

FINAL
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STANDARD

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21267-3

ISO/TC 10

Secretariat: SIS

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2003-10-21

Technical drawings — Railway applications —

Part 3: Handling of modifications of technical documents

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*Dessins techniques — Applications ferroviaires —
Partie 3: Gestion des modifications des documents techniques*

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Please see the administrative notes on page iii

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ISO/CEN PARALLEL PROCESSING

This final draft International Standard is a draft European Standard developed within the European Committee for Standardization (CEN) and processed under the CEN-lead mode of collaboration as defined in the Vienna Agreement. Following parallel ISO member body voting and CEN enquiry on the DIS, this final draft, established on the basis of comments received, has been transmitted by CEN to ISO for circulation for a parallel two-month FDIS vote in ISO and formal vote in CEN.

Positive votes shall not be accompanied by comments.

Negative votes shall be accompanied by the relevant technical reasons.

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Foreword

ISO (the International Organization for Standardization) is a worldwide federation of national standards bodies (ISO member bodies). The work of preparing International Standards is normally carried out through ISO technical committees. Each member body interested in a subject for which a technical committee has been established has the right to be represented on that committee. International organizations, governmental and non-governmental, in liaison with ISO, also take part in the work. ISO collaborates closely with the International Electrotechnical Commission (IEC) on all matters of electrotechnical standardization.

International Standards are drafted in accordance with the rules given in the ISO/IEC Directives, Part 2.

The main task of technical committees is to prepare International Standards. Draft International Standards adopted by the technical committees are circulated to the member bodies for voting. Publication as an International Standard requires approval by at least 75 % of the member bodies casting a vote.

Attention is drawn to the possibility that some of the elements of this document may be the subject of patent rights. ISO shall not be held responsible for identifying any or all such patent rights.

ISO 21267-3 was prepared by the European Committee for Standardization (CEN) in collaboration with Technical Committee ISO/TC 10, *Technical product documentation*, in accordance with the Agreement on technical cooperation between ISO and CEN (Vienna Agreement).

Throughout the text of this document, read "...this European Standard..." to mean "...this International Standard...".

ISO 21267 consists of the following parts, under the general title *Technical drawings — Railway applications*:

- *Part 1: General principles*
- *Part 2: Parts lists*
- *Part 3: Handling of modifications of technical documents*
- *Part 4: Data exchange*

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Foreword

This document (prEN ISO 21267-3:2003) has been prepared by Technical Committee CEN/TC 256 "Railway applications", the secretariat of which is held by DIN, in collaboration with Technical Committee ISO/TC 20 "Technical drawings, product definition and related documentation".

This document is currently submitted to the Parallel Formal Vote.

This document has been prepared under a mandate (M024) given to CEN by the European Commission and the European Free Trade Association, and supports essential requirements of EU Directive(s).

This document has been prepared under Mode 4 co-operation with CENELEC TC9X. In the event of an amendment being required to this standard, the co-op TC will be consulted before proceeding to amend this document.

Particular considerations were made to standardize the computerised transfer of the content of the documents, its output on conventional information carrier and its reproduction without loss of quality. Remarks in international standards with regard to document handling are respected and supported by this standard and if necessary adopted or completed to the well-established procedures in the European railway business.

This series of ENs "Technical drawings — Railway applications" consists of the following parts:

- prEN ISO 21267-1: General principles
- prEN ISO 21267-2: Parts lists
- prEN ISO 21267-3: Handling of modifications of technical documents
- prEN ISO 21267-4: Data exchange

Annex A is normative. Annex B is informative.

Introduction

In railway business the customer very often requires, as part of a contract, all technical documents in a certain format. In order to support co-operation and effective exchange of information between customers, suppliers and partners, it is necessary to have the document requirements precisely defined.

This European Standard refers to EN, ISO or IEC standards dealing with document modifications. In cases where ISO or IEC standards are not sufficiently precise, this standard gives specific details. These additions to ISO and IEC standards facilitate the exploitation and the administration of the document modifications.

These requirements shall be adhered to in order to accommodate:

- the large variety of users;
- a common understanding of the modifications by all concerned parties;
- any specific series of documentation related to the railway material they define.

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1 Scope

This European Standard applies throughout the total life span of the documents. This standard applies to all the railway organisations and partners concerned with technical documents and to suppliers preparing documents on behalf of railway companies or railway network users.

This European Standard describes the basis of revising technical design documents for railway applications, without considering additional company requirements.

These basic requirements apply to all technical design documents independent of the material form: e.g. transparency originals, plotter drawings, aperture cards, computer readable data media, photoprints, COM-fiches etc., also for a computerised set of information.

2 Normative references

This European Standard incorporates by dated or undated reference, provisions from other publications. These normative references are cited at the appropriate places in the text, and the publications are listed hereafter. For dated references, subsequent amendments to or revisions of any of these publications apply to this European Standard only when incorporated in it by amendment or revision. For undated references the latest edition of the publication referred to applies (including amendments).

prEN ISO 21267-1:2003, *Technical drawings — Railway applications — Part 1: General principles (ISO/FDIS 21267-1:2003)*.

EN ISO 10209-2, *Technical product documentation — Vocabulary — Part 2: Terms relating to projection methods (ISO 10209-2:1993)*.

ISO 10209-1:1992, *Technical product documentation — Vocabulary — Part 1: Terms relating to technical drawings — General and types of drawings*.

3 Terms and definitions

For the purposes of this European Standard, the terms and definitions given in ISO 10209-1 and EN ISO 10209-2 and the following apply.

3.1 revision

modification (change, supplementation, deletion) to the original document by keeping its original document number, after the document has been released for application or presentation (e.g. approval process)

3.2 revision index

designation of a certain revision status of a document is indicated by a revision index. The revision index consists of a maximum of 3 characters letters except I and O, numbers or both

3.3 customers revision index

in the case of document exchange with customers, revisions created by the customer can bear a revision index given by the customer indicating the revision status of the document

3.4 revision notification

separate document, describing all revisions and its consequences and reasons

3.5 technical design documentation

drawings, parts lists, technical drawings which are created appertaining to the design

4 Reference to revised documents

If the document is only addressed with the document number, it refers to the latest state of the document is meant. If a document of origin is addressed with a certain revision state, this is designated by the document number and the revision index.

Attachments (e.g. in parts lists) to the document and to the articles laid down therein, follow only with their number and are referred to the latest revision state.

5 Revision procedure

5.1 Designation of revisions

Revisions in documents shall be indicated and described where they took place.

Drawings:

- description in the revision notification with reference to the grid on the drawing;
- visible revision (pointing with an arrow positioning the revision);

Text:

- to be visible in the text (e.g. underlined, ~~crossed out~~, marked on left-hand side vertical, arrow indication);
- description in the revision notification with reference to pages, paragraphs, etc.

5.2 Revision notification

5.2.1 Documentation procedure

The revision notification is applicable for all sheets with the same number.

If further documents of a revision process are concerned, the revisions are to be carried out commonly, however, with a specific revision notification shall be given for each document.

5.2.2 Revision notification number

Each revision notification shall have an unambiguous number.

Annex E shows the link and inscriptions between revision notification, drawing and parts list.

5.2.3 Structure of a revision notification

Forms should be prepared with consideration to the minimum requirements specified in annex B.

Specification of revisions shall be explicit in minimum wording. If necessary, this may be elaborated by the addition of sketches, relating to the content and reasons for the revisions.

If other documents are included in the revision, reference shall be given here.