AUSTRALIAN DEFENCE PUBLICATION

DEFENCE MATERIEL STANDARDISATION MANUAL (STANMAN)
STANMAN

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DEFENCE MATERIEL STANDARDISATION MANUAL (STANMAN)

The Defence Materiel Standardisation Manual (STANMAN) is issued for use by the Australian Department of Defence and is effective forthwith. This edition supersedes the previous edition dated August 2002. STANMAN supports the implementation of Defence policy on materiel standardisation contained in Defence Logistics Manual (DEFLOGMAN) Part 2 Volume 10 Chapter 6 Materiel Standardisation. STANMAN details the Defence standardisation system for materiel, its method of operation and the responsibilities of the various authorities involved.

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4 June 2014
## AMENDMENT LIST

<table>
<thead>
<tr>
<th>Amendment No</th>
<th>Date Of Issue</th>
<th>Authority</th>
<th>Brief Description</th>
</tr>
</thead>
</table>

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# CONTENTS

## PART 1
Materiel Standardisation

### CHAPTER 1
Introduction
- Standardisation Manual
- Materiel Standardisation
- Materiel Standardisation Implementation

### CHAPTER 2
Glossary
- Acronyms And Abbreviations

## PART 2
Materiel Standardisation Framework

### CHAPTER 1
Governance And Management
- Overview
- Governance Context
- Executive Governance
- DMO Standardisation Office
- Nominated Standards Authorities
- Technical Regulatory Authorities

### CHAPTER 2
External Standards Representation
- Introduction
- Standards Australia
- Defence representation
- Management
- Representative Duties
- Correspondence
- International Military Standardisation Agreements

### CHAPTER 3
Materiel Standardisation Processes
- Overview
- Assessing The Need For Standardisation
- Formation Of Nominated Standards Authorities
- NSA Governance
- Standards Expertise
- Standards Evaluation
- Standards Management
- Standards Guidance

### ANNEX 3A
Terms of Reference Template
# CHAPTER 4
Promulgation and Access
- Introduction 4–1
- Defence Standards Library 4–1
- Hard Copy Management 4–1

# PART 3
Defence Specific Standards

## CHAPTER 1
Defence Specific Standards Management
- Chapter Overview 1–1
- Development 1–1
- Review 1–1
- Approval 1–1
- Acceptance 1–2
- Publishing 1–2
- Maintenance 1–2

## CHAPTER 2
General Requirements For Defence Standards
- Introduction 2–1
- Purpose 2–1
- Description 2–1
- Referencing Standards in Defence Documents 2–1
- Structure of Defence standards 2–2
- Australian Defence Standard Documents 2–2
- Document numbering 2–2
- Layout and style of standards 2–3
- Technical content and structure 2–3
- Preliminary pages 2–5
- Rear pages 2–7

### ANNEX 2A
Structure Of Defence Standards 2A–1

### ANNEX 2B
Preliminary Pages Required For Defence Standards 2B–1

### ANNEX 2C
Minimum Structure For Technical Content 2C–1

### ANNEX 2D
Example Of Rear Pages 2D–1
TABLE OF FIGURES

Figure 1.1: Governance Context 1–2
Figure 1.2: NSA Operational Construct 1–5

LIST OF TABLES

Table 3.1: Reasons to Use Standards 3–2
Table 3A.2: NSA Stakeholder Representatives 3A–2
PART 1

MATERIEL STANDARDISATION
CHAPTER 1
INTRODUCTION
STANDARDISATION MANUAL

1.1 This manual describes the Defence system for standardisation of materiel through the management and application of standards. The manual includes details of how this system operates; the roles and responsibilities of the various authorities involved; guidance for the choice of standards; and the format and process for development and publishing of Defence standards. It is authorised by DEFLOGMAN Part 2 Volume 10 Chapter 6 Materiel Standardisation and is the implementation vehicle for this policy.

1.2 The Materiel Standardisation framework described in this manual needs to be understood in conjunction with the System of Defence Instructions (SoDI) framework which delivers policy guidance based on process standards. The two frameworks together attest to deliver guidance necessary to standardise materiel systems on a product and process basis.

