




STANDARDIZATION PROCESS MANUAL

(version 15)

N°				
3	08-2000	First Release	A. Swan	F. Jäger
4	06-2010	Upgrades and modifications to process	G. Lessmann	ASD-STAN Board
5	07-2012	Upgrades and Modifications to process: <ul style="list-style-type: none"> Fast Track Process description; 5 years EN review; Forms updated; Abandon ASD-STAN Generic Template. 	ASD-STAN Technical Authority	ASD-STAN Board
6	07-2014	<ul style="list-style-type: none"> Upgrades and Modifications to process ASD-STAN/CEN Livelink integrated as exchange / archiving media for all ASD-STAN; Preference for referencing CEN (CENELEC) standards whenever existing Guaranty for the interchangeability; Checking of Titles; Declassification and Withdrawal processes are clarified; Standard Evolution Form applies to all Domains; Review of Process for the Technical Reports Illustration of CEN-CENELEC Process to transform prEN into EN Standard; Transversal project. 	ASD-STAN Technical Authority	ASD-STAN Board
9	07-2016	Upgrades and modifications, incorporation of comments	ASD-STAN Technical Authority	ASD-STAN Board
10	11-2017	Update of references, incorporation of the patent and copyright policies, alignment with CEN-CENELEC new process	ASD-STAN Technical Authority	ASD-STAN Board
11	06-2018	Update of references, WGC, alignment with CEN-CENELEC new process	ASD-STAN Technical Authority	
12	03-2022	General review, update of references and IT tools (STAN-NET)	ASD-STAN Technical Authority	ASD-STAN TA on 30 March 2022
13	10-2023-01-2024	Review with adapted roles, stage codes, status clarification, process clarification, shortening of the TR process, some clarifications for the WGC, DTC and WGS roles. Clarification on the approval and publication process, document distribution. Added list of acronyms.	ASD-STAN Technical Authority	ASD-STAN TA on 19 February 2024
14	09-2024-11-2024	Review and simplification of the standardization process, clarification on the resolution of FV comments, introduction of the new platform of ASD-STAN (STAN-WORKS).	ASD-STAN Technical Authority	ASD-STAN TA on 26 November 2024
15	10-2025	Inclusion of the EA process	ASD-STAN Technical Authority	17 October 2025

Content

Content	3
1 Scope.....	5
2 Referenced Documents.....	5
3 Terms and Definitions.....	6
3.1 Consensus	6
3.2 Committee Draft (CTD).....	6
3.3 Consensus Draft (CD)	6
3.4 Corrigendum	6
3.5 Cover Sheet for Declassification (CS)	6
3.6 Domain (D)	6
3.7 European Standard (EN)	6
3.8 Expert.....	7
3.9 Final Draft (FprEN)	7
3.10 Form/Fit/Function (FFF).....	7
3.11 Formal Vote (FV)	7
3.12 Interchangeability (ICY).....	7
3.13 New Work Proposal (NWP)	7
3.14 Normative Reference.....	8
3.15 Patented Items / Trade Names	8
3.16 Project.....	8
3.17 Standard.....	8
3.18 ASD-STAN European Aerospace standard (EA).....	8
3.19 ASD-STAN Technical Report (ASD-STAN TR).....	8
3.20 Voting.....	9
3.21 Working Group (WG)	9
3.22 ASD-STAN Work Programme	9
4 Roles and Responsibilities.....	9
4.1 ASD-STAN Board of Directors.....	9
4.2 Technical Authority (TA)	9
4.3 Technical Authority Chair (TAC).....	9
4.4 Domain Technical Coordinator (DTC)	10
4.5 Working Group Convenor (WGC).....	10
4.6 Working Group Secretariat (WGS)	12
4.7 Originator	12
4.8 Project leader (PL)	12
4.9 Member Coordinators (MC).....	12
4.10 Focal Point (FP).....	12
4.11 ASD-STAN Executive Staff (ES).....	13
5 STAN-WORKS and CEN Documents	14
6 Standardization Process	14
7 NWP issue (00.00)	18
8 Assessment, NWP Ballot and Launch of a Project (00.20, 10.00 and 20.00).....	19
9 Establishing the CTD (20.20)	20
10 National Domain Ballot (NDB) / CEN-CENELEC Enquiry (CEN ENQ) (30.00 and 30.20)	21
11 CEN Enquiry and NDB Results (30.60 and 30.70) / Disposition of Comments and Consensus for publication (30.80)	21

	Standardization Process Manual	DOC REF: 2.5210 Issue 15	DATE: 17 October 2025	
--	-----------------------------------	-----------------------------	--------------------------	--

- 12 Final Check and Approval for Publication (30.99).....22**
- 13 ASD-STAN prEN/TR Publication (40.00)22**
- 14 CEN-CENELEC FV (50.00 – 50.20)22**
- 15 CEN-CENELEC FV Results (50.65/50.90/50.95)22**
- 16 CEN-CENELEC EN publication and withdrawal of ASD-STAN prEN (60.60)23**
- 17 Review of EN (5-year review, Systematic Review (SR) (90.00)23**
- 18 Revision of EN, ASD-STAN prEN or ASD-STAN TR24**
- 19 Corrigendum24**
 - 19.1 Error found on ASD-STAN prEN published..... 24
 - 19.2 Errors found on the transforming process 24
 - 19.3 Errors found on published EN 24
 - 19.4 Escalation 24
- 20 Declassification (DC).....25**
- 21 Withdrawal (RT).....25**
- 22 Publication of the ASD-STAN European Aerospace standard (EA).....25**
- 23 Publication of ASD-STAN Technical Report (TR)28**
- 24 Project involving multiple Working Groups29**
 - 23.1 Transversal Project..... 29
 - 23.2 Cooperation between several WG 29
- 25 Special Projects30**
 - 24.1 Vienna Agreement (VA)..... 30
 - 24.2 European standards in support of EU legislation 31
 - 24.3 IAQG Quality Standards 31
 - 24.4 AIRBUS EN 6XXX Standards Process 31
- Annex A: List of acronyms32**

1 Scope

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

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

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

This document consists of the following:

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

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

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

2 Referenced Documents

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

- [RD1] Cooperation Agreement Between CEN & ASD-STAN (Signed October 2017) (Available [via this link](#));
- [RD2] Associated Body of CEN-CENELEC-Benefits, Rights, and Obligations: [CEN-CENELEC Guide 25:2021, Clause 3](#);
- [RD3] [CEN/CENELEC INTERNAL REGULATIONS](#);
- [RD4] Procedural Aspect of Cooperation with CEN as an Associated Body—[CEN/CENELEC Internal Regulation Part 2, 4.2.2.](#);
- [RD5] ASD-STAN Technical Authority Terms of Reference—Version 2021 (available on CEN Documents under “ASD-STAN/D 0 (General folder, N233)” and [via the following link](#));
- [RD6] ASD-STAN Statutes, available [on the website from the membership page](#);
- [RD7] [ASD-STAN Patent Policy, April 2020](#);
- [RD8] [CEN-CENELEC Guide 8:2019](#);
- [RD9] [ASD-STAN Intellectual Property and Copyright Policy, April 2020](#);
- [RD10] [ASD-STAN Trademark Policy, April 2020](#);
- [RD11] The ISO-IEC-CEN-CENELEC—Commenting Template can be found [here](#);
- [RD12] The ASD-STAN templates mentioned in the document can be found [here](#);
- [RD13] Vienna Agreement—[Guidelines for the Implementation of the Agreement on Technical Cooperation Between ISO and CEN](#);
- [RD14] ASD-STAN Editing Guideline, available [here](#);
- [RD15] STAN-WORKS Manual and templates for the balloting tool.

3 Terms and Definitions

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

3.1 Consensus

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

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

3.2 Committee Draft (CTD)

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

3.3 Consensus Draft (CD)

A consensus document after disposition of comments from NDB and CEN Enquiry results.

3.4 Corrigendum

A procedure to eliminate known errors in existing publications.

