



Introducing the new ISO/IEC Directives, Part 2, Edition 7

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Background

- The Directives, Part 2 Taskforce was created in 2014 by TMB/SMB to revise the ISO/IEC Directives, Part 2: 2011.
- Members of the group:
 - National Body representatives (31 members)
 - ISO and IEC central secretariat staff (3 members)
 - Observers from CEN/CENELEC

Mission

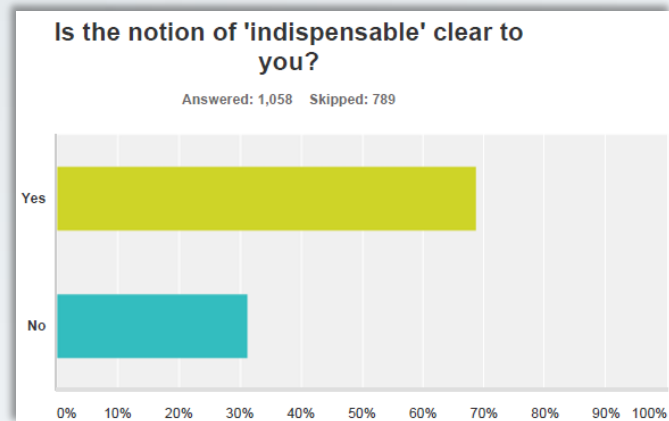
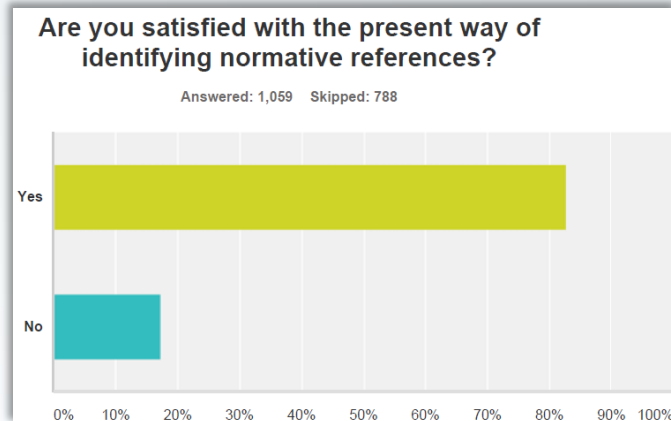
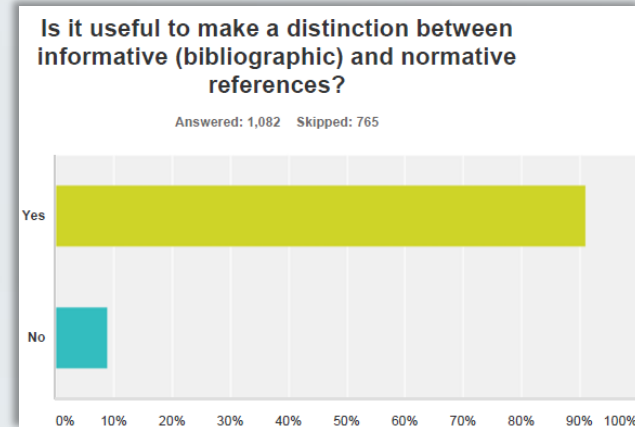
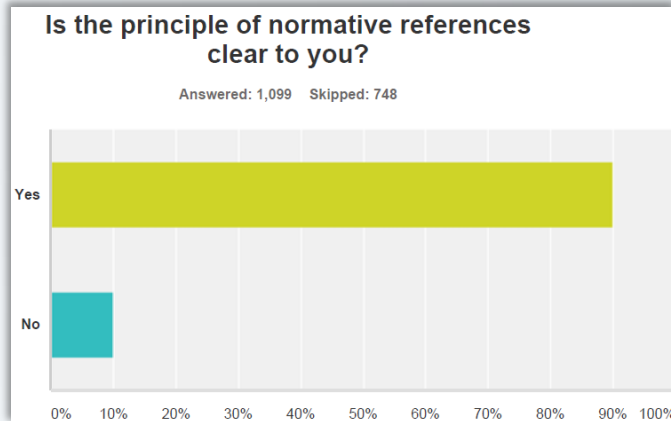
- **Assess**
 - how suitable and effective the rules of the ISO/IEC Directives, Part 2 were
 - if it would be possible to simplify the rules
 - the ease of use of the document
 - whether the language used was easy to understand and translate
 - if a more radical change to the drafting rules was possible (moving towards a minimalist set of rules)
 - the principle of normative references
 - the impact of recent and possible future changes to content development practice
- **Correct minor issues with the rules which had surfaced since the 2011 edition**