1.3 Under the SoDI framework Defence policy is developed that governs the processes across Defence. It will often adapt process standards to the Defence context to guide the processes employed in the definition, acquisition and sustainment of Defence materiel through the Capability System Lifecycle.

1.4 The Materiel Standardisation framework has more of a product focus and governs the application of technology based standards to the standardisation of Defence materiel to achieve the benefits described below.

MATERIEL STANDARDISATION

1.5 Materiel standardisation encompasses the evaluation, adoption, management, use and, where appropriate, the modification or development of standards. In Defence, a standard is a description of materiel, data, information, service or product meant for repeated use in one or more different applications.

1.6 Approving and stipulating the use of proven and effective standards, and compliance with these standards in capability definition, acquisition and sustainment activities, helps Defence to define, develop, acquire and sustain equipment that achieves optimal operational effectiveness, is logistically efficient and employs up-to-date technology. The numerous standardisation goals for Defence include the following:

a. Improve Military Operational Preparedness by:
   (1) reducing risk associated with the interchange of materiel and information;
   (2) helping to achieve a consistent level of equipment performance, safety and conformity to regulations;
   (3) improving logistics support by reducing the variety of supply items; and
   (4) achieving interoperability of systems, subsystems, and equipment with multinational partners and in the joint operational environment, enhancing the ability of the Australian Defence Force (ADF) to train and operate effectively in the execution of its assigned missions and tasks.
b. **Reduce Total Ownership Costs by:**

1. maximising procurement options and reducing the likelihood of dependence on specific vendors by using appropriate standards that can open up national and international markets and promote industrial efficiency;
2. providing a recognized benchmark against which products and services can be assessed;
3. avoiding repetitive effort in producing new specifications, and products for each procurement;
4. reducing the number of types of parts;
5. reducing training costs; and
6. reducing the cost of technology refreshment that extends the life of Defence systems by defining standard interfaces and performance requirements.

b. **Reduce Acquisition and Sustainment Times by:**

1. using readily available standard items; and
2. identifying interchangeability and interoperability requirements to permit rapid introduction of new technologies.

**MATERIEL STANDARDISATION IMPLEMENTATION**

1.7 Defence standardisation goals are achieved through the application of standards to specify requirements for a materiel system. Materiel system managers, acquirers and sustainers must ensure that standardisation and the use of standard materials, parts and other items do not detract from the achievement of specific mission requirements, technology growth, cost effectiveness, performance requirements and other program elements, such as parts management and logistics support. The role of the materiel system or product, the environment context, and the required level of safety, quality and performance must also be taken into consideration when assessing the benefits of standardisation.

1.8 Therefore, the ultimate decision in relation to the implementation of materiel standardisation resides with the executive authority who needs to balance standardisation objectives against other, often conflicting priorities.

1.9 Standards may be included in specification documents, such as a Function and Performance Specification, as a whole or in part. Citing a whole standard when only certain elements are needed may lead to Defence paying for unnecessary effort or capability inclusions with associated waste. Defence should clearly identify any standards that are mandated by a legislative or regulatory requirement.

1.10 Standardisation emphasises and supports commercial competition through the development and use of performance-oriented specifications. Where Defence can utilise and reference open source standards in its product specifications, the opportunity to exploit the benefits of full and open competition will be enhanced.

1.11 Availability and suitability of national, International and Defence standards already in existence should be considered in establishing Defence materiel requirements. Whilst genuine Defence-unique requirements must be adequately met, the development of Australian Defence (DEF(AUST)) Standards should only occur if there are no existing national, international, civilian or military standards to satisfy requirements. Development of a DEF(AUST) standard is not to compromise
Defence’s international interoperability obligations. The decision to develop a Defence specific standard must be balanced against technical and business trade-offs, as this standardisation effort takes considerable time and resources to implement and maintain. DEF(AUST) documents that reference parts or combinations of other standards for a particular context are quite acceptable.
CHAPTER 2
GLOSSARY

2.1 The definitions contained herein have been obtained from known sources such as Defence, national and internationally recognised documentation and standards. These definitions apply to Defence standards and the Defence standardisation process. Whilst the majority of definitions identified in this glossary are not listed in the Australian Defence Force Publication (ADFP 101)—Glossary, some may vary in usage (and hence meaning) and others may provide more information pertaining to the standardisation process. Where there is a difference between the ADFP 101 and this manual, the definitions contained herein are to override those contained in ADFP 101.

