



CENELEC GUIDE 10

Normative references to documents other than those from CEN, CENELEC, ETSI, ISO or IEC

Edition 1, 2001-01

In line with CEN BT Resolution 220/1993, CEN/BTWG 84 had produced a policy paper providing guidance in case an EN needs to include normative references to documents other than those from ISO/IEC or CEN/CENELEC/ETSI. The 35th CEN/BT had decided to circulate the draft to its membership as well as to CENELEC and ETSI for comments. A revised version, taking due account of all CENELEC contributions, had been approved by CEN/BT in October 1994 and by 82nd CLC/BT in December 1994 (D82/149). The latter decision also clarifies that the mention .TC or SC. in paragraph 2.1 includes the SR if applicable. That version had been made available in CENELEC as Standing Document, with reference CLC(PERM)012. The 40th General Assembly of CENELEC (Prague 6/7 June 2000) decided to replace CENELEC Memoranda and Standing Documents by CENELEC Guides. As a result, CLC(PERM)012 was converted into CENELEC Guide n° 10. No change was made to the text of the original document. CENELEC, however, has added footnotes whenever clarification or updating was needed.



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Normative references in European Standards to documents other than CEN, CENELEC, ETSI, ISO or IEC documents

1. BT reiterates the policy stated in the CEN/CENELEC Internal Regulations - Part 3 (PNE)¹ - subclause 4.4.5, that normative references to documents, other than those developed by CEN, CENELEC, ETSI, ISO or IEC, "may be made only in exceptional cases and when it is not possible to include the relevant text in full".
2. In such cases, BT requests that the following procedure be followed:
 - 2.1 The TC or SC shall:**
 - 2.1.1 justify the need for making reference (e.g. PNE subclause 2.3.3.3);
 - 2.1.2 ensure that no suitable CEN, CENELEC, ETSI, ISO or IEC documents are available;
 - 2.1.3 confirm that it is impractical to include the relevant text in full;
 - 2.1.4 confirm that there is a necessity to refer to a document other than developed by CEN, CENELEC, ETSI, ISO or IEC;
 - 2.1.5 ensure that the "criteria", given under 2.5 below, are fulfilled;
 - 2.1.6 confirm their conclusions by resolution addressed to CS;
 - 2.1.7 instruct its Secretariat to send to CS the request for referencing including: the resolution of TC or SC, the justification for the need, the result of the analysis on the fulfilment of the "criteria", a copy of the document to be referenced to.
 - 2.2 The CS shall:**
 - 2.2.1 evaluate the request against the "criteria" given under 2.5 below;
 - 2.2.2 inform the TC or SC Secretariat that the criteria are fulfilled and that the document is acceptable as normative reference, and inform (in case of CENELEC seek approval from) the relevant BT (or BTS in the case of CEN), (see also PNE also subclause 4.4.5);

¹ In this document, reference is made to some clauses of the 1991 edition of the Internal Regulations-Part 3; in the 1999 edition, similar indications can be found in clause 6.2.2.

2.2.3 refer the matter to the BT or BTS respectively should one of the criteria not be fulfilled or in case of doubt.

2.3 The CS (or the TC or SC by delegation in CEN) shall:

2.3.1 inform the issuing body of the referenced document of this intended use and request this body to inform the TC or SC Secretariat of any change in status of the document (e.g. revision, withdrawal, amendment);

2.3.2 keep a copy of the referenced document.

2.4 If the document is accepted as normative reference, the TC or SC shall:

2.4.1 ensure that in the European Standard reference is made to an identified and dated issue of the referenced document (PNE - subclause 4.4.5);

2.4.2 indicate the issuing organization of the referenced document and the source of supply in a footnote to the standard;

2.4.3 monitor the further development of the referenced document;

2.4.4 for a future replacement of the reference document by an international or European standard examine the possibility of initiating work in ISO, IEC, CEN, CENELEC or ETSI (as appropriate) to prepare a suitable standard or revise an existing one which so far has been considered inappropriate for this purpose.

2.5 Criteria for acceptance of normative reference to documents other than those developed by CEN, CENELEC, ETSI, ISO or IEC:

2.5.1 the referenced document shall have wide acceptance;

2.5.2 the referenced document shall have been prepared in accordance with the principles set in the ISO/IEC Guide 59 - Code of Good Practice for Standardization - (with the definitions of EN 45020) and in the ISO/IEC Directives, in particular the document shall have clearance in respect of possible IPR issues as prescribed in CEN/CENELEC Memorandum 8;

2.5.3 the referenced document is not contradicting European legislation, nor will it create regulatory problems when the EN is implemented by CEN/CENELEC members;

- 2.5.4 the referenced document shall be publicly available in official CEN/CENELEC languages, at least in English;
- 5.5.5 the referenced document shall not be a draft but shall be an adopted document;
- 2.5.6 the request for reference shall be to an identified and dated issue;
- 2.5.7 the request for reference shall be duly justified and confirmed by a TC/SC resolution;
- 2.5.8 There shall be evidence that the issuing organization grants a free translation, reproduction and distribution of the referenced document for CEN/CENELEC purposes;
- 2.5.9 CEN/BT delegates to AECMA/CN (Commission de normalisation) the authority to decide on specific references to US Mil Standards, SAE, ASTM, STANAGs and US Federal Standards in European Standards of the aerospace series, when there are no appropriate CEN, CENELEC, ETSI, ISO or IEC documents available (whenever possible following the above mentioned criteria).

Abbreviations

AECMA	European Association of Aerospace Industries
ASTM	American Society for Testing and Materials
BT	Technical Board
BTWG	Working Group of the Technical Board
CEN	European Committee for Standardization
CS	Central Secretariat of CENELEC
EN	European Standard
ETSI	European Telecommunications Standards Institute
IEC	International Electrotechnical Commission
IPR	Intellectual Property Rights
ISO	International Standards Organization
PNE	Presentation of European Standards
SAE	Society of Automotive Engineers
SC	Subcommittee
SR	Reporting Secretariat
STANAG	Joint Military Standardization Agreement
TC	Technical Committee