision will be under the responsibility of the leading WG. In case of disputes the DTC(s) will mediate a final agreement.
25 Publication of ASD-STAN Technical Report (TR)

The regular standardization process applies for TRs. However the CEN-CENELEC Enquiry is skipped, the NDB will last only 1 month and the published TR will not be transferred into a CEN TR.
26 Escalation

In case of errors detected in published standards, the escalation procedure is as follows:

Errors in standards shall be reported to the Executive.

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

In case of complaints on procedural activities, the WGC shall define suitable actions. If no clarification can be reached, the case shall be escalated to the DTC, supported by relevant domain members if necessary, followed by the TAC, supported by TA if necessary, or finally by the ASD-STAN Board.
27 Special Projects

27.1 Vienna Agreement

General:

Acting within the procedural environment of CEN-CENELEC standards development, ASD-STAN commits to the so-called Vienna Agreement (VA) between CEN-CENELEC and ISO, allowing common standards development. As part of the evaluation 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 Vienna agreement shall be applied and the ASD-STAN Standardization process is followed. In case of a conflict between the SPM and the VA, the TA will establish a task force to implement the necessary modifications.

The VA, guidelines for the implementations and further general information are shown in www.iso.org/va.

VA application via ASD-STAN

In case an ASD-STAN NWP should be developed under the VA it has to be indicated via the answer to the question "Is there a need to involve other standards organization?" in NWP Form. If possible a potential ISO 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 ASD-STAN lead (in ASD-STAN committee) or ISO lead (in ISO committee).

The Executive and the DTC have to verify the applicability of the VA with the NWP Form.

After a positive assessment the Executive has to contact ISO/CS and if available the potential identified ISO committee to inform about the proposal for a new project under the VA. The "Guidelines for the implementation of the agreement on technical cooperation between ISO and CEN" (see www.iso.org/va) is basically used.

VA Decision and approval

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

a) decision to process a project under the VA; and

b) decision on assignment of the lead for the project to either the ASD-STAN WG or the ISO committee.

The vote can be done during a meeting or by letter 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 take these two decisions.

In case of an ASD-STAN lead: ASD-STAN takes the lead to develop the project, with parallel voting in ISO at the DIS and possible FDIS stages, with all comments received from DIS voting being addressed, adequately responded to and reported back to the ISO committee by the ASD-STAN committee; Vice versa for an ISO lead.
VA Ballots

Following ballots run in parallel between ASD-STAN/CEN and ISO:

**Figure 3 – Overview of Ballots**

<table>
<thead>
<tr>
<th>ASD-STAN (regular time without VA)</th>
<th>ISO (regular time without VA)</th>
<th>CEN (regular time without VA)</th>
<th>Parallel voting time for VA ASD-STAN</th>
</tr>
</thead>
<tbody>
<tr>
<td>NWP (1 Month)</td>
<td>NP (3 months)</td>
<td>-</td>
<td>3 months</td>
</tr>
<tr>
<td></td>
<td>Optional CD (2 months)</td>
<td>-</td>
<td></td>
</tr>
<tr>
<td>NDB (3 months)</td>
<td>DI S (3 months)</td>
<td>-</td>
<td>3 months</td>
</tr>
<tr>
<td>ASD-STAN Publication (1 month)</td>
<td>prEN</td>
<td>-</td>
<td></td>
</tr>
<tr>
<td>ASD-STAN Transformation (8,5 Months)</td>
<td>prEN</td>
<td>-</td>
<td></td>
</tr>
<tr>
<td>-</td>
<td>FDIS depending on DIS optional (2 months)</td>
<td>FprEN (2 months)</td>
<td>2 months</td>
</tr>
<tr>
<td>EN ISO publication</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Cooperation through mutual representation at meetings

Clause 3 of "Guidelines for the implementation of the agreement on technical cooperation between ISO and CEN" applies. 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.

### 27.2 EU Projects

Based upon particular contracts, European Union tasked activities may require the work results being published as European Standards. For such purpose ASD-STAN provides the organizational environment. Appropriate initiation of standards development will be mirrored as NWP and published according to the regular ASD-STAN Standardization Process.

If a document is developed under EC mandate and under the time limitation of 18 months, then:

- Approved NWI is the starting time of the 18 months period
- Drafting, Editing and transformation shall be addressed with priorization ("This standard is developed under EC mandate and shall be processed with priorization").

### 27.3 IAQG Quality Standards

The International Aerospace Quality Group is regionally supported by ASD-STAN for the development and publication of their standards for Europe. For this purpose, the initiation of standards development will be mirrored as NWP and published according to the regular ASD-STAN Standardization Process.