Adoption

Adoption is the term used when a Nominated Standards Authority (NSA) decides that a non-Defence standard shall be used by Defence. Adoption does not mean that the standard is mandatory, rather it is the preferred standard.

Australian Defence Standardisation Manual (STANMAN)

STANMAN describes requirements for the creation and management of Defence standards. Promulgation of STANMAN is the responsibility of the General Manager Joint, Systems and Air (GMJSA) exercised through the Materiel Engineering Council (refer DEFLOGMAN PART 2 VOL 10 CHAP 6—Materiel Standardisation).

Baseline

A baseline is the list of current, emerging and superseded standards applicable to Defence applications.

Cancelled

The status ‘Cancelled’ applies to documents that have been totally withdrawn from service and are not to be used, possibly because they contain incorrect data or requirements. A particular revision or issue of a document can be classified as cancelled and the next issue or revision of the same document can supersede the cancelled document.

Current

The ‘Current’ status applies to documents that are of the latest issue or amendment and are not superseded, obsolete or cancelled. The status usually applies to standards for equipment or processes that are up-to-date or are in-general use.

Defence standards

Defence standards, colloquially known as ‘DEF(AUST)’ are only developed where there are no extant standards available, either nationally or internationally, which meet Defence needs. Each Defence standard has a NSA responsible for the upkeep of the standard. Note: not all DEF(AUST)s are standards, but Defence standards must be produced as a DEF(AUST) of type “STANDARD”.

Emerging

A standard is considered emerging if it is sufficiently mature to be used within the definition of future planned systems.
Group
The term ‘Group’ refers to one of the sub elements within Defence. This is used to indicate organisational groups (e.g. DMO, CIOG etc) and Services (e.g. Army, Navy and Air Force).

Implementation document
An implementation document is a document that references to, or calls up, an approved standard or agreement for the purpose of incorporating its intent.

Interoperability
Interoperability is the ability of systems, units or forces to provide the services to and accept services from other systems, units or forces, and to use the services so exchanged to enable them to operate effectively together.

Mandatory standard
A mandatory standard is one whose application is compulsory by virtue of a general law or exclusive reference in a regulation.

Master Distribution List
The MDL is a list of personnel authorised by the sponsor who will receive automatic updates of specifications and standards.

Nominated Standards Authority (NSA)
NSAs are appointed to provide technical support to Defence in relation to the evaluation, adoption, management, tailoring and, where appropriate, the modification or development of standards within its defined technical domain.

Non-Government Standard
NGSs are standards prepared by nationally recognised industrial and trade associations and professional societies for use by the general public.

Obsolete
The status ‘obsolete’ applies to documents that contain accurate information at the date of being made obsolete, but are no longer applicable to in-Service equipment or processes. (Provided that subsequent information has not invalidated the content of the document, an obsolete document could still be of use to historic weapon systems or associated processes). This definition aligns with the ISO 9000—Quality management systems—Fundamentals and vocabulary definition for Obsolete documents.

Open system architecture
A logical, physical structure implemented via well defined, widely used, publicly maintained, non-proprietary specifications for interfaces, services, and supporting formats to accomplish system functionality, thereby enabling the use of properly engineered components across a wide range of systems with minimal changes.

Review
Review is the activity of checking a standard to determine whether it is to be reaffirmed, changed or withdrawn.

Single-Service/Group standard
Single-Service/Group standards are those standards raised by individual Services or Groups and which are only used by Service or Groups that have raised the standard. Existing single-Service standards include Royal Australian
Air Force (RAAF) specification (SPEC) Engineering (ENG), RAAF STD (ENG), Army(AUST) and Navy(AUST).

Sponsor
A sponsor is the appointment authorised by a sponsoring organisation.

Sponsoring organisation
A sponsoring organisation is the parent organisation which has responsibility for the approval and control of a standard.

Sponsoring Organisation Acceptance
Sponsoring Organisation Acceptance of a document is provided after all stakeholder approvals have been received, and is granted by an appointment responsible for defining the regulatory framework or mandatory processes affecting the sponsor’s management of the document.

