



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

Elements to be provided to ISO/CS		TR, TS, PAS	1st DIS	2nd, 3rd, etc. DIS	FDIS or proof	
Electronic files	Complete text in the reference language, including all figures, tables, etc. in place	PDF format	M	M	M	M
	Word processor files	Revisable format	M	M	M	M
	Graphics files		M	M	M	M
	Second language (French or Russian or other language(s), if applicable)	Same files and formats as for reference language	o	m	m	m
	Explanatory report (Form 8A) and comments on the final CD and secretariat observations	PDF format	—	M	—	—
	Report of voting (Form 13 + result of ballot + annex B)	PDF format	—	—	M	M
Information	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
	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, it will go directly to publication unless requested by the committee leadership to proceed to FDIS		—	—	—	o
	Any special requirement (e.g. meeting, results before a certain date, inserts, use of colours, photos, electronic media, etc.)		M	M	M	M
	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.						