
INTERNAL RULES FOR STANDARDIZATION –

Part 2: Types of documents and their designation

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HZN

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Internal Rules for Standardization – Part 2: Types of documents and their designation

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Foreword

The Internal Rules for Standardization (UPN) of the Croatian Standards Institute are harmonized with the principles of international and European organizations for standardization and with the WTO Code of Good Practice for Standardization.

The Internal Rules for Standardization (*Unutrašnja pravila za normizaciju* – UPN) are primarily designed for HZN employees and technical committees, particularly for TO chairmen and technical secretaries, as well as for all those involved in the development of draft standards and other publicly available HZN documents.

These rules for the work of Croatian standardization, under the general title *Internal Rules for Standardization*, consist of the following parts:

Part 1, *Standardization in general, aims and general principles*;

Part 1, *Types of documents and their designation*;

Part 3, *Development and adoption of Croatian standards and other documents*;

Part 4, *Establishment and work of Programming Committees*;

Part 5, *Establishment and work of technical committees*;

Part 6, *Rules for the structure and drafting of Croatian standards and other publicly available documents*.

Each of these parts of the Internal Rules for Standardization has been published as a separate document and has been assigned a uniform designation composed of letters (UPN).

Users are held responsible for the correct application of these Rules.

In accordance with the provisions of HZN Statute any proposals for amendments to these Rules shall be submitted to HZN in writing. The amendments shall be discussed by the Technical Board and thereupon proposed to the Director General. The Administrative Board shall decide on the adoption of amendments proposed by the Director General.

New editions of UPN shall be published following the acceptance of amendments by the Administrative Board. In the new edition of UPN modifications shall be indicated by a vertical line in the left margin of the text. The designation of the new edition, as well as the date of issue of the Administrative Board decision, shall be stated in the *Document History* section.

This second edition of this part of the Internal Rules for Standardization UPN 2 replaces the first UPN 2 edition of 2007. In addition to the text modifications, indicated by a vertical line in the left margin of the text, the definitions of the terms in the clause 2 have been harmonized with the new edition of HRN EN 45020:2007. Subclauses 4.2.3.1, 4.2.4 and 4.2.5 of Clause 4 have been integrated into the new Subclause 4.2.3.1. Subclause 4.2.6 has been renumbered into the subclause 4.2.3.1. Subclause 4.2.6 has been renumbered into the Subclause 4.2.4, Subclause 4.2.7 has been renumbered into the Subclause 4.2.5, while Subclause 4.2.3.3 has been renumbered into the Subclause 4.3.

1 Scope

UPN 2 specifies types, degrees of correspondence and designation of the publicly available documents of the Croatian Standards Institute which result from projects of the Croatian Standards Institute.

2 Terms and definitions

For the purposes of this part of the Internal Rules, the terms and definitions given in HRN EN 45020:2007 and the following apply:

2.1 standards programme

working schedule of a standardizing body, that lists its current items of standardization work

[HRN EN 45020:2007, definition 9.1]

2.2 standards project

specific work item within a standards programme

[HRN EN 45020:2007, definition 9.1.1]

2.3 normative document

document that provides rules, guidelines or characteristics for activities or their results

NOTE 1 The term “normative document” is a generic term that covers such documents as **standards, technical specifications, codes of practice and regulations**.

NOTE 2 A “document” is to be understood as any medium with information recorded on or in it.

NOTE 3 The terms for different kinds of normative documents are defined considering the document and its content as a single entity.

[HRN EN 45020:2007, definition 3.1]

2.4 basic standard

standard that has a wide-ranging coverage or contains general provisions for one particular field

NOTE: A basic standard may function as a standard for direct application or as a basis for other standards.

[HRN EN 45020:2007, definition 5.1]

2.5 European Standard (EN)

standard adopted by CEN/CENELEC and carrying with it an obligation of implementation as an identical national standard and withdrawal of conflicting national standards

NOTE The term “harmonized standard” is a term used in the context of the New Approach directives – see 4.2 of the “Guide to the implementation of directives based on the New Approach and the Global Approach” edition 2000.