Survey

- A survey was sent out to all stakeholders at the end of 2014
- Over 1 800 responses!
 - very strong support for the Directives: the rules are essential to our system
 - no real sense that a fundamental change to the rules is necessary
 - ...but the 2011 document is difficult to use and read and would benefit from more examples

Normative references

– survey result in 2015

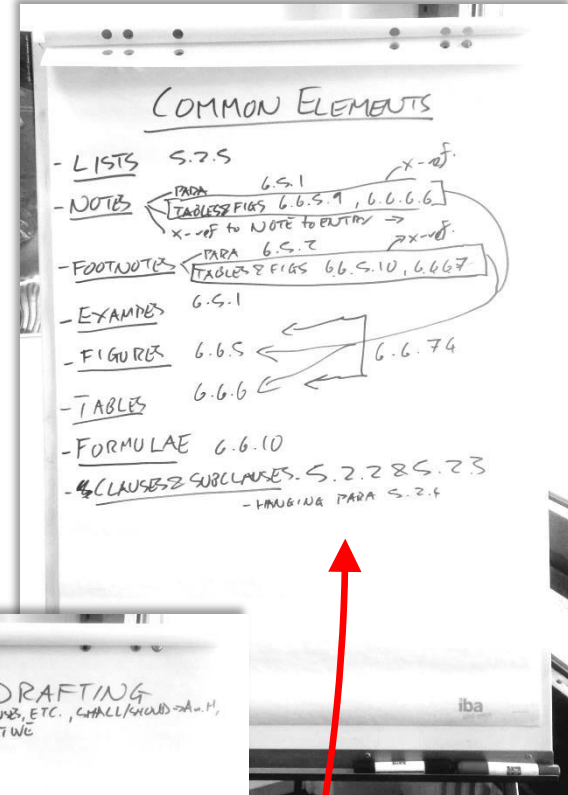
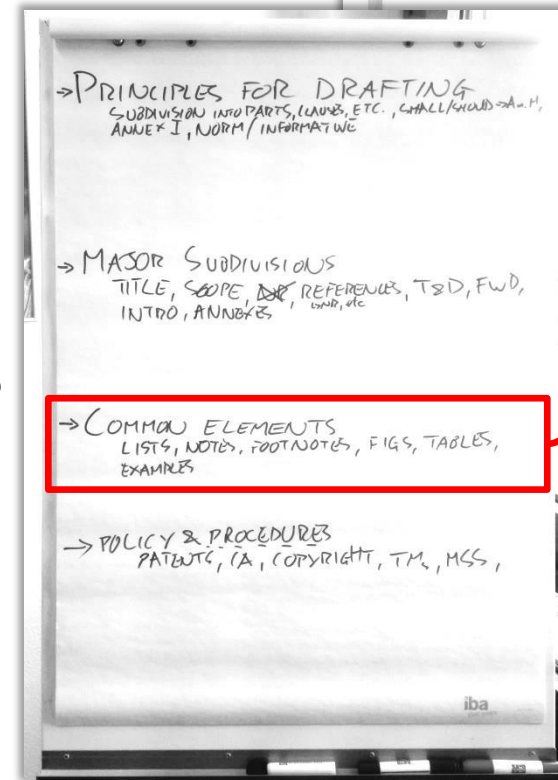


→ Hundreds of comments were submitted in addition to the answers to the survey questions.