3.5 Cover Sheet for Declassification (CS)

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

3.6 Domain (D)

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

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

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

3.7 European Standard (EN)

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

3.8 Expert

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

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

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

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

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

3.9 Final Draft (FprEN)

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

3.10 Form/Fit/Function (FFF)

The following FFF definitions are provided as guidance to clarify that interchangeable parts (same part number) can be handled with the same tools, setup, and work processes.

Form: The shape, size, dimensions, mass, weight, and other visual parameters that uniquely characterize an item and/or distinguish a part.

Fit: The ability of an item/and or a part to physically interface with, interconnect with (or connect to), or become an integral part of another item/part.

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

3.11 Formal Vote (FV)

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

3.12 Interchangeability (ICY)

Interchangeability (ICY) in technical aerospace standards refers to the ability of different components or parts to be used interchangeably within a specific system or aircraft, without compromising safety, performance, or functionality. This concept ensures that compatible parts from various manufacturers can be used without the need for costly modifications, enhancing flexibility and cost-efficiency in aerospace operations. There are two types of interchangeability: geometrical and functional.

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

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

Full interchangeability is achieved when the requirements of both geometrical interchangeability and functional interchangeability are met. For all types of standards, full interchangeability of the related products shall be considered.

3.13 New Work Proposal (NWP)

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

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

3.14 Normative Reference

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

The availability of the standard for subsequent certification must be considered. When planning for certification it is important to take into account whether the specific standard you intend to use will be accessible, up-to-date, and relevant at the time of certification.

Note: Please refer to CEN-CENELEC Internal Regulations for guidelines on Normative References (see [RD3], Clause 15) or access it [via this link](#).

3.15 Patented Items / Trade Names

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

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

The patent holder shall fill in and submit the Patent Declaration Form (Annex 2 of CEN/CENELEC Guide 8:2019 [RD8]). A record of this statement shall be kept by the ASD-STAN ES 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, please refer to Part 3 of CEN-CENELEC Internal Regulations:2022 [RD3], Clauses 30 and 31.

3.16 Project

A project is a single standard in development.

3.17 Standard

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

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

3.18 ASD-STAN European Aerospace standard (EA)

ASD-STAN EA represents a quick standard designed to swiftly address emerging standardization needs in the aerospace sector. EA documents can be either normative (specifying requirements) or informative (providing guidance and background). Developed in English, they are published independently by ASD-STAN, offering a quick-to-market solution in response to evolving technologies, market demands, or regulatory changes.

EA combines the flexibility of timely publication with ASD-STAN's recognised approach to openness, consensus, and expertise. EA documents can complement existing European Norms (EN) or ASD-STAN Technical Reports (TR), or serve as standalone references for industry stakeholders, including OEMs and regulatory bodies.

3.19 ASD-STAN Technical Report (ASD-STAN TR)

A technical document published in the following exceptional cases:

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

The content of an ASD-STAN TR is not permitted to include requirements.

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

A published ASD-STAN TR is not part of the cooperation agreement with CEN-CENELEC and, therefore, will not be transformed into a CEN TR. ASD-STAN TR is included in the 5-year systematic review process.

3.20 Voting

ASD-STAN related voting takes place within STAN-WORKS; each ASD-STAN member is entitled to one vote only.

CEN related voting takes place in CEN eBalloting portal, each CEN member is entitled to one vote only.

3.21 Working Group (WG)

A WG is a group of experts gathered to develop standards specialised within a specific topic. A WG is chaired by a WGC. A WG is established by the relevant Domain members (DTC, Domain Secretary, WGCs, FPs) in coordination with the ES of ASD-STAN and approved by the TA decision.

3.22 ASD-STAN Work Programme

List of active projects in all ASD-STAN WGs.

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

4 Roles and Responsibilities

4.1 ASD-STAN Board of Directors

In accordance with the ASD-STAN Statutes, the Board is the supervisory body of ASD-STAN. It shall exercise the most extended powers for the administration and management of the association, except for the acts reserved to the competence of the General Assembly. For more details, refer to the Statutes (see [RD6]).

4.2 Technical Authority (TA)

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

The TA oversees the implementation of the SPM, supervises the Standardization Domains as well as their related WGs, and reports on their progress and effectiveness to the ASD-STAN Board.

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

ASD-STAN TA assumes the role in cases where the projects are blocked from continuation due to unavailability of the responsible people to drive the activity of the WG and/or projects allocated to any WG. In cases where the WGC and DTC are missing and no Vice-DTC or Vice-WGC are in place, the decision on the project continuation needs to be escalated to TA level and decided on case-by-case basis. Prior escalating to the TA level, the call for expertise and interest needs to be launched. If there is no industry interest the withdraw of the project needs to be proposed to the TA.

4.3 Technical Authority Chair (TAC)

The TAC is the role which provides overall leadership and management of ASD-STAN TA. The TAC has the authority to enforce the ASD-STAN work programme schedule. The TAC follows the standardization work progress and recommends solutions when troublesome issues are identified. The TAC manages the TA decisions, ensures that the consensus process is duly followed and reports on TA activities to the ASD-STAN Board. The TAC presides and oversees the responsibilities and missions of the TA as mentioned in the paragraphs 3 & 4 of the TA ToR [RD5].

4.4 Domain Technical Coordinator (DTC)

A DTC is a person nominated by ASD-STAN members and approved by the Technical Authority. Each Domain shall have a DTC. The DTC is appointed for a period of 6 years, renewable by the TA vote. Elections of DTC are detailed in the paragraph 7 of the TA ToR:2021 [RD5]. 3 months before the mandate end time (6 years) ASD-STAN needs to check the interest in the continuation of this role and if agreed by the current DTC, then ASD-STAN sends the information to the Domain level and informs about the prolongation of the mandate for the next term. If there is no interest to continue from the current DTC, ASD-STAN has to initiate a new call asap to allow the due receipt of candidatures and approval process for the new nomination.

After 2 terms of mandate (maximum duration is 12 years), a new call needs to be launched. The current DTC can be one of the candidates if still interested.

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

- To represent the Domain at the TA, by participating at the TA as a voting member and reporting on Domain activities to the TA;
- To facilitate coordination of work between all WGs of a Domain in accordance with the processes described in this SPM;
- Directing activities reported by the convenors of the WGs of the Domain, considering their needs, identifying the need of coordination with other working groups (potentially within other standardization structures);
- The creation and management of WGs formed by the identified Experts, in agreement with the members of the Domain and further approved by TA decision;
- Validating the nominations of WGCs based on their qualification and competence;
- Approving the work programme proposed by the WGs;
- Act as an interim WGC if the WGC position is vacant for the project allocated to a specific working group under their Domain. Additionally, they can decide to allocate the project under the working group in their Domain based on the area of the project;
- Liaising between Domains or WGs, with MCs, FPs, and external organizations;
- The assurance of neither overlap nor duplication of approved projects with published or draft standards at the European or International level (in cooperation with the WGC and the WGS);
- Approval for the publication of documents;
- Organization and chairing, at least once a year, a Domain-level meeting with all involved stakeholders participating in the standardization work (WGC, WGS, FP and ASD-STAN ES).

Secretariat function in support of all the Domain DTCs is performed by the ASD-STAN ES or by a National Standardization Body, if available.

If the Domain members feel the need to designate a Vice-DTC, such a decision shall be made unanimously by the Domain FPs and WGCs. The Vice-DTC shall be someone already involved in the Domain. The Vice-DTC assumes the role only when there is no DTC in place (position is vacant) or is excused from participation at the meeting. In a normal time, the Vice-DTC is acting as an expert of the WG/Domain. There is no need to create the specific Vice-DTC role in CEN Documents as the position is valid in cases of non-availability of the DTC role.

Nomination calls for the vacant DTC position: These calls aim to provide comprehensive information to potential candidates, facilitating a transparent and informed election process. ASD-STAN should send the nomination calls for the vacant DTC position by providing the information about the role, responsibilities, election process and should also include the approximate time investments expected for this role, allowing potential nominees to assess their capacity and availability. Additionally, nomination calls should provide the scope of the Domain, expectations, number of projects, meetings (with location) and all the relevant information to help the applicants to provide a complete information to their management for the internal company approval for their nomination. The nomination calls should highlight the personal, professional, and company benefits associated with holding the DTC position to motivate and attract potential candidates.

