European Standardization Organizations

Webinar 'Presentation of the new EC/HAS ESOs Common checklist'

We start at 10:00 CET

Webinar moderator

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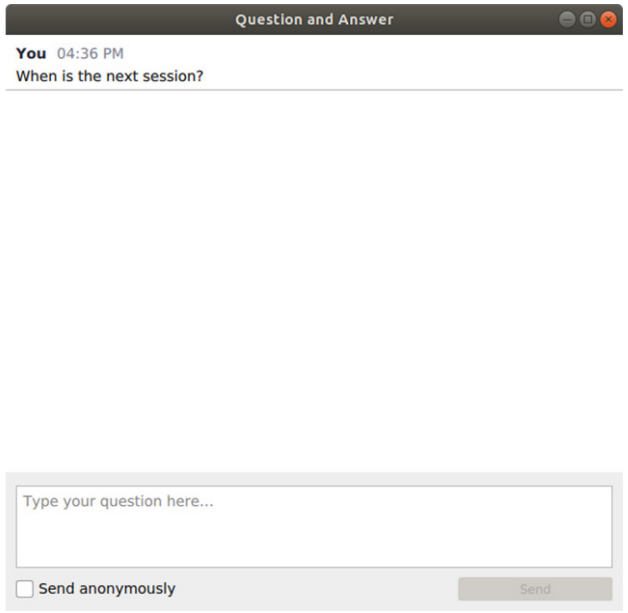
Get the most out of the webinar today

- You are muted
- Use the Q&A panel to submit your questions



- Talk about us on Twitter #training4standards @Standards4EU

Speakers

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Agenda

1. Introduction: checklist purpose
2. Checklist for hEN
3. New EC-ESOs Common Checklist

Introduction

- CEN-CLC/BT:
  - Increase of 'lack of compliance' at Formal Vote and before Publication stages
  - Main reason for lack of compliance: issue with CEN-CLC Internal Regulations Part 3 (IR3)

- Checklist for drafting Harmonised Standards (hEN) introduced in 2021 (decision BT C089/2021 and D168/C108)
- Goal:
  - support Technical Bodies in drafting hEN
  - Increase HAS assessment 'Compliant'

Checklist for hEN

- **Mandatory** as of October 2021 for **homegrown**
- Covers horizontal aspects for all sectors
  - Sectoral specific checklists were developed (e.g. Construction)
- Checklist to be completed and dispatched to CCMC for all stages/assessment requests
- Strongly recommended for drafting of hEN under VA and FA (with ISO or IEC lead)

Checklist for hEN

v2021-04-14

Checklist – Items to be considered when drafting standards answering a Standardisation Request and to be offered for citation in the OJEU

This checklist was prepared following the format of Internal Regulations CEN/CENELEC Part 3 – Annex A "Checklist for writers and editors of document". All CEN/CENELEC standards and deliverables shall follow the provisions of IR 3.

This checklist is applicable for all sectors, except construction.

This checklist shall be fulfilled before dispatch for:

1. the First Working Draft for optional assessment (if any),
2. the draft for Enquiry,
3. the final draft for Formal vote,
4. In case of lack of compliance assessment, a new optional assessment after Formal vote (PUB assessment).

The Technical Committee secretary in CEN and the Technical body secretary / Reporting Secretariat in CENELEC are responsible for ensuring that the checklist below is filled out and submitted to CCMC with the draft candidate harmonized standards and their supporting documents/justifications where relevant. In CEN, the matrix of responsibilities shall be followed (see decision BT C081/2018).

It is strongly recommended to use of the checklist for the drafting of harmonized standards in support of EU Legislation under VA and FA (with ISO or IEC lead).

