



**PROCEDURE FOR
ESCC DOCUMENT AND SPECIFICATION
MANAGEMENT
ESCC 12002**

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DOCUMENTATION CHANGE NOTICE

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TABLE OF CONTENTS

1	INTRODUCTION	7
2	SCOPE	7
3	DEFINITIONS AND ABBREVIATIONS	7
3.1	DEFINITIONS	7
3.2	ABBREVIATIONS	8
4	RELATED DOCUMENTS	8
4.1	APPLICABLE DOCUMENTS	8
4.2	REFERENCE DOCUMENTS	8
5	RESPONSIBILITIES	9
5.1	SCSB	9
5.2	PSWG	9
5.3	EXECUTIVE	10
5.4	SECRETARIAT	10
5.5	ESCC MEMBER ORGANISATIONS	10
5.6	COMPONENT MANUFACTURERS	11
5.7	COMPONENT USERS	11
6	PREPARATION AND AMENDMENT OF LEVEL 0 ESCC DOCUMENTS	12
6.1	OVERVIEW	12
6.2	GENERAL	13
6.3	PROCEDURE	13
6.3.1	SCSB	13
6.3.2	PSWG or Ad Hoc Working Group	13
6.3.3	Secretariat	13
7	PREPARATION AND AMENDMENT OF LEVEL 1 ESCC DOCUMENTS	14
7.1	OVERVIEW	14
7.2	GENERAL	15
7.3	PROCEDURE	15
7.3.1	SCSB	15
7.3.2	PSWG	15
7.3.3	Ad Hoc Working Group	15
7.3.4	Secretariat	16
8	PREPARATION AND AMENDMENT OF ESCC BASIC, GENERIC AND (FIRST OFF) DETAIL SPECIFICATIONS	16
8.1	OVERVIEW	16
8.2	GENERAL	17
8.3	PROCEDURE	17

8.3.1	SCSB	17
8.3.2	PSWG	17
8.3.3	Ad Hoc Working Group	17
8.3.4	Secretariat	18
9	PREPARATION AND AMENDMENT OF ESCC DETAIL SPECIFICATIONS	19
9.1	OVERVIEW	19
9.2	GENERAL	20
9.3	PROCEDURE	20
9.3.1	ESCC Component Manufacturer or User	20
9.3.2	Secretariat	21
9.3.3	Executive	21
10	ESCC DOCUMENT AND SPECIFICATION CHANGE CONTROL	22
10.1	OVERVIEW	22
10.2	GENERAL	23
10.3	PROCEDURE	23
10.3.1	ESCC User	23
10.3.2	Secretariat	23
10.3.3	SCSB - Level 0 Documents	23
10.3.4	PSWG - Level 1 Documents, Level 2 and 3 Specifications	23
10.3.5	Executive	24
11	PUBLICATION AND DISTRIBUTION OF ESCC DOCUMENTS AND SPECIFICATIONS	24
11.1	GENERAL	24
11.2	PROCEDURES	24
11.2.1	SCSB	24
11.2.2	PSWG	24
11.2.3	Executive	24
11.2.4	Secretariat	25
12	REVIEW OF ESCC DOCUMENTS AND SPECIFICATIONS	25
12.1	GENERAL	25
12.2	PROCEDURES	25
12.2.1	SCSB	25
12.2.2	PSWG	26
12.2.3	Secretariat	26
13	USE OF ECSS, INTERNATIONAL AND NATIONAL STANDARDS	26
14	SAFETY AND HAZARD CONSIDERATIONS	26
15	LEGAL, CONTRACTUAL AND INTELLECTUAL PROPERTY CONSIDERATIONS	27
16	RECORDS AND REPORTING	27



16.1	RECORDS	27
16.2	REPORTING	27
16.2.1	SCSB	27
16.2.2	PSWG	27
16.2.3	Executive	28
16.2.4	Secretariat	28

1 **INTRODUCTION**

This procedure specifies how ESCC Level 0 and 1 Documents and Level 2, 3 and 4 Specifications are prepared, approved, authorised, published, distributed, amended and periodically reviewed. The documentation architecture is as defined in ESCC 12001.

Instructions for Users of the ESCC Specification System are provided in Basic Specification No. 20800 for:

- preparation of Detail Specifications.
- requesting the initiation of work on new Basic and Generic Specifications.
- initiating a change request to any ESCC Document or Specification.

This document provides the procedures to be followed by the ESCC Organisational Bodies and complements the User procedures defined in the Basic Specification.

2 **SCOPE**

This document applies to the ESCC Organisational Bodies responsible for the preparation of ESCC Documents and Specifications and the custody and management of the ESCC Specification System.

3 **DEFINITIONS AND ABBREVIATIONS**

The following definitions are used in this document:

3.1 **DEFINITIONS**

Approval (Approve)	An indication by the responsible body of agreement to the contents of an ESCC Document, Specification or DCR.
Authorisation (Authorise)	An indication of authority for publication of an ESCC Document or Specification by the written signature of the Chair or Manager of the responsible body.
Editorial DCR	A proposed change which corrects an unintended error, or clarifies or simplifies the presentation of the information in a published ESCC Document or Specification.
Policy DCR	A proposed change to an ESCC Document which changes the policy of the ESCC System. A proposed change to an ESCC Specification which changes the policy applied to the associated family of components or creates a deviation to the policy.
Technical DCR	A proposed change to an ESCC Specification which changes the value of a technical parameter or adds or deletes a parameter without affecting the policy.

3.2 ABBREVIATIONS

The following abbreviations are used in this document:

Charter	Charter of the European Space Components Coordination
CTB	Components Technology Board
DCR	Document Change Request
ECSS	European Cooperation for Space Standardisation
EEPNI	ESCC Executive Public Notice
ESCC	European Space Components Coordination
ESCIES	European Space Components Information Exchange System
Executive	ESCC Executive
PSWG	Policy and Standards Working Group
SCSB	Space Components Steering Board
Secretariat	The ESCC Executive Secretariat

4 RELATED DOCUMENTS

4.1 APPLICABLE DOCUMENTS

The following documents are applicable to the extent specified herein:

ESCC 10100	Organisation and Basic Rules of the SCSB
ESCC 10300	Organisation and Basic Rules of the PSWG
ESCC 11001	ESCC Procedure for Configuration Management
ESCC 12001	The ESCC Documentation System
ESCC 12003	Procedure for ESCC Document and Specification Administration
ESCC 20800	New ESCC Specifications and Specification Change Requests

4.2 REFERENCE DOCUMENTS

ESCC 00000	Charter of the European Space Components Coordination
ESCC 10200	Organisation and Basic Rules of the Executive

5 **RESPONSIBILITIES**

Each ESCC Organisational Body shall generate and use internal working procedures sufficient to implement the procedural aspects of this ESCC Document for which they are responsible.