For election process for the DTC role refer to the paragraph 7 of the TA ToR.

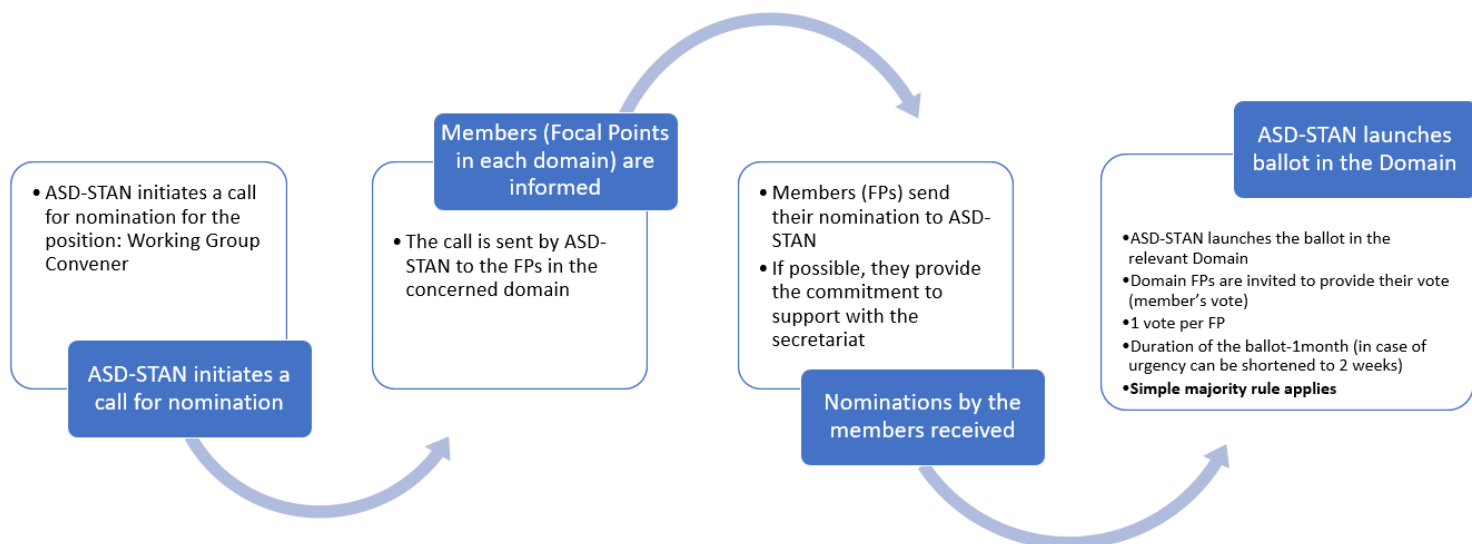
4.5 Working Group Convenor (WGC)

A WG shall be chaired by a WGC, guiding the WG members according to the principles established in this SPM. An approval process for the WGC is described in Figure 1. The nominations from the members for the WGC shall include a commitment to provide the WG secretary when possible. Both calls for nominations and approval ballots run for 1 month. In exceptional cases, the ASD-STAN ES can decide to prolong the duration of the calls and ballots. The term of the WGC is a period of 6 years and is renewable. Mandate renewal and succession procedures outlined in the first paragraph of Clause 4.4 also pertain to the renewal of the WGC mandates.

The nomination calls for the vacant WGC position should follow a similar approach as for the DTC nomination calls (see Clause 4.4).

The balloting rules are shown in Figure 1.

Figure 1—Nomination and Approval Process for the WGC



The responsibilities of the WGC are as follows:

- Define objectives, prepare the work programme, approve the work programme, monitor the work programme, and update the work programme, including the development schedule, in accordance with the ASD-STAN process stages and the European standardization rules [see RD3 [CEN/CENELEC INTERNAL REGULATIONS](#)];
- Facilitate communication between all members within the WG and act as a consultant regarding arising technical matters;
- Liaise to other WGs, Domains, and external organizations;
- Liaise with and report to the DTC, FP, and ASD-STAN ES;
- In cooperation with the DTC, ensure that there is no duplication for approved projects at the European and/or international level;
- Act as an interim-DTC if the DTC position of their Domain is vacant. This applies to the new projects assessment and approvals for publication of ASD-STAN prENs of their WGs;
- Achieve consensus, validate the technical content of projects, and provide the CTD for balloting;
- Manage the assessment and validity of published EN standards in the context of the 5-year review;
- Ensure the consistency of draft documents in relation to the general structure and organization of the relevant Domain, specifically ensuring that no issued standards can be amended to reduce (downgrade) the technical requirements impacting FFF;
- Convene a WG meeting at least once a year, and ask—at an appropriate time in each meeting—if anyone has knowledge of essential patents, the use of which may be required to practice or implement the standard being considered; the fact that the question was asked shall be recorded in the meeting report, along with any affirmative responses;

- Ensure that the work of the WG is in line with the ASD-STAN policies available [at this link](#).

If the WG feels the need to determine a Vice-WGC, such a decision shall be made unanimously by the WG. The nominee for the Vice-WGC position shall already be involved in the WG. The Vice-WGC assumes the role only when there is no WGC in place (position is vacant) or is excused from participation at the meeting. In a normal time, the Vice-WGC is acting as an expert of the WG. There is no need to create the specific Vice-WGC role in CEN Documents as the position is valid in cases of non-availability of the WGC role.

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

4.6 Working Group Secretariat (WGS)

For each WG, a secretariat from one of the ASD-STAN members (when possible) is allocated to ensure the implementation of the European standardization process. In cases when the secretariat duties cannot be performed by a member organization, in agreement with the concerned DTC and WGC, ASD-STAN ES can provide direct secretariat support to WGs.

The allocated secretariat shall support the activities of the WG, send meeting invitations, maintain meeting minutes, ensure the participants list is signed, assign exploitation rights to ASD-STAN and CEN-CENELEC, and make available all data, documents (in support of each standardization process stage), and information related to the standard development. The secretariat should ensure that all drafting rules of ASD-STAN standards are followed and that only official templates are used.

All participants of in-person meetings shall sign the attendance list, which includes the “Exploitation Rights Assignment Statement,” in accordance with ASD-STAN policies. This list is for internal use only and documented under the relevant Domain/WG level in CEN Documents (locked folder “Administration”). The “Exploitation Rights Assignment Statement” shall be included as a “Disclaimer” with all meeting invitations as part of the calling notice.

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

4.7 Originator

The Originator of a project can be anyone. The Originator shall submit the required information defined in Clause 7.

4.8 Project leader (PL)

The PL is an expert from the WG and usually is the same person as the originator. The PL leads a particular project, i.e. prepare (or delegate) the draft, lead discussions and ensure that it progresses.

The PL is the first point of contact for the WGS (e.g. writing a proposal for the CTD and for disposition of comments).

4.9 Member Coordinators (MC)

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

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

Note: This SPM does not imply any rules for ASD-STAN members’ internal work, but only for cooperation within the ASD-STAN Technical Authority.

4.10 Focal Point (FP)

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

Focal Points shall do the following:

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

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

The List of ASD-STAN FPs, MCs, DTCs and WGCs are accessible on the [ASD-STAN website](#) under each respective Domain.

4.11 ASD-STAN Executive Staff (ES)

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

The Director's responsibilities:

- Definition of the working procedures, application of those procedures and processes as defined in this SPM, and the administrative management of the activities of the TA;
- Support to certain standardization projects;
- Provision of ICT services in support of the activities of the association;
- Outsourcing of specific technical activities on a competitive basis;
- Adapting in-house capabilities and capacities to real needs;
- Defining and following the KPIs on the standardisation process, proposing the improvements;
- External representation, collaboration, and promotional activities.