Stakeholder
Stakeholder is a term given to Defence organisations having an engineering or technical interest in a particular standard.

Stakeholder approval
The term given when a new document or an amendment to an existing document has received approval from all the necessary stakeholders identified.

Standard
A standard is an explanation of a material, product, doctrine or process meant for repeated applications by many users, e.g. a materiel standard is one that is often used to justify the exclusion of alternative materials. Standards are also repositories of lessons learned to ensure that mistakes are not repeated and to simplify design through the use of known and proven building blocks. By their nature, standards are rarely stand-alone acquisition documents, but are normally introduced into the acquisition process through specifications. Where a specification describes a product or sub-system which will be adopted as a standard installation, the specification will be adopted as a product-based de facto standard.

Standardisation
Standardisation is the development and implementation of concepts, doctrines, procedures and design to achieve and maintain the required levels of compatibility, interchangeability or commonality in the operational, procedural, materiel, technical and administrative fields to attain interoperability.

Status
A running document status is to be recorded and maintained throughout the life of the document. Allowable types of document status for Defence standards are current (active), superseded, obsolete and cancelled.

Subject Matter Expert (SME)
The SME is the person in an organisation with a high degree of subject matter expertise and competency pertaining to the technology in a standard or specification.

Superseded
The status ‘superseded’ applies to documents that have been superseded by a later issue or amendment. Superseded standards are not normally used but can
be used for certain Service equipment or processes providing their use has been authorised by an appropriate engineering authority. Superseded documents may be superseded by either the same document with a higher issue or amendment level, or by an entirely different document (e.g. by an Australian Standard).

**Undated reference**
An undated reference does not include the revision level (issue) of a standard thereby implying that the latest approved version of the standard should be consulted.

**ACRONYMS AND ABBREVIATIONS**

<table>
<thead>
<tr>
<th>Acronym</th>
<th>Description</th>
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<tbody>
<tr>
<td>AAP</td>
<td>Australian Air Publications</td>
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<tr>
<td>ABCA</td>
<td>American, British, Canadian, Australian Armies Standards Program</td>
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<tr>
<td>ADF</td>
<td>Australian Defence Force</td>
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<td>ADFP</td>
<td>Australian Defence Force Publication</td>
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<td>AL</td>
<td>Amendment List</td>
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<td>AS</td>
<td>Australian Standards</td>
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<td>ASIC</td>
<td>Air and Space Interoperability Council</td>
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<td>ASR</td>
<td>Airworthiness Standards Representative</td>
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<tr>
<td>AUSCANNZUKUS</td>
<td>Australia, Canada, New Zealand, United Kingdom and the United States</td>
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<td>BDPO</td>
<td>Business Domain Policy Owner</td>
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<td>BPA</td>
<td>Business Process Authority</td>
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<tr>
<td>BPO</td>
<td>Business Process Owner</td>
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<tr>
<td>CCEB</td>
<td>Combined Communication Electronic Board</td>
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<td>CEO</td>
<td>Chief Executive Officer</td>
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<td>CIOG</td>
<td>Chief Information Officer Group</td>
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<td>CJLOG</td>
<td>Commander Joint Logistics</td>
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<td>DEFLOGMAN</td>
<td>Defence Logistics Manual</td>
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<td>DEF(AUST)</td>
<td>Australian Defence Standard(s)</td>
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<td>DGTA</td>
<td>Director General Technical Airworthiness</td>
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<td>DI(G)</td>
<td>Defence Instruction (General)</td>
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<tr>
<td>DIP</td>
<td>Document Improvement Proposal</td>
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<td>DISO</td>
<td>Director Integration, Standardisation Office DMO</td>
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<td>DMIP</td>
<td>Document Management Information Page</td>
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<td>DMO</td>
<td>Defence Materiel Organisation</td>
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<td>DPS</td>
<td>Defence Publishing Service</td>
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<td>DRN</td>
<td>Defence Restricted Network</td>
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<tr>
<td>Acronym</td>
<td>Full Form</td>
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<td>DSAWG</td>
<td>Defence Standards Australia Working Group</td>
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<td>DSL</td>
<td>Defence Standards Library</td>
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<td>FM</td>
<td>Foreign Military</td>
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<td>GMJSA</td>
<td>General Manager Joint, Systems and Air</td>
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<td>IEC</td>
<td>International Electrotechnical Commission</td>
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<td>IMSA</td>
<td>International Military Standardisation Agreement</td>
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<td>ISO</td>
<td>International Standardisation Organisation</td>
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<td>MEC</td>
<td>Materiel Engineering Council</td>
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<td>MDL</td>
<td>Master Distribution List</td>
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<tr>
<td>MIL–STD</td>
<td>Military Standard (USA)</td>
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<td>NATA</td>
<td>National Association of Testing Authorities</td>
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<td>NATO</td>
<td>North Atlantic Treaty Organisation</td>
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<td>NGS</td>
<td>Non-Government Standard</td>
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<td>NSA</td>
<td>Nominated Standards Authority</td>
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<td>OEM</td>
<td>Original Equipment Manufacturer</td>
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<td>POLMAN 3</td>
<td>Defence Records Management Policy Manual</td>
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<td>QSTAG</td>
<td>Quadripartite Standardisation Agreement</td>
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<tr>
<td>RAAF</td>
<td>Royal Australian Air Force</td>
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<td>SA</td>
<td>Standards Australia</td>
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<tr>
<td>SAA</td>
<td>Standards Association of Australia</td>
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<td>SECMAN 4</td>
<td>Defence Protective Security Manual</td>
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<tr>
<td>SME</td>
<td>Subject Matter Expert</td>
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<td>SO</td>
<td>Standardisation Office, DMO</td>
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<td>SOA</td>
<td>Sponsoring Organisation Acceptance</td>
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<td>SoDI</td>
<td>System of Defence Instructions</td>
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<td>SoS</td>
<td>System of Systems</td>
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<tr>
<td>STANAG</td>
<td>Standardisation Agreement (NATO)</td>
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<tr>
<td>STANMAN</td>
<td>Defence Materiel Standardisation Manual</td>
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<td>STD</td>
<td>Standard</td>
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<td>TAR</td>
<td>Technical Airworthiness Regulator</td>
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<td>ToC</td>
<td>Table of Contents</td>
</tr>
<tr>
<td>ToR</td>
<td>Terms of Reference</td>
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<tr>
<td>TRA</td>
<td>Technical Regulatory Authority</td>
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PART 2