[CEN/CENELEC Internal Regulations - Part 2, 2008, definition 2.5]

2.6 Harmonization Document (HD)

CENELEC standard that carries with it the obligation to be implemented at national level, at least by public announcement of the HD number and title and by withdrawal of any conflicting national standards

[CEN/CENELEC Internal Regulations - Part 2, 2008, definition 2.9]

2.7 national standard

standard that is adopted by a national standards body and made available to the public

[HRN EN 45020:2007, definition 3.2.1.3]

2.8 Croatian standard (HRN)

standard adopted by the Croatian Standards Institute and made available to the public

2.9 prestandard

document that is adopted provisionally by a standardizing body and made available to the public in order that the necessary experience may be gained from its application on which to base a standard

[HRN EN 45020:2007, definition 3.3]

2.10 Croatian prestandard (HRS ENV)

document that is adopted provisionally by the Croatian Standards Institute and made available to the public in order that the necessary experience may be gained from its application on which to base a Croatian standard

NOTE 1: A prestandard on the European level has the status of a technical specification, i.e. no consensus has been reached for publishing its contents as a standard.

NOTE 2: Only an adopted European prestandard may have the status of Croatian prestandard.

2.11 conflicting national standard

national standard, with the same scope as an EN (and HD for CENELEC) including requirements which conflict with the requirements of the EN (and HD for CENELEC)

[CEN/CENELEC Internal Regulations - Part 2, 2008, definition 2.13]

2.12
technical specification

document that prescribes technical requirements to be fulfilled by a product, process or service

NOTE 1: A technical specification should indicate, whenever appropriate, the procedure(s) by means of which it may be determined whether the requirements given are fulfilled.

NOTE 2: A technical specification may be a standard, a part of a standard or independent of a standard.

[HRN EN 45020:2007, definition 3.4]

2.13
Croatian technical specification (HRS)

HZN document available to the public that prescribes technical requirements to be fulfilled by a product, process or service

NOTE: A technical specification is a document that contains normative elements but no consensus has been reached for publishing its contents as a standard.

2.14
technical report

informative document that is not appropriate for publication as a standard or technical specification

2.15
Croatian technical report (HRI)

HZN informative document that is not appropriate for publication as a Croatian standard or Croatian technical specification

2.16
amendment (A)

document altering, deleting or adding a part of the content of a Croatian normative document

2.17
corrigendum (Ispr.)

document removing any printing, linguistic or similar errors in the published text of a Croatian normative document

2.18
guide

informative document giving guidance, advice or recommendation for standardization principles and policy, and guidelines for standard writers

2.19
HZN guide (HRU)

HZN informative document available to the public giving guidance, advice or recommendation for standardization principles and policy, and guidelines for standard writers

2.20
special national condition

national characteristic or practice that cannot be changed even over a long period, e.g. climatic conditions, electrical earthing conditions

NOTE: If it affects harmonization, it forms part of the EN (and HD for CENELEC).

[CEN/CENELEC Internal Regulations - Part 2, 2008, definition 2.15]

2.21
A-deviation

national deviation from an EN (and HD for CENELEC) due to regulations the alteration of which is for the time being outside the competence of the CEN/CENELEC national member

[CEN/CENELEC Internal Regulations - Part 2, 2008, definition 2.17]

2.22
B-deviation

national deviation from an HD due to particular technical requirements, permitted for a specified transitional period

[CEN/CENELEC Internal Regulations - Part 2, 2008, definition 2.18]

2.23
common modification

alteration, addition to or deletion from the content of a reference document, approved by CEN/CENELEC and thus forming part of the EN (and HD for CENELEC)

[CEN/CENELEC Internal Regulations - Part 2, 2008, definition 2.14]

2.24
technical deviation

⟨ from an International Standard in a regional or national standard ⟩ any difference between the technical content of the International Standard and that of the regional or national standard

[ISO/IEC Guide 21-1:2005, definition 3.8]

2.25
editorial change

⟨ of an International Standard in a regional or national standard ⟩ any permitted change that does not alter the technical content of the standard

NOTE: A list of permitted editorial changes is given in 4.2.3.1.