5.1 **SCSB**

The SCSB shall:

- Initiate or approve the planned document and specification preparation activities of the PSWG.
- Be responsible for the preparation, periodic review and amendment of ESCC Level 0 Documents.
- Approve and Authorise new ESCC Documents of Level 0 and Level 1.
- Approve and Authorise new ESCC Basic and Generic Specifications.
- Approve and Authorise the first ESCC Detail Specification associated with a new Generic Specification.
- Approve and Authorise Documents and Specifications to be reissued as a result of an approved Policy DCR.
- Monitor document and specification preparation activities and, where necessary, arbitrate on matters of dispute.

5.2 **PSWG**

The PSWG shall:

- Define requirements, rules and procedures for the operation, maintenance and expansion of the ESCC Specification System.
- Undertake a periodic review of ESCC Specifications to ensure their adequacy for contemporary use, incorporation of the latest technologies and up to date quality assurance techniques.
- Prepare an annual plan describing the PSWG ESCC Document and Specification programme for approval by the SCSB. Manage and develop the plan in line with the PSWG and SCSB meeting schedule.
- Be responsible for:
 - the preparation, periodic review and amendment of ESCC Level 1 Documents.
 - the preparation, periodic review and amendment of ESCC Basic and Generic Specifications.
 - the preparation of the first ESCC Detail Specification associated with a new Generic Specification.
 - the review and approval of ESCC Policy DCRs.
 - the review and approval of ESCC Technical DCRs affecting Basic or Generic Specifications.
 - the approval and authorisation of Basic and Generic Specifications to be reissued as the result of an approved Technical DCR.

5.3 EXECUTIVE

The Executive shall:

- Review, approve and authorise ESCC Detail Specifications with the exception of the first Detail Specification associated with a new Generic Specification.
- Be responsible for:
 - the review and approval of ESCC Technical DCRs affecting Detail Specifications.
 - the review and approval of ESCC Editorial DCRs
 - the approval and authorisation of Detail Specifications to be reissued as the result of an approved Technical DCR.
 - the approval and authorisation of ESCC Documents and Specifications to be reissued as the result of an approved Editorial DCR.
 - the review and approval of ESCC Reports.
 - the review and approval of EEPN.
- Provide administrative support in respect of the custody and management of the ESCC Specification System, inter alia, through the provision of a secretariat function within the Executive (Executive Secretariat).

5.4 SECRETARIAT

The Secretariat shall:

- Operate a code allocation and configuration management system in accordance with ESCC 11001 and ESCC 12003.
- Assign code application reference numbers for draft ESCC Documents and Specifications.
- Provide support and guidance to users in the preparation of ESCC Detail Specifications.
- Be responsible for the administration, initial review and classification of ESCC DCRs and the implementation of approved DCRs.
- Monitor the work flow of ESCC Documents and Specifications under preparation or change from initiation of activity to publication and distribution. Manage those aspects of the work flow which fall under the remit of the Executive.
- Provide editing, formatting and technical writing facilities for ESCC Documents and Specifications prior to their being submitted for authorisation.
- Assign ESCC Code Numbers for all authorised ESCC Documents and Specifications in accordance with ESCC 12001.
- Publish all authorised ESCC Documents and Specifications.
- Provide an electronic distribution system for the published ESCC Documents and Specifications.
- Keep records of all ESCC Document and Specification activity.

5.5 ESCC MEMBER ORGANISATIONS

ESCC Member Organisations shall:

- Initiate, where necessary, proposals for new, or amendments to published ESCC Documents and Specifications.
- Coordinate and represent their organisations' views concerning ESCC draft Documents and Specifications in the course of preparation.

5.6 COMPONENT MANUFACTURERS

Component Manufacturers participating in or otherwise supporting ESCC shall:

- Initiate and prepare draft ESCC Detail Specifications for products they wish to supply to the Space market.
- Agree content of draft ESCC Detail Specifications when the preparer is a component user.
- Supply product in conformance with published ESCC Specifications.
- Initiate DCRs, when appropriate, to specifications relating to their products.