MATERIEL STANDARDISATION FRAMEWORK
CHAPTER 1
GOVERNANCE AND MANAGEMENT

OVERVIEW

1.1 This chapter details the roles and responsibilities of authorities who govern and manage the system for standardisation of materiel.

GOVERNANCE CONTEXT

1.2 The governance of the standards framework occurs in the context of a broader framework required to deliver materiel standardisation to Defence capability systems.

1.3 As depicted in Figure 1.1 the need for standardisation is assessed in the context of Defence goals for materiel standardisation in capability systems defined in Part 1. The standards authorities managed under this framework interpret this need in consultation with the capability managers in a system of systems context. These authorities in turn advise the capability managers on opportunities that open standards present to meet these goals within their technology domain. This advice would be high level guidance that maps out technological opportunities and rules for implementation. This advice is considered by capability definers and expressed in requirements for capability systems.

1.4 Acquirers and sustainers of capability seek more detailed advice from the standards authorities regarding the application and tailoring of standards, which is balanced against other capability requirements to develop integrated solutions that deliver against the materiel standardisation goals. Decisions regarding the implementation of advice on standards rest with the Executive Authority and are subject to the certification authorities acting on behalf of the capability manager.
EXECUTIVE GOVERNANCE

1.5 In accordance with DI(G)LOG 4-1-004 Managing the Defence Logistics Framework Manual, Commander Joint Logistics (CJLOG), as the Business Domain Policy Owner (BDPO) for logistics management, has overall management responsibility for materiel standardisation policy in Defence. Furthermore, CEO DMO, as the Business Process Owner (BPO) for Materiel Engineering and Logistics in Defence, is assigned responsibility for executive governance of the implementation of materiel standardisation policy. In accordance with DEFLOGMAN Part 2 Volume 10 Chapter 6 – Materiel Standardisation, DMO CEO delegates to General Manager Joint, Systems and Air (GMJSA) responsibility for:

a. defining and maintaining the system for materiel standardisation within Defence; and
b. the appointment of relevant Nominated Standards Authorities (NSA).  