[ISO/IEC Guide 21-1:2005, definition 3.7]

3 Sources for standardization work

International and European projects, other countries standards bodies projects and original Croatian documents represent the sources of standardization work in the Republic of Croatia.

4 Types and designation of publicly available documents

4.1 Types of documents

The following types of documents available to the public are developed and published by the Croatian Standards Institute:

- Croatian standard, HRN
- Croatian prestandard, HRS ENV
- Croatian technical specification, HRS
- Croatian technical report, HRI
- amendment, A
- corrigendum, Ispr.
- HZN guide, HRU

Documents published by HZN may be the original Croatian documents and Croatian documents which are the adopted international and European documents as well as other countries standards bodies documents.

HZN also publishes other types of documents related to standardization, such as leaflets, brochures, catalogues, etc.

4.2 Designation of publicly available documents

4.2.1 Reference designation

The reference designation of an original Croatian document consists of the letter and numerical designation of the Croatian document and the year of publication of that document separated by a colon (Table 1).

The reference designation of a Croatian document that is an adoption of an international, European document or of other countries standards bodies document consists of the letter designation of the Croatian document and the letter and numerical designation of the adopted document, and the year of publication of the Croatian document separated by a colon (Table 2).

Amendment or corrigenda may be published only for Croatian standards. Designation of an amendment to a Croatian standard or a corrigendum of a Croatian standard consists of the reference designation of the relevant Croatian standard, designation of the amendment/corrigendum separated by a slash and the year of publication of this amendment/corrigendum separated by a colon (Table 1 and 2).

The reference designation of a Croatian document may be supplemented by a two-letter code of the language of its text. Designation of the language is separated from the reference designation of the document by one space. When several languages are indicated, their designations are separated by commas (e.g. HRN EN ISO 472:2007 hr, en, fr, de).

4.2.2 Designation of Original Croatian documents

Original Croatian normative documents are drawn up only in cases where for a subject of standardization there are no international or European normative documents, or other countries standards bodies documents and where there is need to define the subject of standardization in a normative document.

Designation modalities for original Croatian documents according document type are shown in Table 1.

Table 1 – Designations of original Croatian documents

No.	Type	Letter designation	Reference designation	Explanation	Example
1	Croatian standard	HRN	HRN BBBB:gggg	Designation consists of a series of letters and numbers from 1000 up regardless of document type	HRN 1015:2004
2	Croatian technical specification	HRS	HRS BBBB:gggg		HRS 1111:2005
3	Croatian technical report	HRI	HRI BBBB:gggg		HRI 1236:2006
4	HZN guide	HRU	HRU BBB:gggg	Designation consists of a series of letters and numbers from 1 to 999	HRU 10:2005
5	Amendment	A	HRN BBBB:gggg/An:gggg	A standard may have no more than 2 amendments	HRN 1015:2004/A1:2006
6	Corrigendum	Ispr.	HRN BBBB:gggg/Ispr.n:gggg	A standard may have no more than 2 corrigenda	HRN 1111:2005/Ispr.1:2006
7	Draft Croatian standard	nHRN	nHRN BBBB:gggg	Small "n" is added before the designation	nHRN 1312:2006
8	Final draft of Croatian standard	nkHRN	nkHRN BBBB:gggg	Small "nk" is added before the designation	nkHRN 1312:2006
Legend: BBBB = numerical part of the designation gggg = year of publication n = amendment No. or corrigendum No.					

4.2.3 Croatian documents that are adoptions of international/European documents

The Croatian Standards Institute adopts the following types of international and European documents as Croatian documents:

- standard (IEC, ISO, EN, ETS)
- harmonization document (HD)
- prestandard (ENV)
- technical specification (TS)
- publicly available specification (PAS)
- technical report (TR)
- guide (EG, Guide)
- amendment
- corrigendum

The international standardization organizations standards or other countries standardization bodies standards are adopted as identical or modified Croatian standards.

The standards and harmonization documents published by European organizations for standardization are adopted only as identical Croatian standards.

The international or European documents other than standards can be adopted as identical or modified Croatian documents other than standards.