	Check the following questions *– if you answer yes to all the questions, the draft is probably ready for submission to CCMC (and HAS Consultant assessment).*	*Check*
General	Is this draft standard listed in a Standardisation Request / covered by a Mandate? Is this reflected in Projex-online database? *NB: This information is normally already provided in the NWIP form.* *NB: If not, contact the TC secretariat. A possible way forward is to propose to the European Commission to add this work item in a (revised) Standardisation Request. This is not applicable if the standard is covered by an open Mandate (e.g. M/396 Machinery)*	☐ ☐
	If the HAS assessment was performed (i.e. optional assessment at First Working Draft (FWD) stage or assessment at Enquiry stage), has the WG answered all comments from the HAS Consultant(s)? *NB: The last column of the HAS Assessment Report ('Observations of the secretariat') at previous stage shall be filled in with the information on how the comments have been addressed.*	☐
	If the text deals with requirements that are not linked to essential requirements of EU legislation, are these requirements in separate clauses, so that in Annex Z only the clauses covering essential requirements are identified?	☐
European foreword	If the standard is a revision, are the significant changes with respect to the previous edition precisely defined? *NB: The list of the significant changes with respect to the previous edition is an important element of the useful information to the standard users. It should not be too vague.* *NB: When the list of significant technical changes is extensive, it may be included in an informative annex. A reference to that annex shall be included in the foreword, preferably after the generic sentence that refers to the superseded document.*	☐
	Does it include the following sentences "The standard has been prepared under a standardisation request given to CEN/CENELEC by the European Commission and the European Free Trade Association and support essential requirements of EU Directive / Regulation. For relationship with EU Directive / Regulation, see informative Annex Z, which is an integral part of this document."? *NB: Annex ZA in CEN and Annex ZZ in CENELEC.*	☐
Scope	Is the scope concise and clear? Is it worded as a series of statements of fact? Are the title, scope and annex Z consistent regarding exclusion / content covered by the standard? *NB: The scope of the standard could be broader than the relationship between this standard and the requirements of the EU legislation.* *NB: The scope shall not include requirements, permission or recommendation (in line with IR 3).*	☐ ☐
Normative reference	Are the standards listed in the Normative references Clause 2 normatively referenced within the text (i.e. are they cited in the text in such a way that some or all of their content constitutes requirements of the document, for instance with a "shall"). *NB: See IR 3 with the preferred verbal form to be used to express a requirement.*	☐
	Are the normative references dated in Clause 2 and in all clauses of the draft standard?	☐Yes ☐No

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New EC-ESOs Common Checklist

- Approved by CEN-CLC/BT
- Goal:
  - Have a common checklist used by ESOs and EC/HAS
  - TBs will use same document as HAS consultants

- Optional as of 2023-07-01, **mandatory** as of 2023-10-01
- Mandatory for homegrown draft hEN
- Strongly recommended for drafting of hEN under VA and FA (with ISO or IEC lead)
- CEN BOSS – CENELEC BOSS

Checklist for hENs: ENQ/FV process (CEN)

WG

- WG drafts hENs
- WG Qualified support checks that the draft hEN fulfils requirements to be cited
- WG Qualified support ensures that checklist is filled out
- WG Qualified support/convenor submits to TC secretary:
  1) **Draft hEN**
  2) **Checklist filled out**
  3) **ENQ HAS assessment report with last column filled on how consultant comments were addressed** (applicable for FV only)

TC secretary

- Checks that checklist is filled out
- Submits the draft hEN and checklist to CCMC for ENQ/FV procedure

hEN + checklist submitted?

ENQ/FV procedure could start

Checklist not submitted?

CCMC will reject hEN submission

Checklist for hENs: ENQ/FV process (CENELEC)

WG

- WG drafts hENs
- WG ensures that following docs are submitted to TC secretary:
  1) **Draft hEN**
  2) **Checklist filled out**
  3) **ENQ HAS assessment report with last column filled on how consultant comments were addressed** (applicable for FV only)

TC secretary

- Checks that checklist is filled out
- Submits the draft hEN and checklist to CCMC for ENQ/FV procedure

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Your questions

Q&A time

Your feedback

Thank you for your participation!

Next webinars

2023-06-29 - Webinar 'Harmonized standards under CPR: CPR Acquis, Fast-track and standardization request development process'

2023-06-30 - Webinar 'Measures to comply with new EU Reg. 2022/2480 amending EU Reg. 1025/2012'

2023-07-07 - Webinar 'Matrix of responsibilities for requesting common modifications to IEC standards and the inclusion of Annex Z/(ZA) in IEC Standards'

2023-07-11 - Webinar 'CENELEC Meeting Registration System (MRS) – Important information'