Due to the urgent need of EN published versions, the transfer for EN publication however will be started immediately after the ASD-STAN publication. The translation of the document will be started after the IAQG version is finally agreed and released for publication. For details on the IAQG process refer to the IAQG Procedure 105.3 [RD4].
28 AIRBUS EN 6XXX Standards Process

This clause replaces all previous agreements between Airbus and AECMA-STAN and ASD-STAN. ASD-STAN has reserved the EN 6000-series numbering for standards originating from Airbus and its affiliate companies.

The primary aim of this « Airbus EN 6XXX Standard Process » is to allow to convert internal Airbus standards following the CEN Rules to become publicly available EN Standards.

The EN 6XXX standards will follow the normal ASD-STAN Standardization Procedure.

It is in the best interest of Airbus to submit well prepared drafts (based on the prEN templates and conform to CEN – CENELEC regulations) for the NWP application.

The edition to use for the ASD-STAN WG shall be the last edition number used by Airbus + 1.

Revisions of such EN 6XXX standards can at any time be processed through the appropriate ASD-STAN WG as part of their regular technical work and processes.

The use of "ASD-STAN" or "prEN" terms is only granted in connection with the official standardization work, any documents prepared outside the WG must not contain either before mentioned terms.

The following foreword shall be put in the EN 6XXX standards. This text shows an example only: the actual edition numbering has to 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.”
29 Rules for the structure and drafting of ASD-STAN publications

The structure and drafting of prEN and TR have to follow CEN-CENELEC Internal Regulation – Part 3 [http://boss.cen.eu/reference%20material/RefDocs/Pages/default.aspx](http://boss.cen.eu/reference%20material/RefDocs/Pages/default.aspx). This includes also the drawing of figures. Drawings shall be delivered by the WG as tif, according to the CEN requirements.

The STD-Template [http://boss.cen.eu/reference%20material/Guidancedoc/Pages/ENElecPrep.aspx](http://boss.cen.eu/reference%20material/Guidancedoc/Pages/ENElecPrep.aspx) has to be used for ASD-STAN publications. The template has to be used as early as possible in the development process. The NWP has to be written in the STD Template in order to start the NWP ballot.

All measurements and data in the prEN and EN standards have to be based on the metric system. If standards cover inch based products, the metric values shall be used. If it deems useful to mention the inch series values, these have to be put within brackets as references only. The same applies to data such as pressure, weight and other similar specifications.

For Table, the symbol shall be only on the header and not repeat in each rows, see example

**Do not use**

<table>
<thead>
<tr>
<th>Diameter code No.</th>
<th>Nominal shank diameter</th>
<th>Thread(^a) UNJF-3A modified (inch)</th>
<th>A</th>
<th>B Ref.</th>
<th>D</th>
<th>Other code</th>
<th>TD</th>
<th>H</th>
<th>r</th>
</tr>
</thead>
<tbody>
<tr>
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<td>.1640-32(^b)</td>
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<td>7,11</td>
<td>Ø4,153, Ø4,140</td>
<td>Ø4,153, Ø4,128</td>
<td>Ø4,051, Ø3,988</td>
<td>1,65</td>
<td>1,40</td>
</tr>
<tr>
<td>3</td>
<td>4,76</td>
<td>.1900-32</td>
<td>Ø9,57</td>
<td>7,37</td>
<td>Ø4,813, Ø4,800</td>
<td>Ø4,813, Ø4,788</td>
<td>Ø4,673, Ø4,597</td>
<td>1,88</td>
<td>1,63</td>
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<tr>
<td>3A</td>
<td>5,56</td>
<td>.2160-28</td>
<td>Ø10,41</td>
<td>7,75</td>
<td>Ø5,542, Ø5,529</td>
<td>Ø5,542, Ø5,517</td>
<td>Ø5,334, Ø5,258</td>
<td>2,06</td>
<td>1,80</td>
</tr>
<tr>
<td>4</td>
<td>6,35</td>
<td>.2500-28</td>
<td>Ø11,17</td>
<td>8,13</td>
<td>Ø6,337, Ø6,324</td>
<td>Ø6,337, Ø6,312</td>
<td>Ø6,197, Ø6,121</td>
<td>2,28</td>
<td>2,03</td>
</tr>
</tbody>
</table>

\(^a\) Thread as per AS-8879 except diameter TD.

\(^b\) Thread UNJC-3A.