Other countries standards bodies normative documents, as for example DIN, BS can be adopted as identical or modified Croatian normative documents

Other types of international, European and other countries standards bodies normative documents can be adopted as Croatian documents given the special assessment procedure applied by the relevant HZN technical bodies.

4.2.3.1 Identical adoption

A Croatian standard being identical to an adopted international/European standard or to other countries standards bodies standard means that what is acceptable under the terms of that standard is also acceptable according to the Croatian standard and vice versa. Thus, the compliance with that standard also means compliance with the Croatian standard, i.e. the “vice versa principle” is fulfilled.

The “vice versa principle” is also fulfilled by Croatian documents other than standards which are identical to an international or European document or to other countries standards bodies document.

A Croatian standard is identical to a international and European standard and harmonization document if:

- a) the Croatian standard is identical in its technical content, structure and wording or
- b) the Croatian standard is identical in its technical content, although it contains minor editorial changes.

A Croatian document other than Croatian standard is identical to an international or European document or to other countries standards bodies document if:

- a) the Croatian document is identical in its technical content, structure and wording or
- b) the Croatian document is identical in its technical content, although it contains minor editorial changes.

The following minor editorial changes are permitted in Croatian standards:

- corrections of printing errors and changes to pagination
- deletion of text in one or several languages from a multilingual international or European standard
- inclusion of published technical corrigenda or amendments to international or European standards or to other countries standards bodies standards.
- change of the title for the sake of consistency with an existing series of Croatian standards
- replacement of the phrase “this international standard” with the phrase “this Croatian standard”
- inclusion of any informative material in the Croatian language (e.g. informative annexes that do not change, amend or delete any provisions of the international standard); examples of informative material are advice to users, training guidance or suggested forms or reports
- deletion of informative preliminary material from the international standard
- change to wording specified in section 3.9 of ISO/IEC Guide 21-1 when adopting an international standard in one of its official languages, replacement of single words or phrases in the Croatian adoption of the international standard by synonyms to reflect common language use in the Republic of Croatia.

Minor editorial changes permitted in Croatian documents other than standard are the same as for Croatian standards.

NOTE: Any changes in document layout (e.g. in relation to pagination, font type and font size, etc.), especially in an electronic environment, have no impact on the degree of correspondence.

Single numbering is applied to identical adoptions of international or European standards or to other countries standards bodies standards . Single numbering with the national designation of document type (Table 2) applies to identical adoptions of international or European documents or to other countries standards bodies documents other than standards. In order to fulfil the requirements for transparency and traceability, the number of the Croatian identical adoption is the same as the number of the adopted document.

Table 2 – Designation of Croatian documents that are identical adoptions of international/European documents of the same type

