



## Registration of draft International Standards (DIS)

For member body voting, the Central Secretariat will reproduce the documents as-received from the committee secretariat provided that they comply with the requirements listed below.

- <sub>1</sub> Provide the complete text of each language version, unless Council resolution 21/1986 applies.

Make sure that the texts comply with the ISO/IEC Directives, Part 2, *Rules for the structure and drafting of International Standards*.

Present each language version as a separate document unless it is intended that the final standard will be presented in multilingual form (e.g. terminology standards).

Make sure that each language version is complete, including all figures, tables, formulae and annexes. In case of difficulty in preparing the second language version in French or in English, please seek assistance from AFNOR or BSI respectively.

If a single language version is submitted, indicate whether or not a second language version is expected and, when necessary, confirm to ISO/CS the dates when the translation(s) has (have) been requested.

In the case of a *second or subsequent draft*, check that *all* changes listed in annex B to the report of voting as having been accepted have been made in the revised text.

- <sub>2</sub> Upload the following electronic files to the [submission interface](#).

- PDF files of the complete texts, including all figures, tables, formulae and annexes at the correct places in the text and in the correct orientation, to serve as the source for submission to vote. Make sure that the PDF file is not protected so that the cover page and all other necessary material can be added by the ISO Central Secretariat. (More information about PDF and ways of making it can be found at the following URL: <http://www.iso.org/pdf>.)
- Revisable word processor files, prepared using one of the ISO templates.
- Graphics files. (Best practice: manage graphics files separately from text files, and insert copies of them in the text file using the "Insert and Link" function; update the text file as necessary following any revision of the graphics file. Also possible: insert the graphics file directly in the text file.)

Give all necessary information relative to the files uploaded.

Ensure compliance with the requirements given in the document *ISO Central Secretariat requirements for provision of text and graphics in electronic form*.

- <sub>3</sub> Indicate which language is the original (or reference) version.

- <sub>4</sub> Provide the completed explanatory report ([Form 8A](#)) together with the comments on the final CD and secretariat observations.

In the case of a *second or subsequent draft*, provide the completed report of voting ([Form 13](#)), including the [template for comments and secretariat observations](#) indicating the action taken on comments and, for any comments which have not been accepted, the reasons why.

- <sub>5</sub> For ISO-lead *candidate harmonized documents* developed under the Vienna Agreement, provide in [Annex ZA](#) the relevant essential requirements of European Directive(s) or other provisions of EU Directives that the document supports.
- <sub>6</sub> Give information regarding [patent rights](#), [trade names](#) and any copyrighted material, if applicable.
- <sub>7</sub> Provide any administrative information necessary for inclusion in the DIS and not already present on Form 8A.
- <sub>8</sub> Give any special requirement (e.g. use of colours, photographs, electronic media, etc.).
- <sub>9</sub> Provide the name of the project leader and/or document editor.

NOTE 1 When a document listed as a normative reference is not a document published by ISO and/or IEC, a copy may be requested by the ISO Central Secretariat for reference purposes.

NOTE 2 The document *Elements to be provided when submitting drafts to the ISO Central Secretariat* summarizes the requirements for the different types of document.

- <sub>10</sub> Provide information regarding the presence of any of the following in the document: certification, conformity assessment, reference to ISO 9001, accreditation, graphical symbols.