

Elements to be provided when submitting drafts to the ISO Central Secretariat

| Elements to be provided to ISO/CS ¹⁾ | | TR, TS, PAS | 1st DIS | 2nd, 3rd, etc. DIS | FDIS |
|--|---|----------------|---------|--------------------------|------|
| Electronic files | Complete text in the reference language, including all figures, tables, etc. in place | M | M | M | M |
| | Word processor files | M | M | M | M |
| | Graphics files | M | r | r | M |
| | Second language | o | r | r | m |
| | Russian and other language(s), if applicable | M | m | m | M |
| | Explanatory report (Form 8A) and comments on the final CD and secretariat observations | — | M | — | — |
| | Report of voting (Form 13 + annex B) | — | — | M | M |
| | Information regarding patent rights, trade names and copyrighted material, if applicable | M | M | M | M |
| | Information regarding the presence of any of the following in the draft: certification, conformity assessment, reference to ISO 9001, accreditation, graphical symbols | M | M | M | M |
| | Administrative information necessary for inclusion in the DIS and not already present on Form 8A | — | o | o | o |
| Information | Copy of any document listed as a normative reference when the document is not a document published by ISO and/or IEC | r | r | r | r |
| | When the DIS was approved by 100 % of the P members, indication of whether the document can be published directly and without submission to an approval vote (not applicable to documents developed under the Vienna Agreement) | — | — | — | o |
| | Any special requirement (e.g. use of colours, photographs, electronic media, etc.) | r | r | r | r |
| | Name of the project leader and/or document editor | r | r | r | r |
| Key | | | | | |
| M Mandatory — document cannot progress without this item. | | | | | |
| m Normally required unless otherwise agreed — there may be alternatives but, if not provided, there is significant risk of delay in document processing. | | | | | |
| r Recommended — if provided, can aid quicker production. | | | | | |
| o Optional — at the discretion of the secretariat. | | | | | |