No.	Type of document	Reference designation of the original document	Croatian reference designation	Example
1	Standard	EN BBBB:yyyy	HRN EN BBBB:gggg	HRN EN 15671:2005
		ISO BBBB:yyyy	HRN ISO BBBB:gggg	HRN ISO 25123:2004
		IEC BBBB:yyyy	HRN IEC BBBB:gggg	HRN IEC 1324:1999
		ETS BBBB:yyyy	HRN ETS BBBB:gggg	HRN ETS 12345:2006
2	Harmonization document ¹	HD BBBB:yyyy	HRN HD BBBB:gggg	HRN HD 123:2003
3	Prestandard ²	ENV BBBB:yyyy	HRS ENV BBBB:gggg	HRS ENV 4593:2001
4	Technical specification ³	UST/TS BBBB:yyyy	HRS UST/TS BBBB:gggg	HRS IEC/TS 123: 2006
5	Publicly available specification ⁴	UST/PAS BBBB:yyyy	HRS UST/PAS BBBB:gggg	HRS IEC/PAS 12876:2006
6	Technical report ⁵	UST/TR BBBB:yyyy	HRI UST/TR BBBB:gggg	HRI ISO/TR 7654:2004
		CR BBBB:yyyy	HRI CR BBBB:gggg	HRI CR 9876:2000
7	Guide	UST Guide BBBB:yyyy	HRU UST Guide BBBB:gggg	HRU ISO Guide 12:2006
		UST EG BBBB:yyyy	HRU UST EG BBBB:gggg	HRU ETSI EG 202 235 v1.1.1:2006
		UST/EG BBBB:yyyy	HRU UST/EG BBBB:gggg	HRU CLC/EG 12345:2006
8	Amendment adopted as a separate document	EN BBBB:yyyy/An:yyyy	HRN SSS BBBB:gggg/An:gggg	HRN EN 12345:2001/A1:2006
		ISO BBBB:yyyy/Amdn:yyyy		
		IEC BBBB:yyyy/amn:yyyy		
9	Corrigendum published as a separate document	EN BBBB:yyyy/AC:yyyy	HRN SSS BBBB:gggg/Ispr.n:gggg	HRN EN 1234:2001/Ispr.1:2006
		ISO BBBB:yyyy/Corn:yyyy		
		IEC BBBB:yyyy/Corr.n:yyyy		
¹ Harmonization document is published by CENELEC. CEN has also published several HDs. ² Prestandards (ENV) were published by CEN. Instead of prestandards CEN is now publishing technical specifications, TSs. ³ Technical specifications are published by ISO, IEC, CEN, CENELEC and ETSI. ⁴ Publicly available specifications are published by ISO and IEC. ⁵ Technical reports are published by ISO, IEC, CEN and CENELEC. CEN used to publish technical reports under the designation "CR". Legend: UST = institution of the international/European document SSS BBBB = designation (letters and numbers) of the international/European document n = amendment No. or corrigendum No. gggg = year of publication of the Croatian document yyyy = year of publication of the international/European document				

For identical adoption of a international/European document as a Croatian document of a different type single numbering is applied, with the national designation of the document type of the Croatian adoption (Table 3).

NOTE: CENELEC harmonization document may be adopted only as Croatian standard.

Table 3 – Examples of designation of Croatian documents that are identical adoptions of international/European documents of a different type

No..	Type of normative document	Reference designation of the original document ¹	Croatian reference designation	Example
1	Technical specification	UST/TS BBBB:yyyy	HRN UST/TS BBBB:gggg	HRN IEC/TS 123:2006
3	Guide	UST Guide BBBB:yyyy	HRN UST Guide BBBB:gggg	HRN ISO/IEC Guide 43-1:2007
¹ For ETSI documents, beside the designation of the institution and THE document type, the version No. Vx.x.x is taken as an integral part of reference designation.				
NOTE 1: TS is adopted as Croatian standard.				
NOTE 2: ISO/IEC Guide is adopted as Croatian standard.				
Legend: BBBB = numeric designation of the international/European document UST = institution of the international/European document gggg = year of publication of the Croatian document yyyy = year of publication of the international/European document				

4.2.3.2 Adoption of international standards with modifications

A Croatian standard is modified in relation to an international standard if the technical deviations, which are permitted, are clearly identified and explained.

A Croatian standard reflects the structure of an international standard, but changes in structure are permitted only if the altered structure permits easy comparison of the content of these two standards.

Modified standards may also include the changes permitted under the degree of correspondence “identical”.

Modified Croatian standards may include such cases as the following:

- a) “The Croatian standard contains less”
The Croatian standard only applies a subset of the available choices in the international standard, has less stringent requirements, etc.
- b) “The Croatian standard contains more”
The Croatian standard adds aspects or types, has more stringent requirements, includes additional tests, etc.
- c) “The Croatian standard alters a part of the international standard”
Part of the content is identical, but the Croatian standard contains some differing requirements.
- d) “The Croatian standard provides an alternative choice”
The Croatian standard provides a provision of equal status, which may be used as an alternative to that given in the international standard.

A Croatian standard that is a modified adoption of an international standard means that what is acceptable under the terms of the international standard is not necessarily acceptable under the Croatian standard and vice versa, and thus compliance with the international standard does not mean compliance with the Croatian standard, i.e. the “vice versa principle” is not fulfilled.

Abbreviation “MOD” shall be used to denote the degree of correspondence “modified”.

Abbreviation “MOD” is added to the reference designation of the international standard (letters, number and year of issue) that has been adopted as Croatian standard with modifications, separated by a comma.

