# General

This Technical Reference explains the use of the Standards & Conformance Department NMRA Template to create documents. It is based on that template itself. Many fields are automatically filled in from the document properties.

# Standards & Conformance Department Documents

The NMRA Executive Handbook[[1]](#endnote-1) (EHB) is the guiding document for the operation of the NMRA. The Standards & Conformance Department section outlines the responsibilities of the Standards & Conformance Department and documents the department is responsible for.

## Document Types

The Standards & Conformance Department maintains many types of documents; the most visible are the NMRA Standards (S) and Recommended Practices (RP), which define the requirements for NMRA Conformance.

|  |  |  |
| --- | --- | --- |
| **Type** | **Description** | **Public** |
| Standard (S) | Define mandatory requirements for NMRA Conformance. | Yes |
| Recommended Practice (RP) | Define optional requirements for NMRA Conformance. | Yes |
| Technical Note (TN) | Clarify the thought process behind the contents of Standards and Recommended Practices. | Yes |
| Technical Information (TI) | Contain supplemental information that may be of interest. TI documents are the equivalent of the NMRA Data Sheets (maintained by the Education Department). | Yes |
| Technical Procedure (TP) | Test plans which contain the procedures and checklists for determining if a particular product conforms to the Standards and Recommended Practices. | Yes |
| Technical Equipment | Describe the theory and construction of Conformance and Inspection test equipment. | Yes |
| Technical Reference (TR) | For the use of the Standards & Conformance Department and general membership, and contain formulas and department procedures. Historically, many TR’s were published in the NMRA Bulletin and are somewhat public. | No |

## Document Numbering Conventions

| **Type** | **Numbering Convention** |
| --- | --- |
| Standard (S) | S-n |
| Recommended Practice (RP) | RP-n |
| Technical Note (TN) | TN-n |
| Technical Information (TI) | TI-n |
| Technical Procedure (TP) | TP-n |
| Technical Equipment | TE-n-yyyy |
| Technical Reference (TR) | TR-n-yyyy |

## Document Phases

A document must undergo several phases during its development.

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Phase** | **S** | **RP** | **TN** | **TP** | **TI** | **TE** | **TR** |
| Draft | X | X | X | X | X | X | X |
| Department Chair Approval | X | X | X | X | X | X | X |
| Published for Comment | X | X |  |  |  |  |  |
| Proposed | X | X |  |  |  |  |  |
| Board of Directors Approval | X | X |  |  |  |  |  |

## File Naming Conventions

Each document is named by its Document Number followed by the document title. The term “Draft” should not be in the filename. If the document is a draft, then the “Draft” suffix shall only be added to the document property field for “Title”, see section 3 below.

Upon publication, a date suffix may optionally be added to the filename. This may aid archival tracking and publishing of specific revisions of a given document to the NMRA website.

# Setting the Document Properties

Filling in the document properties will ensure the headers and footers contain the correct information. In Microsoft Word 2010, the document properties can be found under the **File** tab. Choose the **Info** section on the left toolbar. On the bottom of the right hand pain, choose the option **Show All Properties**. Update the following document properties:

| **Property** | **Values (Using This Document as an Example)** |
| --- | --- |
| Title | TR-1-2020 Draft[[2]](#footnote-1) |
| Subject | S & C Documents and Formatting |
| Company | © 2020[[3]](#footnote-2) National Model Railroad Association, Inc. |
| Manager | Carl Smeigh |
| Author | Stuart Baker |

After changing the document properties, the references inline to the document may not automatically update. A trick to force all the document property fields to update is to go into print preview. In Microsoft Word 2010, choose the **File** tab and click **Print** on the left toolbar. Going back to the **Home** tab will reveal that all of the document properties fields have been updated.

## Modifying the Document Date Property

The Document date can be found in the upper right corner of the first page header. It is also found on the lower right hand corner footer on every page. The standard document property field of “Publish Date” is used, and is designed for manual update.

The “Published Date” field can be updated by clicking on any of the date fields in the document and choosing a new date from the pop up calendar. Changing any one of the document date fields should result in all of the document date fields being changed.

The date shall be manually updated to the current date at the following times:

1. When sending the document out for a formal review. Reviewers shall note the date of the document under review when providing their feedback.
2. Prior to sending the document out for final voting approval if, and only if, changes have been made since the last formal review.

The date may optionally be manually updated to the current date at the following times:

1. Whenever the document is edited.

The date shall not be updated after voting approval. The only change to the document after voting approval and before publishing shall be to remove the “Draft” suffix to the “Title” document property.

# Document Contents

Each document should have a short introductory paragraph describing the contents and related documents, i.e. other Standards, Recommended Practices, Technical Notes, etc…

Each top-level document heading should be identical between Standards, Recommended Practices, Technical Notes, etc… to aid in cross-referencing documents.

## Standards Content

The NMRA EHBi describes Standards as:

NMRA Standards Shall be limited to only those things that are critical to the satisfactory operation (function) and interchange of equipment between layouts, and for which no satisfactory alternative is available.

It further describes the following criteria for inclusion:

* That it will include all dimensional and other requirements to effect interchange and satisfactory performance.
* That it will exclude all not so required.
* That it be accurate and clearly stated.

## Recommended Practice Content

The NMRA EHB describes Recommended Practices as follows:

Recommended Practices shall define and SPECIFY the dimensional and configuration requirements and/or symbols pertaining to model railroad construction, equipment, and supplies to facilitate improve performance and interchange of components within uints.

It further states:

Recommended Practices shall conform to and supplement appropriate standards.

## Technical Note Content

The Standards and Conformance Department describes Tech Technical Notes as companion documents to Standards & RPs to communicate complex reasoning and departmental thoughts on particular parts of Standard and RP sections.

# Document History

|  |  |
| --- | --- |
| **Date** | **Description** |
| Sep 9, 2020 | First revision. |

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NMRA’s development of NMRA Standards documents involves the review of documents in English only. In the event that an NMRA Standards document is translated, only the English version published by NMRA is the approved NMRA Standards document.

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1. NMRA Executive Handbook, Section Q1.1, Rev 10/29/2010 [↑](#endnote-ref-1)
2. The text “Draft” is only present when the document is in draft format. If the document is an approved document, omit the “Draft” text suffix. [↑](#footnote-ref-1)
3. If the document is newly created, only one year will be present. If the document is being updated in a subsequent year beyond the year the document was created, then both the creation and the last updated years are present: © 2020 – 2021. [↑](#footnote-ref-2)