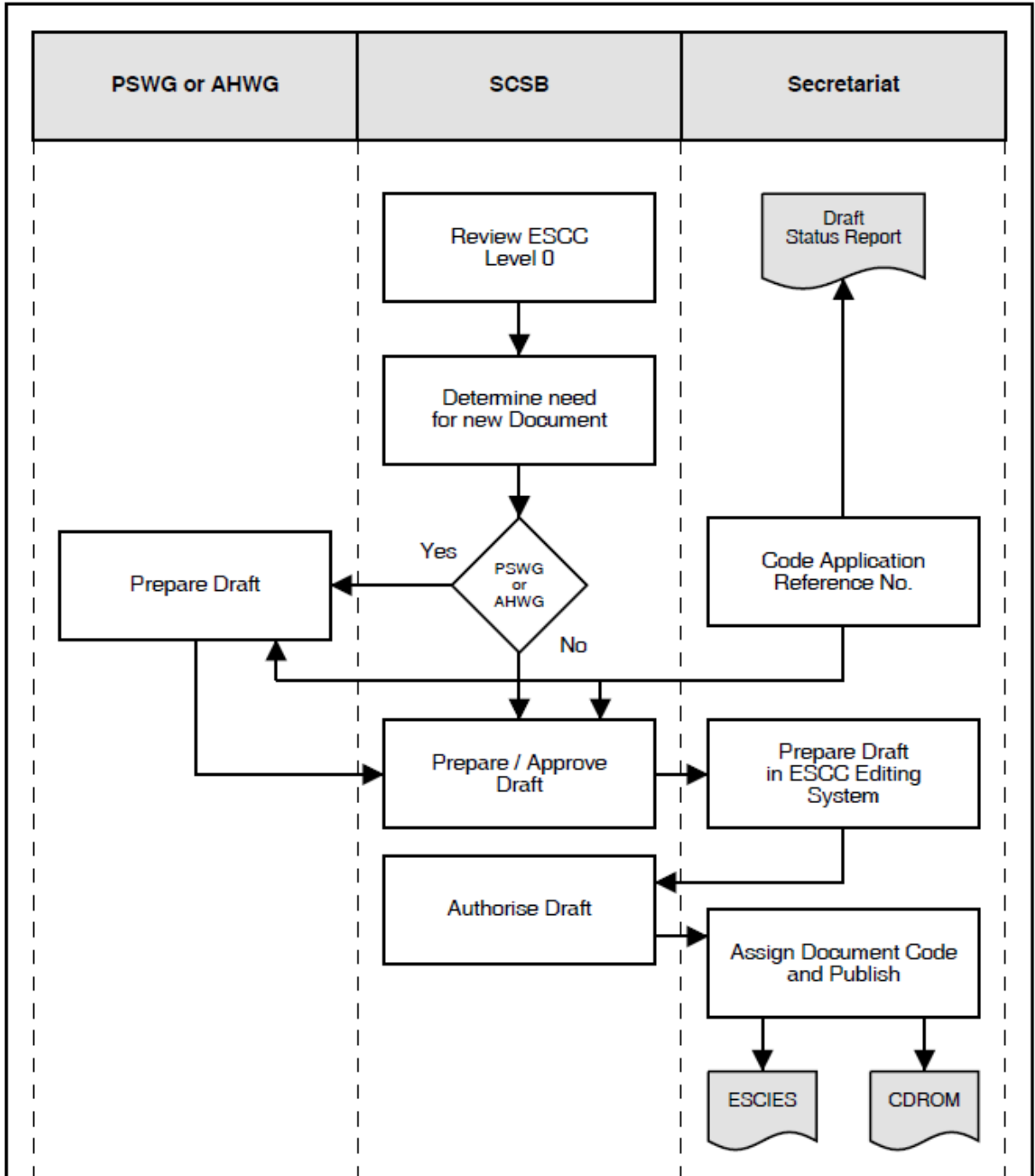
5.7 COMPONENT USERS

Users of ESCC Components shall:

- Support the standardisation process embodied within the ESCC Specification System.
- Initiate and prepare draft ESCC Detail Specifications.
- Provide feedback to PSWG on currency and adequacy of ESCC Specifications and need for additions and revisions.
- Negotiate draft Detail Specifications with manufacturers.

6 PREPARATION AND AMENDMENT OF LEVEL 0 ESCC DOCUMENTS

6.1 OVERVIEW



6.2 GENERAL

The SCSB shall prepare ESCC Level 0 Documents and amend them with the option for assistance from the PSWG, Ad Hoc Working Groups and the Executive.

The initiation of ESCC Level 0 Documents shall be by the SCSB itself or proposals may be submitted to the SCSB by the ESCC Subordinate Bodies. Proposals from the wider European space community may be submitted through ESCC member organisations represented on the SCSB or in accordance with ESCC Basic Specification No. 20800 via the Secretariat.

ESCC level 0 Documents comprise the Charter and any necessary supporting documents as described in ESCC 12001.

6.3 PROCEDURE

6.3.1 SCSB

The SCSB shall:

- Prepare, amend and periodically review all level 0 ESCC Documents.
- Where appropriate, appoint an Ad Hoc Working group for Document preparation or alternatively delegate the responsibility to an SCSB subordinate body where a particular expertise is beneficial.
- Manage Document preparation as a project in compliance with the programme management requirements of ESCC 10100.
- Register the preparation activity with the Secretariat and obtain a reference number.
- Prepare a list of contributors to the Document and from whom comments and advice upon the draft shall be sought.
- Review draft Documents submitted by Ad Hoc Working Groups or the PSWG. If problems or omissions are identified, a draft shall be returned to the working group for further consideration, and resubmission within an agreed time scale.
- If acceptable submit an agreed draft document to the Secretariat for editing and preparation.
- Review and approve the prepared draft and submit it to the SCSB Chairman for authorisation.
- On completion of the approval and authorisation process submit the draft Document to the Secretariat for assignment of an ESCC code number, publication and electronic distribution.

6.3.2 PSWG or Ad Hoc Working Group

The PSWG or Ad hoc Working Group shall:

- Prepare Level 0 Documents in accordance with guidelines provided by the SCSB.
- Prepare Documents to comply as far as possible with ESCC publishing standards.
- Incorporate any changes agreed as a result of comments received from the listed experts.
- Submit an agreed draft to the SCSB for review, comment and acceptance.