NOTE: Designation of the degree of correspondence “modified” adjacent to the reference designation of an international standard that is adopted as European standard with modifications is changed to abbreviation “MOD”.

4.2.4 Croatian documents that are adoptions of international/European documents of the same or similar type with modifications

Designation of a Croatian document that is an adoption of international/European document of the same or by ISO/IEC Guide 21-1, subclause 4.3, is identical to the designation of a Croatian document that is an identical adoption of international/ of the degree of correspondence “MOD” is added, as specified in 4.2.3.2 hereof.

A temporary national deviation of technical character (e.g. B-deviation) may be added to CENELEC harmonization document if this is necessary due to special national conditions. In this case Croatian standard is the adoption of the harmonization document with modifications, as specified in 4.2.3.2. The national foreword precisely specifies the validity period of such Croatian standard.

4.2.5 Croatian documents that are adoptions of international/European documents with modifications of a different type

If a international/European document is adopted as a Croatian document of a different type with modifications permitted by ISO/IEC Guide 21-1, subclause 4.3, i.e. technical deviations are permitted only if they are clearly identified, indicated and explained, a special national number is applied for designation as specified in 4.2.2 hereof.

EXAMPLE: HRN 1111:2006, *Valovodni tip dielektričnog rezonatora* (IEC 12345:2000, MOD).

The Croatian Standards Institute does not publish international/European documents with technical modifications other than those specified in 4.2.3.2 hereof.

4.3 National annexes

National annexes shall contain information on national conditions, i.e. a complete list of modifications (special national conditions, requirements in Croatian regulations, editorial changes and technical modifications, together with their explanations). A national foreword shall contain a note on the existence of national annexes.

An informative annex about a national deviation due to requirements in Croatian regulations (e.g. A-deviation from the European standard) and an information about editorial changes may be added to a Croatian standard that is an identical adoption of European standard or an identical adoption of a harmonization document.

NOTE: A Croatian standard which is an adoption of international/European standard with modifications of informative character is considered as an identical adoption.

A normative annex about a national deviation due to special national conditions (e.g. B-deviation from the European harmonization document or technical modifications) may be added to a Croatian standard that is adoption of European standard with modifications or adoption of a harmonization document with modifications.

National annexes have a designation NA, NB, NC, etc. and are added before or after the text of the adopted European document.

Bibliography

- [1] Standardization Act (NN 163/2003)
- [2] Regulation on the Establishment of the Croatian Standards Institute (NN 154/2004; NN 44/2005)
- [3] Statute of the Croatian Standards Institute
- [4] HRN EN 45020:2007, *Standardization and related activities – General vocabulary* (ISO/IEC Guide 2:2004; EN 45020:2006)
- [5] UPN 1:2009, *Internal Rules for Standardization – Part 1: Standardization in general, aims and general principles*
- [6] UPN 3:2009, *Internal Rules for Standardization – Part 3: Development and adoption of Croatian Standards and other documents*
- [7] UPN 4:2009, *Internal Rules for Standardization – Part 4: Establishment and work of Programming Committees*
- [8] UPN 5:2009, *Internal Rules for Standardization – Part 5: Establishment and work of Technical Committees*
- [9] UPN 6:2009, *Internal Rules for Standardization – Part 6: Rules for the structure and drafting of Croatian Standards and other publicly available documents*
- [10] ISO/IEC Guide 21-1:2005, *Regional or national adoption of International Standards and other International Deliverables – Part 1: Adoption of International Standards*
- [11] ISO/IEC Guide 21-2:2005, *Regional or national adoption of International Standards and other International Deliverables – Part 2: Adoption of International Deliverables other than International Standards*
- [12] ISO/IEC Directives, (all parts)
- [13] CEN/CENELEC Internal regulations – Part 2, Common rules for standardization work, 2008
- [14] CEN/CENELEC Internal regulations – Part 3, Rules for the structure and drafting of European Standards (PNE-Rules), 2009
- [15] ETSI Directives, V25, 2003

Document history

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1	2007-09-18	Approved at 24th session of the Administrative Board
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