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

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

5 STAN-WORKS and CEN Documents

All active ASD-STAN participants (including DTC, FP, WGC, WGS, MC, and TAC) shall mandatorily use STAN-WORKS for the standardization work carried out at the ASD-STAN level. The tool is managed by ASD-STAN ES. Access to it is granted by ASD-STAN.

Representatives of CEN-CENELEC Members wishing to be included in ASD-STAN groups shall inform the ASD-STAN ES to receive information about ongoing projects or to be registered in STAN-WORKS.

The ASD-STAN ES shall verify and ensure that all individuals involved in ASD-STAN standardisation are registered in ASD-STAN platform and, if applicable, in CEN Documents platform to guarantee participation in all standardisation steps.

STAN-WORKS offers a streamlined, efficient workflow as a centralized platform for managing ASD-STAN projects, allowing access to ASD-STAN's internal database based on expert allocation to Domains and WGs. It enhances collaboration by providing real-time access to documents and project updates. While STAN-WORKS is becoming ASD-STAN's primary working tool, documents will still be shared via CEN Documents to maintain transparency for CEN members not registered in STAN-WORKS.

All ASD-STAN and CEN members who wish to nominate experts, as well as the support team managing the secretariat, can join STAN-WORKS for free by simple request to ASD-STAN.

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

6 Standardization Process

This section details the Standardization Process for ASD-STAN prEN and identifies the steps in the process, the personnel responsible for each step, and the procedures to be followed. Table 1 shows an overview of the total ASD-STAN prEN process; it should be used as a reference throughout this SPM. Figure 2 shows the ASD-STAN prEN process graph.

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

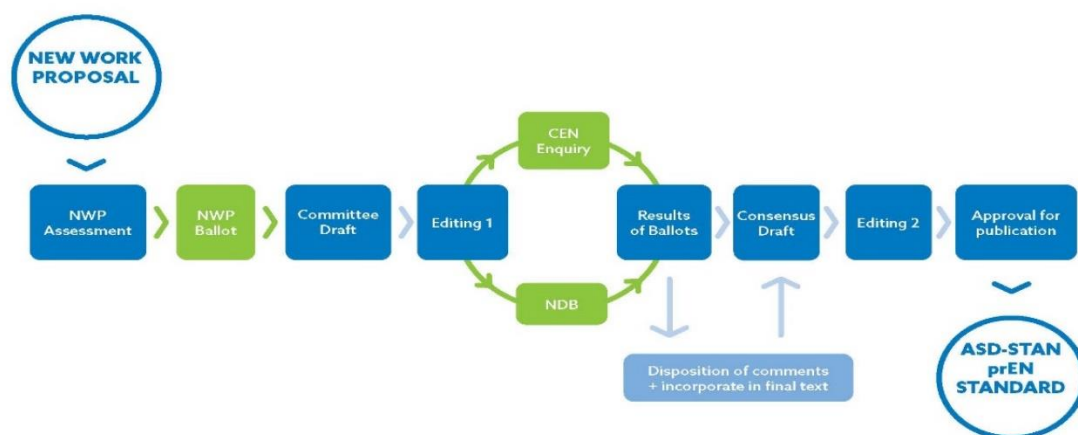
Table 1 — Project Stages and Associated Documents for the ASD-STAN prEN/EN Standardization Process

Process Step	StageCode at ASD-STAN	Stage Code at CEN	Duration	Platform/ deliverable	ES	DTC	FP	Orig	WGS	WG	WGC	TAC
NWP issue								A				
NWP Creation	00.00		2 days	STAN-WORKS	A				A		A	
NWP Assessment	00.20				A	I		I	I		I	
Vote on NWP	10.00		4 weeks	STAN-WORKS			A					
NWP Results: Final Assessment, prEN Number Allocation from CCMC and Launch of the Project	10.99-20.00	10.99	1 day	STAN-WORKS/CEN Documents	A	I	I		I	I	I	
Committee Draft (CTD) started	20.20	20.20	0 to 24 weeks (combined with stage code 20.99)						A	A		
Establishing Committee Draft (CTD) by the WG: Check Conformance to the CEN-CENELEC Drafting Rules	20.99	20.60		CTD	I				I	A	I	
Editing Stage 1	21.00		4 weeks	41_e_stf	A							
Submission to CCMC for CEN-CENELEC Enquiry (internal CCMC editing)	30.10	30.99	5 weeks	CEN Submission interface	A							
NDB	30.00		12 weeks	STAN-WORKS			A		I	I	I	
CEN-CENELEC Enquiry	30.20	40.20		CEN Documents								
CEN-CENELEC Enquiry Results	30.60	40.60		CEN Documents	A	I	I		I	I	I	I

Process Step	StageCode at ASD-STAN	Stage Code at CEN	Duration	Platform/deliverable	ES	DTC	FP	Orig	WGS	WG	WGC	TAC
NDB Results	30.70			STAN- WORKS/CEN Documen ts	A	I	I		I	I		I
Disposition of NDB/CEN ENQ Comments and Preparation of CD—Check Conformance to the CEN Drafting Rules	30.80	40.65-40.75	8 weeks	Comment Template					A	A	A	
Editing Stage 2	30.90		2 weeks	CD	A							
Final Check and Approval for Publication	30.99		1 week	Executive Decision	A	A					A	
ASD-STAN prEN Published	40.00		1 day	ASD-STAN prEN	A							
	Total: 59 weeks											
	I = Information, A = Action											

Figure 2—ASD-STAN prEN Process graph

ASD-STAN prEN Process



Projected time for development and publication is from 8 to 15 months

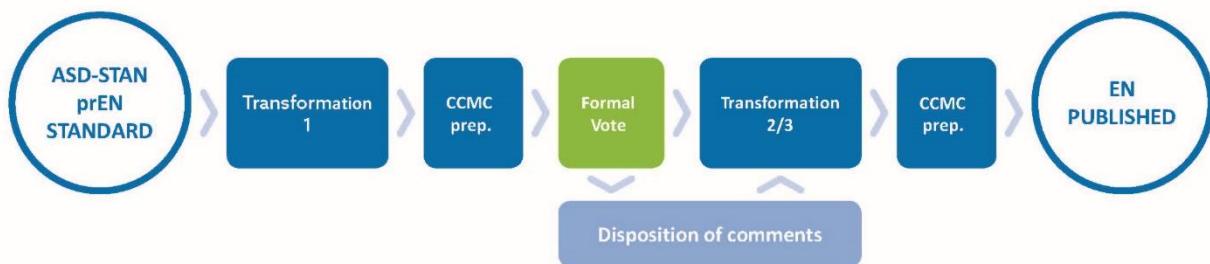
Table 2 shows an overview of the transformation process of ASD-STAN prEN into an EN; Figure 3 shows the ASD-STAN transforming process graph.

Table 2—Transformation of an ASD-STAN prEN into an EN

Process Step	Stage Code at ASD-STAN	Stage Code at CEN	Duration	Platform/deliverable	ES	DTC	FP	WGS	WG	WGC	Orig	TAC
Preparation for Formal Vote (FV)/Transformation 1 (may be combined with stage code 30.90 to shorten timeline)	40.90		2 weeks	51_e_stf	A							
Submission to CCMC for FV (internal CCMC editing)	50.00	50.00	10 weeks	Submission interface	A							
CEN-CENELEC FV	50.20	50.20	8 weeks	STAN-WORKS and CEN Documents/ CEN FprEN	A							
CEN-CENELEC FV Results/Disposition of Comments	50.60	50.60	12 weeks	STAN-WORKS and CEN Documents/ /FprEN	A		I	A	A			
Preparation for Publication (Transformation 2/3)	50.90 50.95			64_e_stf	A			I				
EN Publication	50.99 60.60	60.60		Submission Interface	A							
Withdrawal of ASD-STAN prEN	60.97				A							
	A = Action, I = Information											