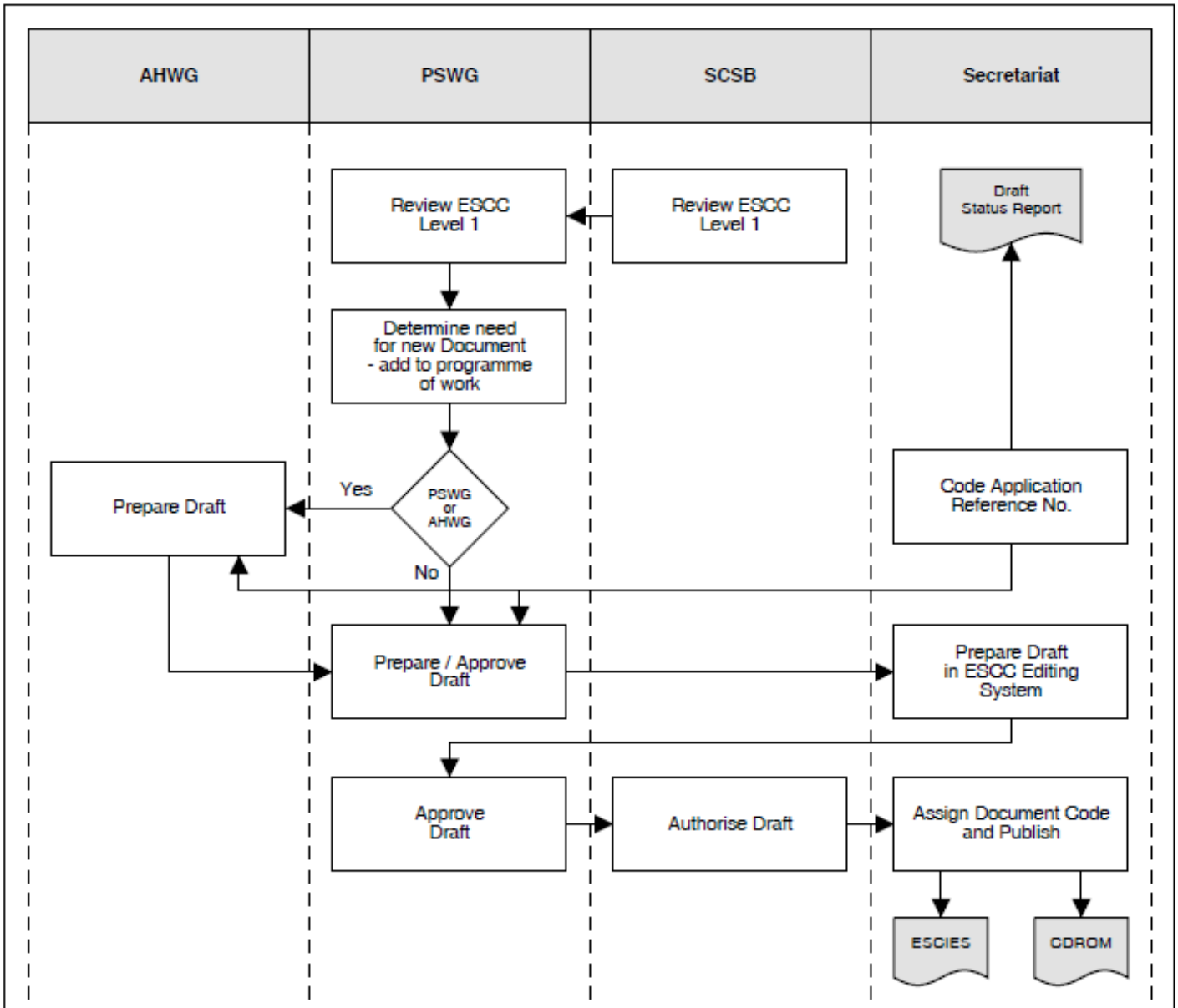
6.3.3 Secretariat

The Secretariat shall:

- Maintain a register and records of all draft Documents being prepared within the SCSB.
- Assign an internal reference number for each draft in accordance with ESCC 12001.
- Edit and prepare completed draft documents for authorisation.
- Assign ESCC Code numbers to Documents submitted by the SCSB for publication.
- Publish and distribute authorised Documents in electronic form.

7 PREPARATION AND AMENDMENT OF LEVEL 1 ESCC DOCUMENTS

7.1 OVERVIEW



7.2 GENERAL

The PSWG shall prepare ESCC Level 1 Documents and amend them with the option for assistance from Ad Hoc Working Groups and the Executive.

The initiation of ESCC Level 1 Documents shall be by the PSWG itself or requirements shall be provided to the PSWG by the SCSB. Proposals concerning Level 1 Documents may also come from the CTB and the Executive. Proposals from the wider European space community may be submitted in accordance with ESCC Basic Specification No. 20800 through the Secretariat.

The planning and the results of the Level 1 Document work by the PSWG are under the auspices of the SCSB who approve and authorise the outputs.

ESCC Level 1 Documents elaborate the ESCC System organisation, support functions and implementation as described in ESCC 12001.

7.3 PROCEDURE

7.3.1 SCSB

The SCSB shall:

- Propose Level 1 Documents to the PSWG for incorporation in their programme of work.
- Approve the PSWG's programme of work (in respect of Level 1 Documents).
- Approve completed draft Level 1 Documents. Return those drafts which are not approved to PSWG with instructions for further work.
- The Chair shall authorise approved Level 1 Documents, advise the PSWG and forward them to the Secretariat for assignment of an ESCC code number, publication and electronic distribution.

7.3.2 PSWG

The PSWG shall:

- Prepare, amend and periodically review all level 1 ESCC Documents.
- Manage Document preparation as part of the PSWG's programme of work in accordance with ESCC 10300.
- Register the preparation activity with the Secretariat and obtain a reference number.
- Where appropriate, appoint an Ad Hoc Working group for Document preparation.
- Prepare a list of contributors to the Document and from whom comments and advice upon the draft shall be sought.
- Review the draft Document submitted by an Ad Hoc Working Group. If problems or omissions are identified, the draft shall be returned to the working group for further consideration, and resubmission within an agreed time scale.
- If acceptable submit an agreed draft document to the Secretariat for editing and preparation.
- Review and approve the prepared draft and submit it to the SCSB for approval and authorisation.

7.3.3 Ad Hoc Working Group

The Ad hoc Working Group shall:

- Prepare Documents in accordance with guidelines provided by the PSWG.
- Prepare Documents to comply as far as possible with ESCC publishing standards.
- Incorporate any changes agreed as a result of comments received from the listed experts.
- Submit an agreed draft to the PSWG for review, comment and approval.