Restructuring

Objective:

- A high-level structure that is logical and easy to read
- Eliminate too many levels of subdivision
- Regroup all of the rules on one topic in one place
- A table of contents which is easy to consult



Redrafting

- Having decided on a new document structure, it was necessary to consolidate the elements of the previous text which were dispersed in the 2011 edition
- In consolidating the text, the aim was to simplify the language wherever possible



After many iterations, thousands of comments and many meetings, the document was approved by SMB and TMB in February 2016.

Applicability

- **The ISO/IEC Directives, Part 2: 2016 will be published in May 2016**
- **All drafts submitted to the central secretariats from October 2016 onwards have to follow these new rules**
- **In practical terms, editors can start applying the rules in their editing from May onwards**

Overview of changes

The list of major changes is provided in the Foreword of the document.

Structure

The structure of ISO/IEC Directives, Part 2 has been rearranged in order to find the information more easily.

Information is broken down into:

- General principles
- Subdivisions of the document
- Components of the text
- Policy
- Annexes

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Use of “this document”

- "This document" is used as a generic term to cover all publications affected by the directives

3.1.1

document

ISO or IEC standardization draft or publication

EXAMPLE International Standards, Technical Specifications, Publicly Available Specifications, Technical Reports and Guides.

- This affects boilerplate texts and some expressions in the text

1 Scope

This document specifies the dimensions for [...]

2 Normative references

The following documents are referred to in the text in such a way that some or all of their content constitutes requirements of this document. For dated references, only the edition cited applies. For undated references, the latest edition of the referenced document (including any amendments) applies.

3 Terms and definitions

For the purposes of this document, the following terms and definitions apply.

References in a document to itself:

For an individual document, the form "this document" shall be used.

Fixed structure of introductory elements

A fixed structure consisting of

- 1 Scope
- 2 Normative references
- 3 Terms and definitions

is now required in all documents.

Usual case:

2 Normative references

The following documents are referred to in the text in such a way that some or all of their content constitutes requirements of this document. For dated references, only the edition cited applies. For undated references, the latest edition of the referenced document (including any amendments) applies.

ISO 128-30, *Technical drawings – General principles of presentation – Part 30: Basic conventions for views*

ISO 128-34, *Technical drawings – General principles of presentation – Part 34: Views on mechanical engineering drawings*

3 Terms and definitions

For the purposes of this document, the following terms and definitions apply.

ISO and IEC maintain terminological databases for use in standardization at the following addresses:

- IEC Electropedia: available at <http://www.electropedia.org/>
- ISO Online browsing platform: available at <http://www.iso.org/obp>

3.1

document

ISO or IEC standardization draft or publication

Empty clauses:

2 Normative references

There are no normative references in this document.

3 Terms and definitions

No terms and definitions are listed in this document.

ISO and IEC maintain terminological databases for use in standardization at the following addresses:

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New checklist for writers and editors of documents

Annex A (informative)

Checklist for writers and editors of documents

The following checklist is a tool to help writers and editors of documents.

Task	Assessment	Done <input checked="" type="checkbox"/>	Comments
Structure	Check table of contents: Is the top-level structure logical? Is the subdivision consistent?		
	Hanging paragraphs: Check for and remove any hanging paragraphs.		
Use of plain language	Is the text clear and concise?		
	Are the sentences short? (check punctuation)		
Title	Is the title organized going from the more general to the more particular?		
	Does the title unintentionally limit the scope of the document?		
	Is it as clear and concise as possible?		
	Make sure that the title does not contain more than three elements.		
	If there are several parts, are the titles aligned?		
Foreword	Is the document a revision? If so, insert a revision statement including any amendments and technical corrigenda and a list of changes with respect to previous edition.		
	Are there any other organizations involved in the drafting that should be mentioned ?		
Introduction	Is it purely informative?		
	Does it describe the content or give information on why the document is needed ?		
Scope	Does it describe what the document does?		
	Does it state where it is applicable?		
	Does it only contain statements of fact ?		