Figure 3 — ASD-STAN Transformation Process graph from an ASD-STAN prEN into EN

ASD-STAN Transformation Process



Projected time for development and publication is from 8 to 11 months

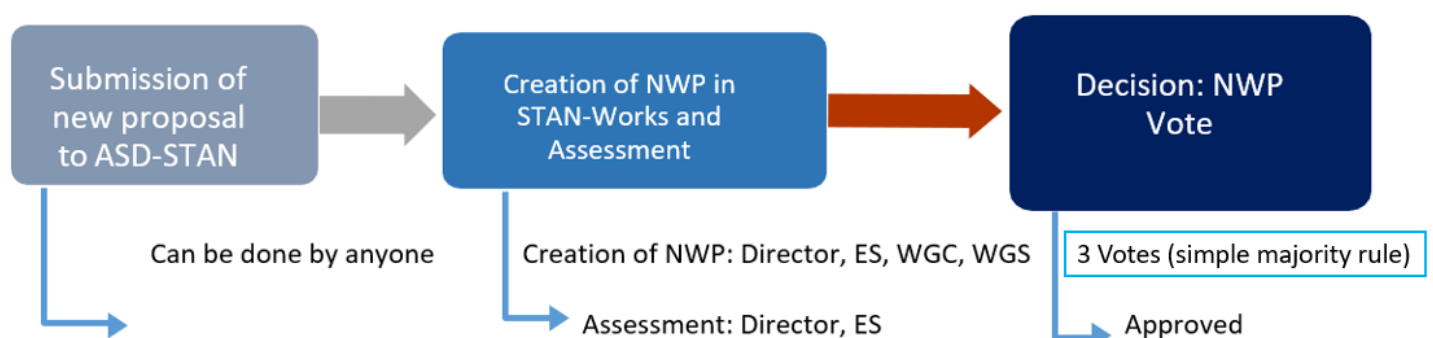
No technical change is accepted during ASD-STAN prEN transformation into EN.

7 NWP issue (00.00)

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

A New Work Proposal can be submitted by anyone, called Originator. New ideas and proposals should be submitted to the ASD-STAN and/or WG secretaries outside of STAN-WORKS. Once agreed upon, only the authorised roles in STAN-WORKS can create the NWP: the Director, ES, the WGS and/or WGC will create the NWP form in STAN-WORKS (stage 00.00). Refer to Figure 4 to understand the flow of NWP initiation and creation steps.

Figure 4: NWP Proposal, Creation, Assessment and Vote



To prevent unnecessary delays in the submission process, it is essential that all required files and mandatory information for the NWP form are provided by the originator. Below are the key requirements for ensuring a positive NWP assessment and progression to the next steps. The following points shall be provided for the submission of the NWP to be further positively assessed (also available in our website via the [following link](#)):

- Type of a deliverable (ASD-STAN prEN/TR);
- The initial draft or outline of the project/standard;
- The initial working title.
- The scope of the project corresponds to ASD-STAN technical structure (existing Domain/WG), specify which WG. If the project does not fall into the existing structure, a proposal for a new WG with the WG title to provided (see Clause 3.20 for the establishment of the WG);
- Existing Standards: Is there any existing standard/project covering this proposed topic? Yes/No;
 - If Yes, provide a justification for revision. Example: The list of changes includes the following significant technical changes with respect to prEN/TR XXXX Px/EN XXXX:YYYY;;
 - Changes of technical importance shall be evaluated if they affect the form, fit, or function of the original product(s) covered by the standard (see also Clause 18: Revision of EN or ASD-STAN prEN).
- Additionally, if known, potential additional participants to a related WG, or, if no WG exists, potential participants, including the WGC can be suggested by the one submitting the NWP proposal.
- Patents: Is the project subject to any additional patents?
 - If "Yes," a [Patent Form](#) shall be completed, and the relevant Patent reference provided.

Note: For ES or WGS, an agreement shall be obtained from the patent holder during the NWP stage.

The link to the Patent Form: https://boss.cen.eu/media/BOSS%20CEN/formtemp/declaration_form.docx

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

8 Assessment, NWP Ballot and Launch of a Project (00.20, 10.00 and 20.00)

The aim of the Assessment step (00.20) is the evaluation on complying with the rules (requirements are listed under the Clause 7 for acceptance of the NWP assessment). The assessment will be performed by the ES or Director. The duration of the assessment stage is 2 days. The result of the NWP assessment shall be communicated directly to the DTC via email notification from STAN-WORKS.

Once all the mandatory fields are covered and relevant documents are provided, the ES or Director justifies the NWP to go to the next stage (NWP ballot 10.00).

If the provided information is not sufficient, the assessment is not justified or NWP is not complete, it goes to the stage 00.98 NWP Rejection (justification shall be provided by the ES or Director why it is rejected).

The justification will be accessible within STAN-WORKS. The TA can be appealed regarding the rejection.

The Rejected NWP can be re-submitted with missing details/documents/information if it is required, and the process shall restart from NWP creation (00.00).

Once the NWP is positively assessed (stage 00.20), ASD-STAN ES launches the NWP ballot (stage 10.00) in STAN-WORKS, duration 4 weeks.

- If a new WG must be established, a call for WGC and WGS will be performed according to Clause 4.5;
- The ASD-STAN ES will distribute the NWP ballot results, via STAN-WORKS (stage code 20.00).

The purpose of the NWP Ballot is to:

- Announce a new project;
- Obtain ASD-STAN members' approval to initiate the project and work;
- Invite experts to join the WG. Ensuring people are aware of the new project and can join the WG is essential for a swift and effective start of the project once the NWP ballot is ended. ASD-STAN members can nominate experts to support the project;
- Allow for the submission of initial comments (though this is not the main purpose, as it is in the NDB/ENQ).

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

After the period of 4 weeks, ASD-STAN ES closes the NWP ballot and announces the NWP ballot result (stage 20.00).

In case of insufficient number of votes (less than 3) and negative votes, the NWP ballot is negative, and the project is cancelled (stage 10.98).

In case of the positive ballot result, NWP goes to the next stage (20.20 CTD start).

Note: ASD-STAN assigns a CEN WI number only after the NWP ballot is approved. Once the NWP ballot is positively approved, the ES requests CEN to assign the CEN WI (usually done within a week). Once the CEN WI is assigned, the project is registered at CEN, and the information is added to both the CEN and ASD-STAN databases.

9 Establishing the CTD (20.20)

The WG, with the support of the WG Secretariat, establishes the work plan schedule for major timelines and prepares the Committee Draft (CTD) in accordance with [Rules for the Drafting of European Standards](#). [ASD-STAN Editing Guideline](#) shall be also consulted for the specifics of aerospace standards.

The CTD shall be submitted by the relevant WG Secretary (WGS) within 24 weeks after the start of the CTD stage.

Note: CTD start date is counted from the date of positive NWP ballot results and from that date the submission shall happen within 24 weeks.

The WGS shall provide the following during the submission of the CTD via STAN-WORKS (20.99 stage):

Indicate if the CTD contains figures and if they need redrawing (Yes/No).

If “Yes”, provide the Figure files in the required formats (e.g., tif., dwg) and include the original editable source files for diagrams or flowcharts.

The CTD shall be provided both in STAN-WORKS and in CEN Documents by the WG Secretary.

Twice a year at the TA meetings, DTC with the help of WGCs and WGS shall present a list of open CTDs (projects at the CTD stage) that have not been submitted within the allowed timeline of 24 weeks, along with justifications for the delays. The TA will then decide whether these projects can continue or be cancelled. A monthly notification email will be sent to the following roles: WGS, PL, WGC, and the DTC via STAN-WORKS, listing all WG projects approaching the CTD deadline (in the coming 4 weeks).

10 National Domain Ballot (NDB) / CEN-CENELEC Enquiry (CENENQ) (30.00 and 30.20)

Once the CTD is submitted by the WGS, ASD-STAN ES requests the Editing 1 from the service provider. Editing 1 is done in order to check the compliance with CEN drafting rules prior to the initiation of the CEN Enquiry, which is happening in parallel with ASD-STAN NDB ballot.

Editing 1 is not applicable for the ASD-STAN TR but may be voluntarily requested in exceptional cases based on the requests of the WG.

Once the Editing 1 is performed, the ASD-STAN ES submits the CTD to CCMC and requests the start of the CEN-CENELEC Enquiry (running for 12 weeks).