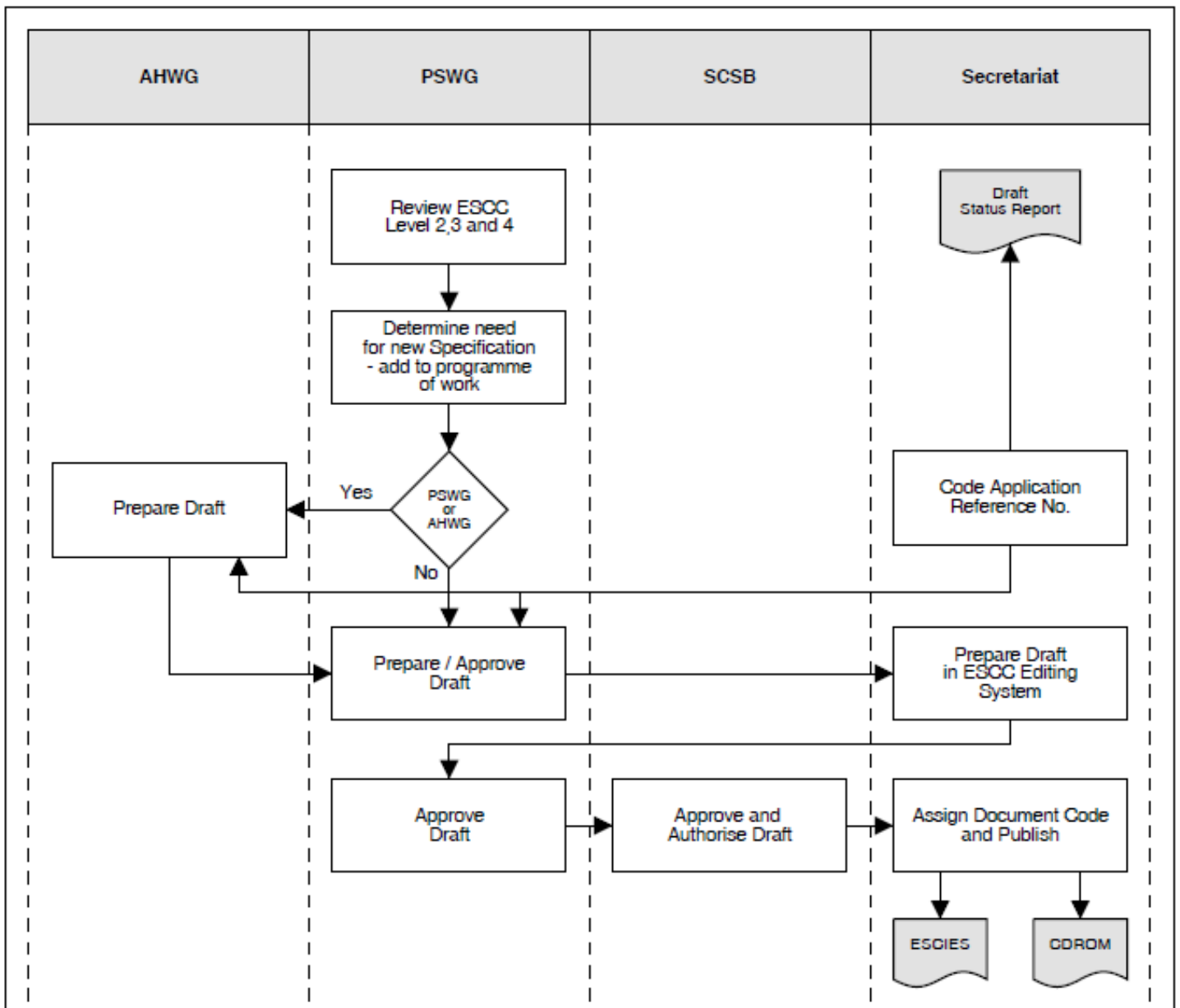
7.3.4 Secretariat

The Secretariat shall:

- Maintain a register and records of all draft Documents being prepared within the PSWG.
- Assign an internal reference number for each draft in accordance with ESCC 12001.
- Edit and prepare completed draft documents for authorisation.
- Assign ESCC Code numbers to Documents submitted by the SCSB for publication.
- Publish and distribute authorised Documents in electronic form.

8 PREPARATION AND AMENDMENT OF ESCC BASIC, GENERIC AND (FIRST OFF) DETAIL SPECIFICATIONS

8.1 OVERVIEW



8.2 GENERAL

- The PSWG shall prepare ESCC Basic (Level 2) and Generic (Level 3) Specifications and amend them with the option for assistance from Ad Hoc Working Groups and the Executive. In respect of Detail Specifications, the PSWG shall prepare the first for a given Generic Specification. Once this Master Detail Specification is available the preparation of all subsequent Detail Specifications becomes the responsibility of the Executive.
- The initiation of ESCC Basic and Generic Specifications shall be by the PSWG itself. Proposals may come from the SCSB, CTB and the Executive. Proposals from the wider European space community may be submitted in accordance with ESCC Basic Specification No. 20800 through the Secretariat.
- The planning and the results of the Specification work by the PSWG are under the auspices of the SCSB who approve and authorise the outputs.

8.3 PROCEDURE

8.3.1 SCSB

The SCSB shall:

- Approve the PSWG's programme of work (in respect of Level 2, 3 and 4 Specifications).
- Approve completed draft Basic, Generic and first off Detail Specifications. Return those drafts which are not approved to PSWG with instructions for further work.
- The Chair shall authorise approved Specifications, advise the PSWG and forward them to the Secretariat for assignment of an ESCC code number, publication and electronic distribution.

8.3.2 PSWG

The PSWG shall:

- Prepare, amend and periodically review all ESCC Basic and Generic Specifications and the first off Detail Specification for a new Generic specification.
- Manage Document preparation as part of the PSWG's programme of work in accordance with ESCC 10300.
- Register the preparation activity with the Secretariat and obtain a reference number.
- Where appropriate, appoint an Ad Hoc Working group for Document preparation.
- Prepare a list of contributors to the Document and from whom comments and advice upon the draft shall be sought.
- Review the draft Document submitted by an Ad Hoc Working Group. If problems or omissions are identified, the draft shall be returned to the working group for further consideration, and resubmission within an agreed time scale.
- If acceptable submit an agreed draft document to the Executive for editing and preparation.
- Review and approve the prepared draft and submit it to the SCSB for approval and authorisation.
- Make arrangements which provide for newly identified urgent specification requirements to be added to the current programme of work.

8.3.3 Ad Hoc Working Group

The Ad hoc Working Group shall:

- Prepare Documents in accordance with guidelines provided by the PSWG.
- Prepare Documents to comply as far as possible with ESCC publishing standards.
- Incorporate any changes agreed as a result of comments received from the listed experts.
- Submit an agreed draft to the PSWG for review, comment and approval.