**Use this format**

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<thead>
<tr>
<th>Diameter code No.</th>
<th>Nominal shank diameter</th>
<th>Thread(^a) UNJF-3A modified (inch)</th>
<th>Ø A</th>
<th>B Ref.</th>
<th>Ø D</th>
<th>Other code</th>
<th>Ø TD</th>
<th>H</th>
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<tr>
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<td>3.97</td>
<td>.1640-32(^b)</td>
<td>8,17</td>
<td>7,11</td>
<td>4,153, 4,140</td>
<td>4,153, 4,128</td>
<td>4,051, 3,988</td>
<td>1,65</td>
<td>1,40</td>
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<tr>
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<td>4,76</td>
<td>.1900-32</td>
<td>9,57</td>
<td>7,37</td>
<td>4,813, 4,800</td>
<td>4,813, 4,788</td>
<td>4,673, 4,597</td>
<td>1,88</td>
<td>1,63</td>
</tr>
<tr>
<td>3A</td>
<td>5,56</td>
<td>.2160-28</td>
<td>10,41</td>
<td>7,75</td>
<td>5,542, 5,529</td>
<td>5,542, 5,517</td>
<td>5,334, 5,258</td>
<td>2,06</td>
<td>1,80</td>
</tr>
<tr>
<td>4</td>
<td>6,35</td>
<td>.2500-28</td>
<td>11,17</td>
<td>8,13</td>
<td>6,337, 6,324</td>
<td>6,337, 6,312</td>
<td>6,197, 6,121</td>
<td>2,28</td>
<td>2,03</td>
</tr>
</tbody>
</table>

\(^a\) Thread as per AS-8879 except diameter TD.

\(^b\) Thread UNJC-3A.
<table>
<thead>
<tr>
<th>ANNEX A</th>
<th>Referring to CEN-ASD-STAN Agreement</th>
</tr>
</thead>
<tbody>
<tr>
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<td>Step</td>
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<td>------</td>
<td>-------------</td>
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<tr>
<td>10.00</td>
<td>NEW WORK PROPOSAL</td>
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<tr>
<td>10.99</td>
<td>CREATION CEN WI</td>
</tr>
<tr>
<td>20.00</td>
<td>WORKING DRAFT</td>
</tr>
<tr>
<td></td>
<td>ASD-STAN Initial Editing</td>
</tr>
<tr>
<td></td>
<td>CCMC PREPARATION</td>
</tr>
<tr>
<td></td>
<td>Status = CEN prEN</td>
</tr>
<tr>
<td>40.20</td>
<td>ENQUIRY (with Vote)</td>
</tr>
<tr>
<td>30.00</td>
<td>BALLOT (NDB)</td>
</tr>
<tr>
<td>3 months</td>
<td></td>
</tr>
<tr>
<td>---</td>
<td></td>
</tr>
<tr>
<td>2 positive ballots?</td>
<td></td>
</tr>
<tr>
<td>Are the CEN Enquiry and the ASD-STAN ballot positive?</td>
<td></td>
</tr>
<tr>
<td>If positive: the draft standard goes to next stage</td>
<td></td>
</tr>
<tr>
<td>If negative: the draft standard goes back to stage 3</td>
<td></td>
</tr>
<tr>
<td>Do comments allow to skip FV</td>
<td></td>
</tr>
<tr>
<td>No comment or editorial comments allow skipping formal vote.</td>
<td></td>
</tr>
<tr>
<td>Technical comments do not allow it.</td>
<td></td>
</tr>
<tr>
<td>In principle there is no ASD-STAN intention to benefit from skipping the formal vote</td>
<td></td>
</tr>
<tr>
<td>Comments Disposition</td>
<td></td>
</tr>
<tr>
<td>WG Level 2 months</td>
<td></td>
</tr>
<tr>
<td>Two months maximum to process the comments.</td>
<td></td>
</tr>
<tr>
<td>ASD-STAN shall analyse and evaluate the comments received and decide on the follow-up to be given to each of them.</td>
<td></td>
</tr>
<tr>
<td>If the comments received cannot be processed (no agreement can be reached) in the draft standard, the draft standard goes back to stage 3.</td>
<td></td>
</tr>
<tr>
<td>30.90 Editing &amp; Publication</td>
<td></td>
</tr>
<tr>
<td>2 to 7 weeks</td>
<td></td>
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<tr>
<td>ASD STAN Editor</td>
<td></td>
</tr>
<tr>
<td>ASD-STAN editors finalize the document for ASD-STAN publication (one month regular, two months for large documents).</td>
<td></td>
</tr>
<tr>
<td>40.00 Publication</td>
<td></td>
</tr>
<tr>
<td>ASD-STAN level</td>
<td></td>
</tr>
<tr>
<td>Publication at ASD-STAN level of the ASD-STAN prEN document.</td>
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<tr>
<td>(“ASD-STAN prEN” is marketed by ASD-STAN).</td>
<td></td>
</tr>
<tr>
<td>Initial translation</td>
<td></td>
</tr>
<tr>
<td>AFNOR DIN</td>
<td></td>
</tr>
<tr>
<td>Initial translation by AFNOR and DIN of the ASD-STAN document.</td>
<td></td>
</tr>
<tr>
<td>40.70 User evaluation</td>
<td></td>
</tr>
<tr>
<td>6 months</td>
<td></td>
</tr>
<tr>
<td>Users evaluation of the ASD-STAN published standard.</td>
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<tr>
<td>50.10 CCMC PREPARATION</td>
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</tr>
<tr>
<td>2 weeks</td>
<td></td>
</tr>
<tr>
<td>CCMC prepares the document for Formal Vote.</td>
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<tr>
<td>Status = FprEN</td>
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</tr>
<tr>
<td>The FprEN is issued for CEN Formal Vote.</td>
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<tr>
<td>50.20 &amp; 50.70</td>
<td>CEN FORMAL VOTE</td>
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<td>---</td>
</tr>
<tr>
<td>50.90</td>
<td>Final Editing</td>
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<tr>
<td></td>
<td>ASD STAN Editors</td>
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<tr>
<td></td>
<td>1 month</td>
</tr>
<tr>
<td>60.55</td>
<td>Ratification and Publication process</td>
</tr>
<tr>
<td></td>
<td>CCMC preparation</td>
</tr>
<tr>
<td></td>
<td>XML generation</td>
</tr>
<tr>
<td></td>
<td>Ca 1 Month (5 weeks)</td>
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<tr>
<td>60.60</td>
<td>Update Translation</td>
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<tr>
<td></td>
<td>AFNOR DIN</td>
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<tr>
<td></td>
<td>1 month</td>
</tr>
<tr>
<td>60.60</td>
<td>EN Published</td>
</tr>
</tbody>
</table>
ANNEX B: COVER SHEET FOR INACTIVE FOR NEW DESIGN OR DECLASSIFICATION