The ASD-STAN ES shall launch the National Domain Ballot on the same date as the CEN-CENELEC Enquiry (via CEN Documents and STAN-WORKS), stage 30.00. The WGS shall provide the ballot for information only to the WG via CEN Documents.

Focal Points shall do the following:

- Distribute the CTD to interested parties in their area for approval or comments;
- Compile comments received from the interested parties and submit back to ASD-STAN with the unified member position.

The UK Focal Point shall check the English Title. French and German Focal Points shall check the translation of the proposed title of the draft in their languages. If necessary, a corrected translation shall be provided with comments. Titles can be updated after the NDB/CEN Enquiry and are fixed at the ASD-STAN prEN/TR publication stage (40.00).

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

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

11 CEN Enquiry and NDB Results (30.60 and 30.70) / Disposition of Comments and Consensus for publication (30.80)

The ASD-STAN ES will distribute the CEN ENQ and NDB results, stage 30.60 & 30.70, using [ISO-IEC-CEN-CENELEC-Commenting Template](#). The WGS shall provide the ballot results to the WG via CEN Documents.

In case one of the ballots (NDB or CEN Enquiry) fails, the responsible WG will try to solve the issue and prepare a second CTD if possible (Clause 9). A second parallel NDB and CEN Enquiry shall be started in case the WG desires to continue. Otherwise, the project is cancelled after the NDB/CEN ENQ ballots (stage code 30.98).

Note: The voting policy of CEN Enquiry is defined in CEN-CENELEC INTERNAL REGULATIONS Part 2: 2023, Clause 6.

The WG, with the support from the WGS, is responsible for the disposition of all comments (NDB and CEN Enquiry).

If needed, WGS can ask the PL for disposition of comment proposal prior submission and agreement in the full WG by using [this template](#).

The WGS shall distribute the agreed-upon disposition of all comments and the adapted CD within the WG via CEN Documents to reach the consensus for publication (consensus decision to be documented in meeting minutes and/or the templates for consensus building can be used ("[Template-Disposition of comments and consensus building](#)", available in [ASD-STAN website, under "Standardisation Documents"](#)).

The WGS shall provide the comment table with the disposition of comments and the adapted CD text as final CD to the ASD-STAN ES via STAN-WORKS once the consensus is built within the WG and request the initiation of the publication (Editing 2 needs to be performed prior publication). The CD shall be submitted within 8 weeks following the distribution of the NDB/CEN ENQ ballot results by the relevant WGS.

The WGS shall provide the following during the submission of the CD via STAN-WORKS (30.80 stage):

Indicate if the CD contains figures and if they need redrawing (Yes/No).

If “Yes”, provide the Figure files in the required formats (e.g., tif, dwg) and include the original editable source files for diagrams or flowcharts.

The ASD-STAN ES is responsible for checking for conformance with the CEN drafting rules and the preparation of the final version of the ASD-STAN prEN/TR (Editing 2 stage code 30.90). For this task, they may be supported by a contracted service provider, if necessary, the editors shall prepare a marked-up version to support and facilitate the approval process at stage 30.99 (Approval for Publication). This marked-up version shall be based on the submitted Consensus Draft (CD) after all ballot comments have been addressed.

Twice a year at the TA meetings, DTCs with the support of WG convenors and WGS shall present a list of open CDs (projects at the CD/comment resolution stage) that have not been submitted within the allowed timeline of 8 weeks, along with justifications for the delays. The TA will then decide whether these projects should continue or be cancelled. A monthly notification email via STAN-WORKS will be sent to the following roles: WGS, PL, WGC, and the DTC via STAN-WORKS, listing all WG projects approaching the CD deadline.

12 Final Check and Approval for Publication (30.99)

The ASD-STAN ES shall launch the approval for publication ballot via STAN-WORKS (marked-up version based on the submitted CD and clean files to be provided to facilitate the approval process). The following roles are entitled to approve the publication of the projects: WGS, the WGC, and the DTC (stage 30.90). These individuals have 1 week to approve the publication.

The DTC, the WGC, and the WGS are strongly encouraged to send the confirmation of their approval for publication as soon as possible. Should no response arrive after a week, this will be counted as “no objection received.” Then, the ASD-STAN ES will start publication immediately after that time.

13 ASD-STAN prEN/TR Publication (40.00)

The ASD-STAN ES is responsible for the ASD-STAN prEN/TR publication.

The ASD-STAN ES shall launch the publication of the final CD (upon approvals by the DTC, WGC and WGS) as ASD-STAN prEN/TR. The information about the publication of the new ASD-STAN prEN/TR shall be shared in the ASD-STAN Publication Notice and via STAN-Works by ASD-STAN ES.

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

Note: Different from prEN designations in other CEN-CENELEC committees (which are drafts), the ASD-STAN prENs are called “projected ENs” and are accepted as standards by the aerospace industry.

14 CEN-CENELEC FV (50.00 – 50.20)

A maximum 6 months after the ASD-STAN prEN publication (40.00), the ASD-STAN ES submits the FprEN (Transformation stage 1, 51_e_stf version) and the disposition of comments from the NDB/CEN-CENELEC Enquiry to CCMC and requests the start of the formal CEN-CENELEC vote (stage 50.00).

CEN-CENELEC will start the 2-month-long formal vote (stage 50.20) among the CEN-CENELEC members according to CEN-CENELEC procedures [RD3], for more information refer to Clause 11.2.3 of [Internal Regulations Part 2: 2023](#).

The WGS shall provide the FV document to the WG via CEN Documents.

15 CEN-CENELEC FV Results (50.65/50.90/50.95)

CEN-CENELEC will share the results of the formal vote (stage 50.65) with its members and the ASD-STAN ES.

Modifications of the technical content are not allowed between ASD-STAN prEN and EN.

The WGS shall provide the disposition of FV comments to the WG via CEN Documents.

ASD-STAN handles FV comments internally during the Transformation Stage 2-3 (stages 50.90-50.95), which typically takes around 4 weeks for an editorial review (in addition to the timeline taken by the WG to dispose comments). There is no specific timeline assigned to the WG for processing FV comments, which can result in significant delays in the EN publication process. To address this, the standard CEN TC process can serve as a reference, with the following considerations:

- a. Positive FV, no comments received: If no comments are received after the FV closure, ASD-STAN ES will immediately initiate Transformation Stage 3 (stage 50.90), which shall be completed within a week. The entire process, from FV closure to submission for EN publication (stage 50.99), shall be completed within 2 weeks;
- b. Positive FV result, only editorial comments received: If only editorial comments are received, ASD-STAN editors will handle them during Transformation Stage 2-3. If editors have any doubts or uncertainties, a double-check with the WGS is required. The final version (64_e_stf) shall be submitted within four weeks of FV closure. Any potential delays shall be reported to ASD-STAN by WGS or editors;
- c. Positive FV result, technical comments received: The WGS shall inform the responsible WG that technical comments cannot be addressed and shall be handled at the next revision. If safety-related issues arise, the project may be cancelled with the CEN BT approval. In exceptional cases, a BT decision may be requested to address technical comments without delaying EN publication;
- d. FV result is negative: ASD-STAN ES to coordinate with the WG to coordinate next steps.

16 CEN-CENELEC EN publication and withdrawal of ASD-STAN prEN (60.60)

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

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

17 Review of EN (5-year review, Systematic Review (SR) (90.00)

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

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

The following votes are possible:

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

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

ASD-STAN starts the revision process with EN standards published in specific years (e.g., 2018, 2013, 2008, 2003, 1998, 1993, 1988, 1983, 1978, 1973 - which marks the year of the start of cooperation with CEN). The aim is to maintain the sustainable progression of the 5-year revision process. This approach signifies that, in subsequent years, the initiation of the 5-year revision process will follow a similar pattern. In cases where a substantial number of projects necessitate submission for the 5-year revision ballot, and to accommodate the workload constraints of the NSBs, ASD-STAN

reserves the option to consider launching the 5-year revision process on a quarterly basis instead of adhering to an annual ballot cycle.