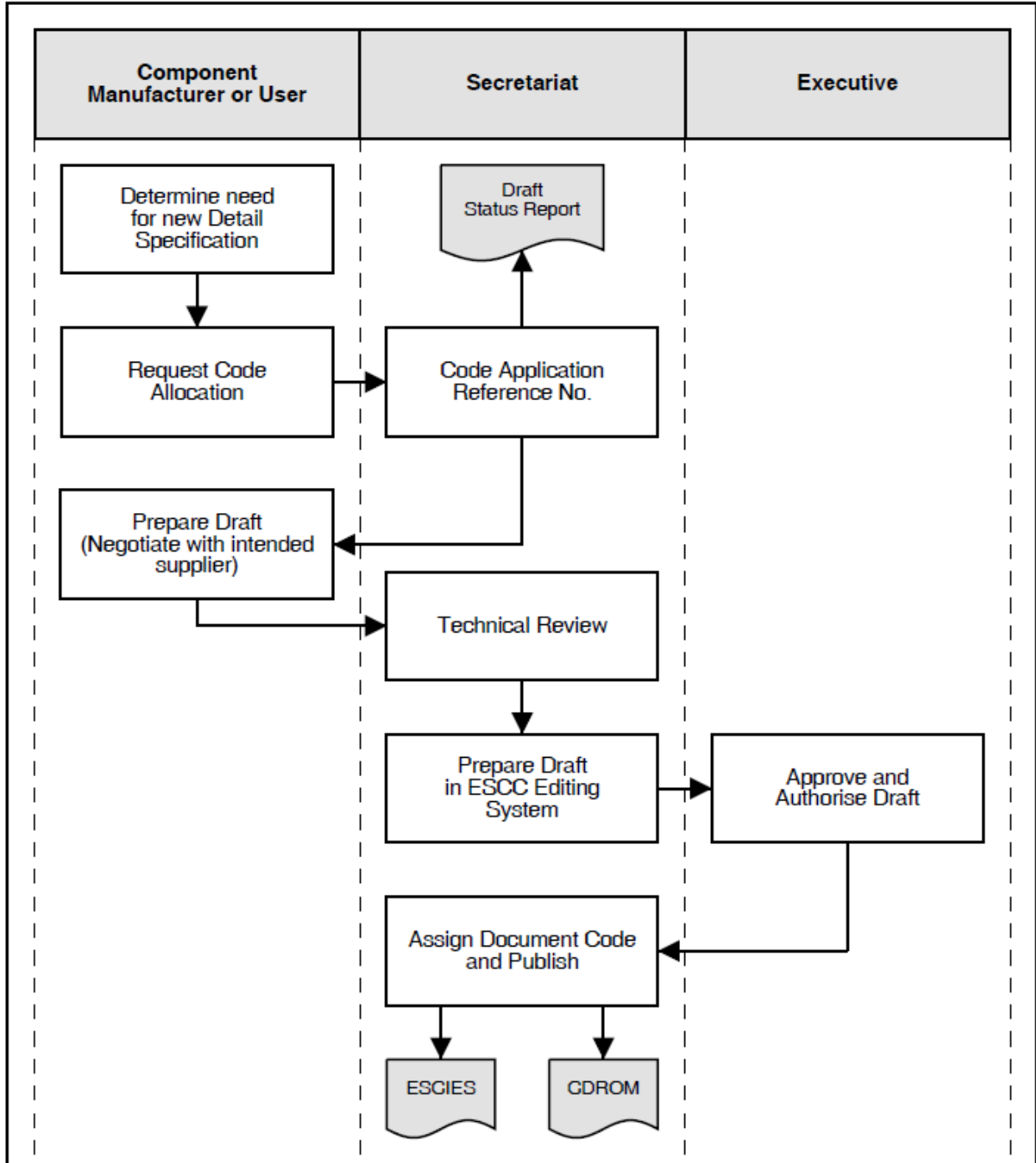
8.3.4 Secretariat

The Secretariat shall:

- Maintain a register, status and records of all draft Specifications being prepared within the PSWG.
- Assign an internal reference number for each draft in accordance with ESCC 12001.
- Edit and prepare completed draft specifications for approval by PSWG.
- Assign ESCC Code numbers to Documents submitted by the SCSB for publication.
- Publish and distribute authorised Specifications in electronic form.

9 PREPARATION AND AMENDMENT OF ESCC DETAIL SPECIFICATIONS

9.1 OVERVIEW



9.2 GENERAL

Subsequent to the preparation of the first Detail Specification for a given Generic Specification the Executive shall prepare and amend all subsequent Detail Specifications. However, the Executive is not directly responsible for the drafting process. The specification system relies on participating component manufacturers and component users to identify the need for, initiate and draft new Detail Specifications. This is to respectively support the expansion of the range of qualified components and the availability of specifications for procurement purposes. The Executive shall support the process by providing guidance to specification preparers and by subjecting submitted drafts to a technical review to assure compliance with the policy of the System for the particular family of components. The Executive, through the Secretariat, shall produce the final draft in the ESCC editing system to achieve a consistent style of presentation and to support the specification's subsequent maintenance and updating. The interface between the Executive and specification preparer is through the Secretariat.

Proposals for new Detail Specifications, or amendments to published specifications, from participating component manufacturers and component users shall be submitted in accordance with ESCC Basic Specification No. 20800 to the Secretariat.

9.3 PROCEDURE

9.3.1 ESCC Component Manufacturer or User

The ESCC Component Manufacturer or User shall:

- Identify the need for and initiate the drafting of a new ESCC Detail Specification.
- Inform the Secretariat of the need for a new Detail Specification and apply for its registration.
- Prepare the new Detail Specification using an existing Detail Specification that the Secretariat identifies as a "master" specification.
- Observe the rules and guidelines for the preparation and submission of Detail Specifications given in ESCC Basic Specification No. 20800 or as supplemented by the Secretariat on the ESCC or ESCIES web sites.
- Prepare the new Detail Specification by marking up the master specification or deriving a new draft from the master with the detailed functional and technical differences pertaining to the new component(s).
- When prepared by a User, agree the draft detail specification with the intended supplier or suppliers, with any supplier specific details included in an appendix to the specification.
- Submit the agreed draft to the Secretariat with a request for its review and issue.

9.3.2 Secretariat

The Secretariat shall:

- Provide the facilities for the administration, technical vetting and production of new ESCC Detail Specifications.
- Register and hold records of new Detail Specifications under preparation.
- Assign a reference number in accordance with ESCC Document No 12001 for a new draft and provide it to the preparer.
- Review a submitted draft, correcting errors or omissions and flagging any questions concerning technical content or policy back to the preparer for resolution.
- When all problems are resolved, prepare the new Detail Specification in the ESCC editing system and submit it to the Executive.
- Apply an ESCC Specification number in accordance with ESCC 12001 to authorised Specifications.
- Publish and distribute authorised Specifications in electronic form.