Verbal forms for the expression of provisions

- In Tables 3 to 7, more examples and equivalent expressions have been added

Table 3 – Requirement

Verbal form	Equivalent phrases or expressions for use in certain cases
shall	is to

Table 4 – Recommendation

Verbal form	Equivalent phrases or expressions for use in certain cases
should	it is recommended that ought to

Table 5 – Permission

Verbal form	Equivalent phrases or expressions for use in certain cases
may	is permitted is allowed

Table 6 – Possibility and capability

Verbal form	Equivalent phrases or expressions for use in certain cases
can	be able to there is a possibility of

- In Table 7, the use of the expression "must" for external constraints is clarified

Table 7 – External constraint

Verbal form	Equivalent phrases or expressions for use in certain cases
must	
EXAMPLE 1 A legal requirement: European legislation states that opaque eye protection must be worn in these environments.	

Language-specific abbreviated terms

Wherever possible, language-specific abbreviated terms should not be used.

When language-specific abbreviated terms *which are in common use*, such as ppm, are used, their meaning shall be explained.

Clarification: “Publicly available”

- The normative references list shall not include referenced documents which are not publicly available. In this context,

"publicly available" means published documents which are available free of charge, or available commercially under reasonable and non-discriminatory terms to any user

- ISO and IEC *normatively referenced documents* shall have reached at least the enquiry stage (**40.20 DIS or CDV**).

Dated references to enquiry or final drafts

When referring to enquiry or final drafts, insert a long dash in the place of the date, as well as a footnote giving the status of the document.

The test shall be carried out in accordance with IEC 68234:—¹, Clause 3.

¹ Under preparation. Stage at the time of publication: IEC CDV 68234:2016.

It is preferable to avoid dated references to unpublished documents such as enquiry or final drafts.

Foreword - no more part lists

Before

- ISO 19932 consists of the following parts, under the general title *Equipment for crop protection — Knapsack sprayers*
 - *Part 1: Safety and environmental requirements*
 - *Part 2: Test methods*

Now

- A list of all parts in the ISO 19932 series can be found on the ISO website.
- A list of all the parts in the IEC xxxxx series, published under the general title xxx, can be found on the IEC website.

Scope

Before

- It shall not contain requirements.

Now

- It shall not contain requirements, permissions or recommendations.

Normative references

Before

The following documents, in whole or in part, are normatively referenced in this document and are indispensable for its application.

For dated references, only the edition cited applies.

For undated references, the latest edition of the referenced document (including any amendments) applies.

Now

The following documents **are referred to in the text in such a way that some or all of their content constitutes requirements of this document.**

For dated references, only the edition cited applies.

For undated references, the latest edition of the referenced document (including any amendments) applies.

Terms and definitions

- Modified the boilerplate text for “Terms and definitions”.
 - The new boilerplate text points to the OBP and the IEV where the terminological entries are freely available.
- This eliminates unnecessary proliferation of normative references to documents that are cited only in the boilerplate text.

Terms and definitions

For the purposes of this document, the following terms and definitions apply.

ISO and IEC maintain terminological databases for use in standardization at the following addresses:

- IEC Electropedia: available at <http://www.electropedia.org/>
- ISO Online browsing platform: available at <http://www.iso.org/obp>

No terms and definitions are listed in this document.