18 Revision of EN, ASD-STAN prEN or ASD-STAN TR

A revision of an EN or ASD-STAN prEN starts with a NWP submission and its creation in STAN-WORKS.

When the revised text is submitted as a NWP proposal, a list of changes from the previous edition should be listed in the foreword according to CEN IR Part 3:2022 (see Clause 12.5.2). For the NWP application, changes in the text shall be marked to simplify the identification of changes.

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

19 Corrigendum

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

19.1 Error found on ASD-STAN prEN published

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

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

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

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

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

19.2 Errors found on the transforming process

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

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

19.3 Errors found on published EN

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

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

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

19.4 Escalation

In the case that errors are detected in published standards, the ASD-STAN ES must be informed. The ASD-STAN ES and WGC will define suitable actions (e.g., publication of a warning note, initiation of the withdrawal process, or a technical occurrence report to EASA) and assign it to a relevant WG.

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

20 Declassification (DC)

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

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

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

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

21 Withdrawal (RT)

A 'withdrawn standard' refers to a previously established standard that has been formally removed from active use and is no longer considered current. Withdrawn standards may no longer be used for regulatory compliance or reference in industry practices. However, there are instances where withdrawn standards might still be referenced in older contracts, and as a result, their commercial distribution could continue to be a prevalent practice.

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

1. Availability of the corresponding EN Standard;
2. Previous modifications of the technical content affecting interchangeability;
3. The requirements of the standard are impossible to meet;
4. If there is no interest to contribute from the WG (prior call for expertise and experts to be launched), the EN will be withdrawn from the CEN work program and eventually from the market. Additionally, the responsible roles need to check if that EN is already referenced in another European standard. If that's the case, then ASD-STAN need to inform the WG where the problematic EN is referenced.

In cases 2 and 3, the ASD-STAN ES will give the withdrawal notification to the CEN-CENELEC. Once the withdrawal is effective, ASD-STAN and CEN Databases should show the updated status for the standard as "Withdrawn". Additional actions are needed to inform all relevant stakeholders of the withdrawal. In ASD-STAN this can be performed via the monthly Publication Notice and by informing all relevant resellers. ASD-STAN website should be updated accordingly.

22 Publication of the ASD-STAN European Aerospace standard (EA)

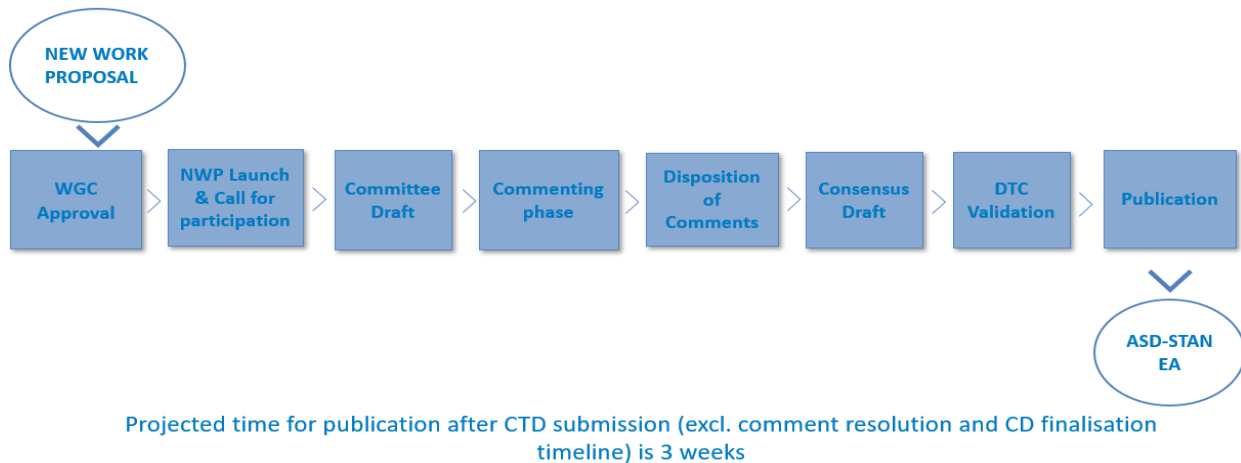
ASD-STAN standardization process for EA is described in Table 3 below including stage codes according to the ASD-STAN database and duration of steps in weeks. Figure 3 shows the ASD-STAN EA process graph.

Table 3: ASD-STAN EA Process Steps, Stage codes and Duration

ASD-STAN EA Process Step	Stage code at ASD-STAN	Duration	Platform	ES	Orig	PL	WGC	WGS	WG	DTC
NWP creation	00.00	2–3 days	STAN-WORKS	I	A		I	I		I
NWP Approval by WGC (WGC reviews and approves inclusion in the WP)	00.20 & 00.50		STAN-WORKS	I	I		A	I	I	I
Call for Participation (Timeline for stakeholders to join the project)	20.10	2 weeks	STAN-WORKS	A	I		I	I	I	I
Committee draft (CTD) started/ WG drafts the standard	20.20		STAN-WORKS	I	I	I	I	I	A	I
Committee draft (CTD) Submission/Establishing of CTD-completed by WG	20.99		STAN-WORKS	I	I	I	I	A	I	I
Commenting Phase Perform WG-level commenting	30.05	2 weeks	STAN-WORKS	A	I	I	I	I	A	I
Comment Disposition/ Comments resolved.	30.79	monthly reminders	STAN-WORKS		I	I	I	I	A	I
CD Submitted	30.80	at the end of disposition	STAN-WORKS	I	I	I	I	A	I	I
DTC Validation To check if all comments are resolved and experts found consensus.	30.99	1 week	STAN-WORKS	I		I	I	I		A
Formatting check (if necessary)	Internal step (no stage code)			A						
Publication/Final version published in STAN-Shop	40.00	Instant	STAN-Shop	A	I	I	I	I	I	I
Total publication time after Committee draft submission: 3 weeks I=Information A=Action										

Figure 5: ASD-STAN EA Process graph

ASD-STAN European Aerospace (EA) standard process



- **NWP Creation:** NWPs can be created by anyone (originator) within STAN-Works. The list of requested information is available in SPM clause 7 and in ASD-STAN website under Standardisation documents/General drafting rules: <https://asd-stan.org/en/info/standardisation-documents>
- **NWP Approval by WGC:** The Working Group Convenor reviews and approves or rejects the NWP in STAN-Works. If approved, the project is included in the WP of the WG. The project may still be stopped later by WG decision using stage code 20.98.
- **Call for participation:** ASD-STAN staff formally launch a new project within the Working Group and creates a 2-week call for participation to allow members and interested stakeholders to nominate experts or express interest.
 - ✓ The ES can extend or manually adjust the duration of participation call (from 2 weeks up to any date in the future).
 - ✓ Participants can sign up during the 2-week timeline or be added later in the project.
- **CTD Drafting:** Starts after the Call for Participation and ends by Committee Draft submission. The WG, with the support of the WGS, establishes the work plan schedule for major timelines and prepares the Committee Draft (CTD) in accordance with ASD-STAN Editing Guideline. Duration of the CTD stage is flexible, with the Working Group Secretary responsible for ensuring continuous progress and timely completion of tasks. The WGS (or Project Leader if the WGS is unavailable) submits the finalized CTD draft to ASD-STAN for initiation of commenting phase. It is up to the WG to decide by consensus if the project needs to stop during the drafting stage. The stage code 20.98 can be used to record this decision in STAN-Works.
- **Commenting Phase:** All Working Group members can submit comments (technical or editorial). The secretary may also submit editorial comments to ensure the document complies with drafting rules.
- **Disposition of Comments and preparation of the Consensus Draft:** The WG experts review and resolve all received comments. If any comments are rejected, proper justification shall be provided. Once all comments have been addressed, the Working Group shall establish consensus on the final version of the draft and prepare the Consensus Draft for submission to ASD-STAN.
- **DTC Validation:** An independent formal validation by the DTC to confirm that all comments have been resolved and that the experts have reached consensus on the document.