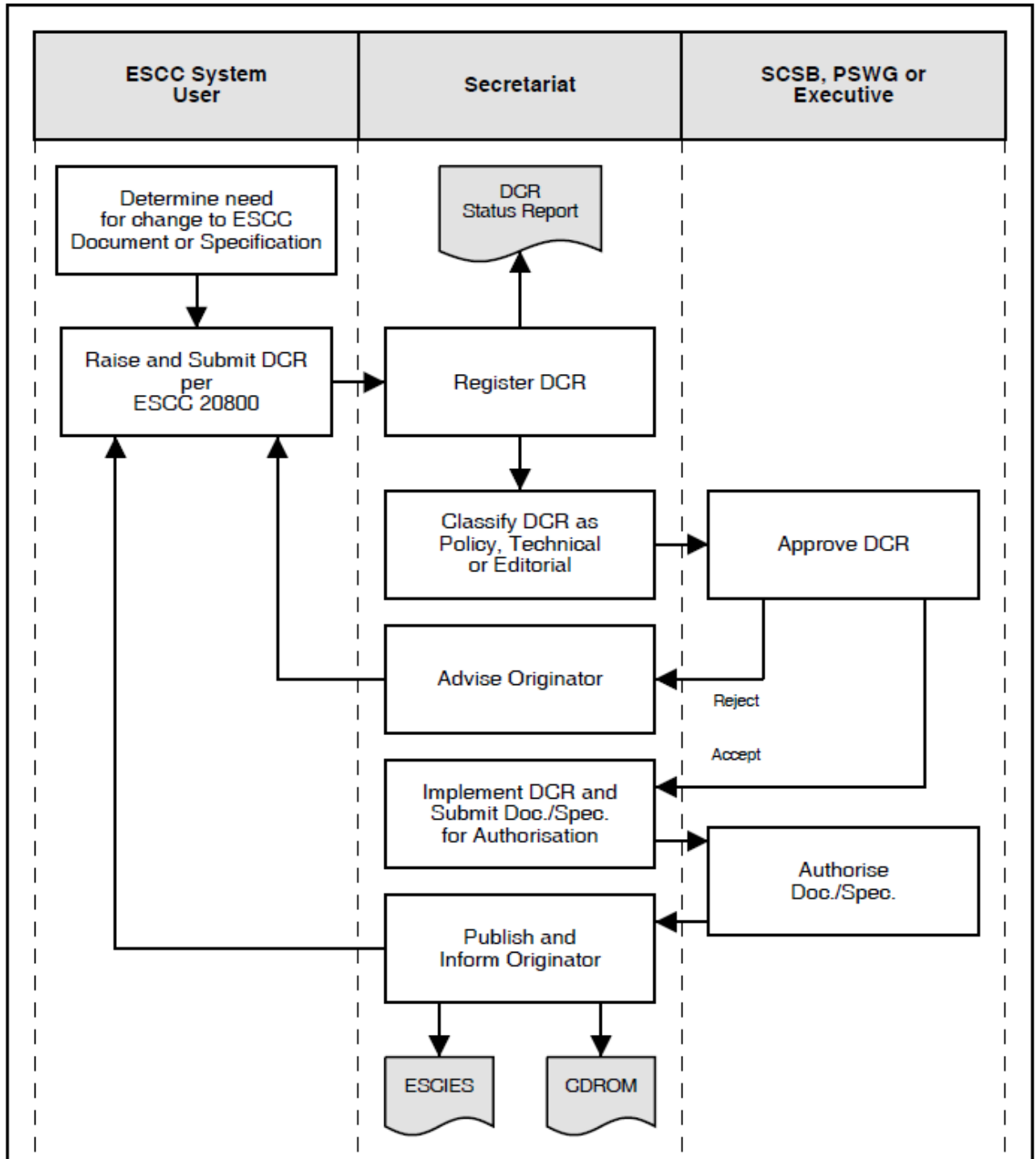
9.3.3 Executive

The Executive shall:

- Approve and authorise a new Detail Specification when submitted by the Secretariat.

10 **ESCC DOCUMENT AND SPECIFICATION CHANGE CONTROL**

10.1 OVERVIEW



10.2 GENERAL

ESCC Level 0 and 1 Documents and Level 2, 3, and 4 Specifications are controlled documents. The configuration control process starts after the final authorisation to publish and ends when a document or specification is withdrawn. Once issued, any change to an ESCC Document or Specification identified by users shall be initiated through the formal ESCC Document Change Request (DCR) procedure given in ESCC Basic Specification No 20800.

The Secretariat shall maintain the configuration control system for ESCC Documents and Specifications in accordance with ESCC 11001 and ESCC 12003.

A DCR may be initiated by anyone using the provisions of the ESCC and who has a legitimate interest in changing the content of an ESCC Document or Specification.

10.3 PROCEDURE

10.3.1 ESCC User

ESCC Users shall:

- Identify the need for changes to ESCC Documents and Specifications.
- Define the changes needed and the justification on the current DCR form as specified in ESCC Basic Specification No 20800.
- Submit the DCR to the Secretariat for processing.

10.3.2 Secretariat

The Secretariat shall:

- Register the DCR and keep associated records.
- Review and classify the DCR as Editorial, Policy or Technical, per the definitions herein, in accordance with ESCC 12003.
- Submit the DCR to the SCSB, PSWG or Executive appropriately for review, comment and approval or rejection.
- In the case of a rejection notify the initiator of the decision.
- In the case of approval implement the agreed changes to the Document or Specification.
- Submit the new issue of the Document or Specification for authorisation.
- Publish the new authorised issue of the Document or Specification and inform the initiator of the DCR.
- Maintain a DCR status summary report and periodically provide this to the SCSB and PSWG aligned to their respective meeting schedules.

10.3.3 SCSB - Level 0 Documents

The SCSB shall:

- Review Policy DCRs for approval or rejection.
- Inform the Secretariat of the decision.

10.3.4 PSWG - Level 1 Documents, Level 2 and 3 Specifications

The PSWG shall:

- Review Policy and Technical DCRs for approval or rejection.
- Inform the Secretariat of the decision.

10.3.5 Executive

The Executive shall:

- Review Editorial DCRs for Documents and Specifications (Levels 0 to 4 inclusive) for approval or rejection.
- Review Technical DCRs to Detail Specifications (Level 4) for approval or rejection.
- Inform the Secretariat of the decision.

11 **PUBLICATION AND DISTRIBUTION OF ESCC DOCUMENTS AND SPECIFICATIONS**

11.1 GENERAL

ESCC Documents and Specifications are prepared for publication by the Executive through the Secretariat. The publication process includes facilities for assigning ESCC Code numbers, technical writing, editing and formatting of ESCC Documents and Specifications to ensure a consistent style and presentation and compliance with an established ESCC publishing standard. The facilities also include the means for electronic publication in accordance with ESCC 12003.

11.2 PROCEDURES

11.2.1 SCSB

The SCSB shall:

- Submit authorised ESCC Documents and Specifications to the Secretariat for publication and distribution. This shall be for Level 0 and 1 Documents and Level 2 and 3 Specifications together with the first Detail Specification associated with any new Generic Specification.

11.2.2 PSWG

The PSWG shall:

- Submit authorised ESCC Specifications to the Secretariat for publication and distribution. This shall be for the reissue of Basic and Generic Specifications following the incorporation of approved Technical DCRs.

11.2.3 Executive

The Executive shall:

- Submit authorised ESCC Detail Specifications to the Secretariat for publication and distribution.
- Provide for the provision of an electronic editing system which:
 - Supports the content of the ESCC System over the long term.
 - Provides for the structured use of elements of common content.
 - Sets a consistent style and presentation for all Documents and Specifications.
 - Utilises international and industry standards to the maximum practicable extent.
 - May be made available to both the Secretariat and to Users who wish to directly prepare ESCC Documents or Specifications.
- Provide guidance and support to the ESCC Organisational Bodies in the preparation of ESCC Documents and Specifications.