Example 1:

ASD-STAN STANDARD
NORME ASD-STAN
ASD-STAN NORM

PUBLISHED BY THE AEROSPACE AND DEFENCE INDUSTRIES ASSOCIATION OF EUROPE - STANDARDIZATION
Rue Montoyer 10 - 1000 Brussels - Tel +32 2 770 8126 - Fax +32 2 770 8131 - www.asd-stan.org

ICS:
Descriptors:

ENGLISH VERSION

Aerospace series

Inactive for new design

Luft- und Raumfahrt
Série aérospatiale

Nicht für Neukonstruktionen
Ne pas appliquer pour études nouvelles

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Domain

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Example 2:

ENGLISH VERSION

Aerospace series

Inactive for new design

Luft- und Raumfahrt
Série aérospatiale

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Demain
ANNEX C: EVOLUTION SHEET FOR ALL REVISIONS

STANDARD EVOLUTION FORM

The main changes with respect to the previous editions are listed in Table A.1.

Table A.1 — Main changes to previous editions

<table>
<thead>
<tr>
<th>prEN/EN Number</th>
<th>Edition</th>
<th>Publication Date</th>
<th>Modification</th>
<th>Reason and validation</th>
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<td>P1</td>
<td>MM/YYYY</td>
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## Annex D: Cover Sheet for Withdrawal

**Example 1:**

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<td>Edition Px</td>
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<td>ASD-STAN NORM</td>
<td>xxxx 2016</td>
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The CEN national member state to which the EN at national level by giving the EN the status of a national standard and by withdrawing any national standard(s) conflicting with the EN.

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**Domain**
**EXAMPLE 2:**

<table>
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<tr>
<th>COMPONENT</th>
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<th>COMMENT</th>
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<td>ENGLISH VERSION</td>
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<td></td>
</tr>
<tr>
<td>Luft- und Raumfahrt</td>
<td></td>
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</tr>
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<td>Série aérospatiale</td>
<td></td>
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</table>

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The CEN national members have then to implement the EN at national level by giving the EN the status of a national standard and by withdrawing any national standards conflicting with the EN.

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Number of words 8973, Number of characters 48898
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Assignment of Exploitation Rights
Including the 'List of Participants'

Date(s) of meeting: ..
Place of meeting: ..
Start of meeting:
End of meeting

ASD-STAN DxWGx “Title”

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for the xx meeting of ASD-STAN DxWGx “Title” on xxxx-xx-xx in xxx

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