If, within the allowed one week period, the DTC is unable to approve the project due to the issues raised, they would be able to request additional time to resolve the comments in coordination with responsible PL and/or WG.

- **Formatting check (if necessary):** ASD-STAN ES reviews and if necessary, corrects the formatting of the document. There is no special stage code associated with this step.
- **Publication:** Further to the DTC validation, the ES publishes the document, and the final document becomes available in the [STAN-Shop](#) for purchase and download.

23 Publication of ASD-STAN Technical Report (TR)

ASD-STAN standardization process for TRs includes the NWP and NDB ballots each lasting for 4 weeks.

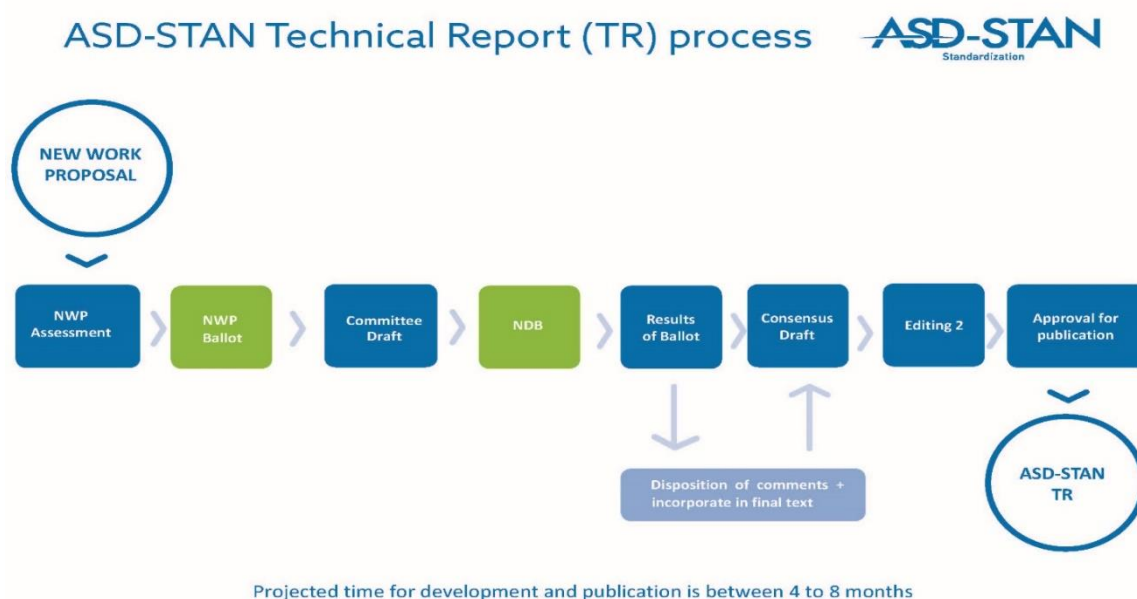
Below in Table 4 is the ASD-STAN TR process with the stage codes according to the ASD-STAN database and duration of steps in weeks. Figure 6 shows the ASD-STAN TR process graph.

Table 4—ASD-STAN TR process Steps, Stage codes and Duration

ASD-STAN TR Process Step	Stage Code at ASD-STAN	Duration in weeks	Platform/deliverable	ES	DTC	FP	WGC	WGS	WG	Orig	TAC
NWP issue		2 days	STAN-WORKS							A	
NWP creation	00.00			A			A	A			
NWP Assessment	00.20			A			I	I		I	
Vote on NWP	10.00	4	STAN-WORKS			A					
NWP results	10.99	1 day	STAN-WORKS & CEN Documents	A	I	I	I	I	I	I	
Committee draft (CTD) started	20.20	12		I					A		
Establishing committee draft (CTD) by the WG/CTD submitted	20.99		CTD	I	I				A		
NDB	30.00	4	STAN-WORKS	A		A					
NDB Results	30.70	4	STAN-WORKS & CEN Documents	A	I	I	I	I	I		I
Disposition of comments and preparation of CD	30.80		CD	I	I			I	A		
Editing	30.90	2		A							

ASD-STAN TR Process Step	Stage Code at ASD-STAN	Duration in weeks	Platform/deliverable	ES	DTC	FP	WGC	WGS	WG	Orig	TAC
Final check and approval for publication (DTC, WGC, Secretary)	30.99	1		A	A		A	A			
ASD-STAN TR publication in the web-shop	40.00	1day	STAN-Shop	A							
	Total: 29 weeks										
	I=information A=Action										

Figure 6—ASD-STAN TR process graph



24 Project involving multiple Working Groups

23.1 Transversal Project

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

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

23.2 Cooperation between several WG

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

The lead is defined at the NWP stage by the DTC. If no consensus can be reached, the decision will be made by the TAC. Each ballot (NWP & NDB) will be handled at the Domain level where the leading WG is placed.

25 Special Projects

24.1 Vienna Agreement (VA)

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

VA Application via ASD-STAN

In the case that an ASD-STAN NWP is developed under the VA, it must be indicated by the originator when submitting the NWP request to ASD-STAN. If possible, a potential ISO committee (sub-committee, e.g., from ISO/TC 20 "Aircraft and space vehicles") should be named. It should be indicated if the projects should be done under CEN leadership (in ASD-STAN committee) or ISO leadership (in ISO committee).

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

VA Decision and approval

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

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

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

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

VA Ballots

The following ballots (Table 4) should run in parallel between ASD-STAN/CEN and ISO:

Table 4—Overview of VA Ballots

ASD-STAN (regular time without VA)	ISO (regular time without VA)	CEN (regular time without VA)	Parallel voting time for VA ASD-STAN
NWP (1 Month)	NP (3 months)	-	3 months
-	Optional CD (2 months)	-	-
NDB (3 months)	DIS (3 months)	-	3 months
ASD-STAN prEN Publication (1 month)	-	-	-

ASD-STAN prEN Transformation (8.5 Months)	-	-	-
-	FDIS, Depending on DIS Optional (2 months)	FprEN (2 months)	2 months
EN ISO publication			

Cooperation Through Mutual Representation at Meetings

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

24.2 European standards in support of EU legislation

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

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

24.3 IAQG Quality Standards

ASD-STAN is an affiliate member of IAQG since October 2023 in order to be involved in the development of the quality standards 91xx series by providing comments during IAQG ballots. Details of this process can be found in document named "N376-ASD-STAN new process in IAQG Single SDO participation as affiliate member-approved on 02.10.2023". This document provides detailed insights and can be accessed through [this link](#).

ASD-STAN will follow the acceptance of submitted comments by distributing the detailed comment resolutions via D06. When mirroring the IAQG ballots via ASD-STAN, support material from IAQG, detailing how to write comments for improved acceptance, will be provided alongside the ballot files.

24.4 AIRBUS EN 6XXX Standards Process

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

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

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

Annex A: List of acronyms

ASD-STAN prEN	ASD-STAN projected EN
CCMC	CEN-CENELEC Management Centre (Secretariat)
CD	Consensus Draft
CEN ENQ	CEN Enquiry (ballot at CEN)
CEN	European Committee for Standardization
CENELEC	European Committee for Electrotechnical Standardization
CS	Cover Sheet
CTD	Committee Draft
D	Domain
DAV	Date of availability
DC	Declassification
DTC	Domain Technical Coordinator
EN	European Standard
ES	ASD-STAN Executive Staff
FFF	Form / Fit / Function
FP	Focal Point
FprEN	Final Draft at Formal Vote stage
FV	Formal Vote
IAQG	International Aerospace Quality Group
ICY	Interchangeability
ISO	International Organization for Standardization
MC	Member Coordinator
NDB	National Domain Ballot
NWP	New Work Proposal
PL	Project Leader
prEN	Draft EN (at CEN Enquiry ballot stage)
RT	Withdrawal
SPM	Standardization Process Manual (this document)
SR	Systematic Review (5-year review)
TA	Technical Authority
TAC	Technical Authority Chair
TC	Technical committee
ToR	Term of Reference
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
WP	Work Programme