11.2.4 Secretariat

The Secretariat shall:

- Provide for the editing, technical writing and formatting of ESCC Documents and Specifications submitted by the SCSB, PSWG and the Executive for publication and distribution.
- Provide guidance and support to the ESCC System users in the preparation of ESCC Detail Specifications.
- Assign ESCC Code numbers to Documents and Specifications.
- Publish and distribute ESCC Documents and Specifications in electronic form in accordance with ESCC 12003.

12 REVIEW OF ESCC DOCUMENTS AND SPECIFICATIONS

12.1 GENERAL

All ESCC Documents and Specifications shall be subjected to a regular review. Level 0 Documents are under the direct remit of the SCSB while Level 1 Documents and Level 2 to 4 Specifications are under the remit of the PSWG. The review process shall ensure that the ESCC policy and its implementation do not become out of date particularly with reference to the Specification System. The review, inter alia, shall ensure the adequacy of ESCC Specifications for contemporary use, incorporation of the latest technologies and up to date quality assurance techniques. The periodicity of reviews will be at a minimum of 5 years and shall be separate from the PSWG's programme of work as approved by the SCSB. The results of the review shall be implemented into the current PSWG programme of work.

12.2 PROCEDURES

12.2.1 SCSB

The SCSB shall:

- Decide the periodicity of the review process both for the SCSB and for PSWG advising the PSWG accordingly.
- Combine the results of the SCSB and the PSWG reviews and instruct the PSWG to incorporate the appropriate approved items into their programme of work.
- Approve and authorise obsolescence and consequent withdrawal of an ESCC Document or Specification instructing the Secretariat accordingly.

12.2.2 PSWG

The PSWG shall:

- Undertake a review, at the interval prescribed by the SCSB, of ESCC Level 1 Documents to ensure that they embody the ESCC Policy and remain efficient and pertinent to the operation of the ESCC System.
- Undertake a review, at the interval prescribed by the SCSB, of ESCC Specifications to ensure that they incorporate the latest technologies and up to date quality assurance techniques. Identify any individual or groups of specifications requiring a more detailed analysis.
- Examine identified specifications, taking into account any accumulated comment and correspondence, and decide on whether they shall be confirmed as still being current, in need of revision, or declared obsolete and withdrawn.
- Submit the recommendations to the SCSB for approval and include the agreed items in the PSWG programme of work.

12.2.3 Secretariat

The Secretariat shall:

- Undertake the administrative actions and announcements in respect of the obsolescence and withdrawal of an ESCC Document or Specification.

13 USE OF ECSS, INTERNATIONAL AND NATIONAL STANDARDS

The ESCC Organisational Bodies, their ad-hoc working groups and individuals responsible for the drafting and presentation of ESCC Documents and Specifications shall harmonise these where practicable with the relevant ECSS Standards.

In addition existing international and national standards shall be taken into consideration to the appropriate extent. Any suitable, limited and appropriate importation of parts or requirements of such standards shall respect applicable copyright restrictions.

The ESCC approval and authorising bodies (SCSB, PSWG and the Executive) shall check for appropriate use of standards when approving and authorising Documents and Specifications.

14 SAFETY AND HAZARD CONSIDERATIONS

ESCC Documents and Specifications which provide information with implications for user safety shall contain an appropriate warning and/or disclaimer. This shall point out safety recommendations or disclaimers and make reference to any specific safety regulations.

When drafting ESCC Specifications preparers shall consider the implications of hazardous materials being used in testing and processing. A hazard warning statement shall be used where considered appropriate and prefaced by the words caution or warning. ESCC specifications shall take account of European Directives and the Montreal Protocol on substances hazardous to the environment.

The ESCC approval and authorising bodies (SCSB, PSWG and the Executive) shall check for safety and hazard issues when approving and authorising Documents and Specifications.

15 **LEGAL, CONTRACTUAL AND INTELLECTUAL PROPERTY CONSIDERATIONS**

ESCC Documents and Specifications shall be drafted taking into account any legal implications and the need to make any appropriate statements.

At a minimum each ESCC Document or Specification shall contain a standard legal disclaimer and copyright statement. The former shall make the use of the Document or Specification at the risk of the user. The latter shall permit the unrestricted use of the Document or Specification in whole or in part provided it is unaltered and the standard legal disclaimer and copyright statement is included.

Material protected by copyright or patent shall not be used in ESCC specifications without the prior written permission of the owner or owners.

When drafting ESCC Specifications preparers shall consider these issues and incorporate the necessary statements.

The ESCC approval and authorising bodies (SCSB, PSWG and the Executive) shall check for legal, contractual and intellectual property considerations when approving and authorising Documents and Specifications.

16 **RECORDS AND REPORTING**

16.1 **RECORDS**

The following records shall be maintained:

Record	Responsibility	Retention Period
ESCC Documents and Specifications, current and past issues.	Secretariat	10 Years for withdrawn and ongoing for published Document and Specifications
ESCC Draft Documents, Specifications and associated correspondence.	Secretariat	5 Years

16.2 **REPORTING**

16.2.1 **SCSB**

- The SCSB shall include in its annual report a summary of activities, achievements and any problems concerning the:
 - Custody and management of the ESCC Specification System.
 - ESCC Level 0 and 1 Documents.

16.2.2 **PSWG**

- The PSWG shall produce an annual report to the SCSB summarising the programme of work, progress and any associated problems.
- The PSWG shall report at SCSB meetings progress of the annual programme of work and any problems encountered during the preceding period.
- The PSWG shall assist the Executive in providing the information required for the Executives annual progress report to the SCSB concerning the custody and management of the ESCC Specification System.

16.2.3 Executive

The Executive shall:

- In liaison with the PSWG, produce an annual report to the SCSB concerning the processing of ESCC Detail Specifications and the Executives custody and management of the ESCC Specification System.
- Report at PSWG meetings the progress of its work and any problems encountered during the preceding period.

16.2.4 Secretariat

The Secretariat shall:

- Maintain a running report on the status of draft Document and Specification preparation activities, publishing it periodically. This shall be aligned to the PSWG meeting schedule.
- Maintain a running report on the status of DCR activities, publishing it periodically. This shall be aligned to the PSWG meeting schedule.
- Maintain and periodically publish a catalogue of all published ESCC Documents and Specifications. Publication shall be at a minimum of six monthly intervals.
- Maintain and publish a catalogue of all withdrawn ESCC Documents and Specifications. Publication shall be at a minimum of yearly intervals.