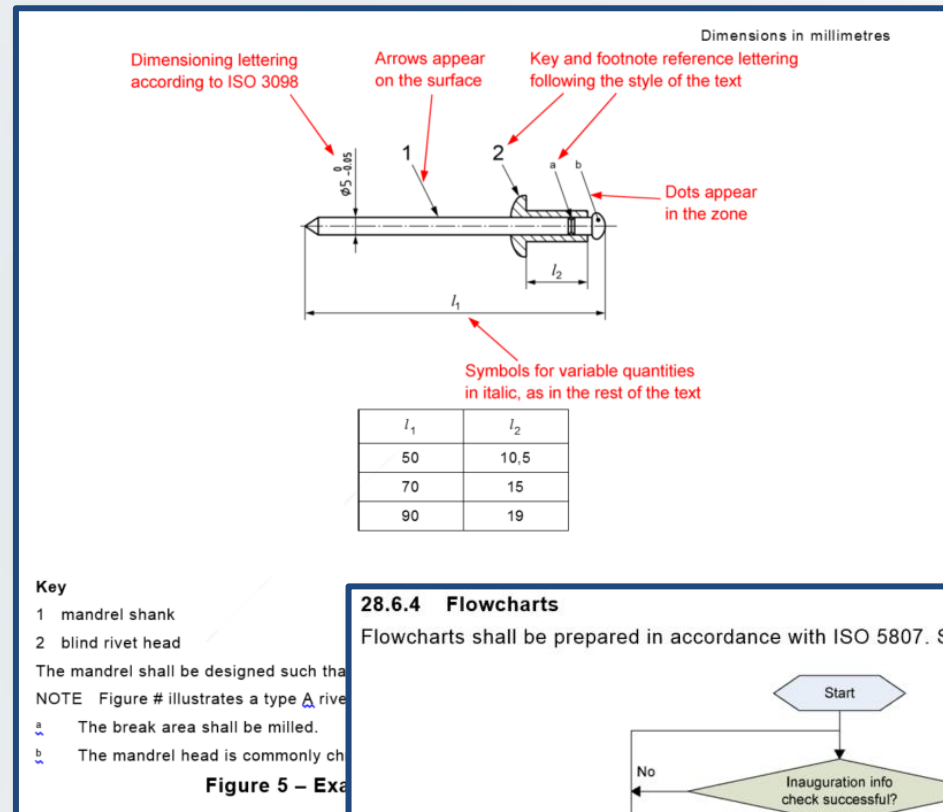
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→ Other cases are listed in 16.5.2

Figures

- Clause expanded to cover other types of figures, such as mechanical drawings and flowcharts, with commented examples.



28.6.4 Flowcharts

Flowcharts shall be prepared in accordance with ISO 5807. See Figure 9.

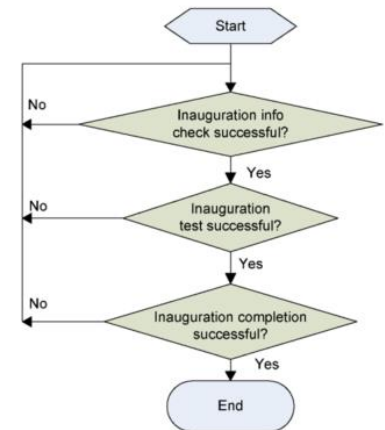


Figure 9 – Example of a flowchart

Measurement and test methods

- New subclause ***Test report*** based on ISO 78-2.

18.5.8 Test report

This clause specifies which information is to be included in the test report. The clause shall require information to be given on at least the following aspects of the test:

- the sample;
- the International Standard used (including its year of publication);
- the method used (if the standard includes several);
- the result(s), including a reference to the clause which explains how the results were calculated;
- any deviations from the procedure;
- any unusual features observed;
- the date of the test.

Annexes

- Deleted the requirement:
Annexes shall appear in the order in which they are cited in the text
- Retained the requirements:
The status (informative or normative)
 - *shall be made clear by the way in which it is referred to in the text, and*
 - *shall be stated under the heading of the annex.*

Lists

- Deleted the recommendation that lists be introduced by a sentence or phrase.
- Reason: often subclause headings are sufficiently clear.

Patents

- Removed repetition of information given in ISO/IEC Directives, Part 1 (i.e. no more Annex F).
- For patented items, the rules given in ISO/IEC Directives, Part 1 shall be followed.



Thank you!

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