1.6 GMJSA is advised by the Defence Materiel Engineering Council (MEC) on governance of the system of materiel standardisation.  

1.7 Service Chiefs and Group Heads are responsible for resourcing appointments integral to the system for materiel standardisation and compliance with materiel standardisation policy.  

1.8 Key management authorities within the system of materiel standardisation are:

a. DMO Standardisation Office (SO),
b. Nominated Standards Authorities (NSA), and
c. Technical Regulatory Authorities (TRA).
DMO STANDARDISATION OFFICE

1.9 The SO is accountable to the GMJSA for establishing and maintaining the framework for the identification, development, maintenance and uniform application of standards related to all products acquired and sustained by Defence. The SO exercises this responsibility through coordination of the NSAs and identifying issues for resolution. The functions of the SO within the Materiel Standardisation framework include:

a. identifying organisations with the capacity and responsibility to lead an NSA in its business domain under the materiel standardisation framework in areas where a standardisation need has been identified;
b. arbitrating nominations to minimise overlaps in responsibilities of NSAs;
c. recommending moderated nominations of NSAs to the GMJSA;
d. obtaining GMJSA endorsement for the appointment or termination of NSAs;
e. monitoring the operation of NSAs and reporting to the GMJSA any issues related to the development, maintenance and application of standards throughout Defence that require executive resolution;
f. maintaining a web portal to the Defence Standards Library (DSL) that will give users access to all available resources related to the application of standards;
g. maintaining STANMAN to reflect current organisational structures and contemporary functions that impact on this framework;
h. maintaining the relationship with Standards Australia (SA) at a strategic level as described in Part 2 CHAPTER 2; and
i. maintaining a current list of staff who are engaged in, or supporting, SA technical committees as SMEs in the respective technology area.

NOMINATED STANDARDS AUTHORITIES

1.10 NSAs are Defence business/technology-based entities, each engaging Subject Matter Expert (SME) stakeholders across Defence and industry, who can evaluate and, if required, develop standards within a defined business or technology domain, and advise Defence on how to adapt these standards to the procurement of materiel systems. These NSAs are appointed by GMJSA and are accountable to GMJSA through the SO for assuring defined NSA functions are adequately performed. Groups and Services are to provide appropriate stakeholder representation to NSAs with scope relevant to their Group or Service.

1.11 NSAs have a general responsibility to encourage standardisation at the Defence enterprise level by applying standards to achieve enterprise-wide solutions. The functions performed by each NSA include:

a. ensuring that standards in their respective domain are relevant to Defence strategic and operational needs and expected solution technologies;
b. coordinating all activities associated with the timely creation, periodic review, amendment and publishing of Defence standards for which they are responsible in accordance with the requirements of Part 3 of STANMAN, including checking that new external standards have not rendered the Defence standard redundant;
c. maintaining data registered on the Defence Standards Library;
d. assessing security, intellectual property and commercially sensitive considerations before authorising a document for public availability;

e. obtaining consensus from all relevant appointments and technical authorities for any standards developed or adopted by Defence;

f. identifying which standards have been mandated for use within their area of responsibility;

g. assisting acquisition and sustainment staff to determine the appropriate standards to be used in a statement of work or specification;

h. advising users of standards within Defence regarding the tailoring of the standards in their application domain;

i. representing Defence on the relevant external committees that produce civilian, national and international standards for their domain, if appropriate (refer to Part 2 CHAPTER 2 External Standards Representation);

j. maintaining the appropriate subject matter expertise in their domain as stakeholders, which may include reaching into support networks in Defence and Industry to consult on the development and application of standards;

k. ensuring that recommended or mandated standards that affect the technical integrity of Defence Materiel are approved by the relevant Defence Technical Regulatory Authorities in accordance with DI(G) LOG 4-5-012;

l. advising procurement agencies on how best to reference standards in their procurement contracts;

m. advising on compliance with any ratified International Military Standardisation Agreements (IMSA) relevant to the domain, or that IMSA managers have undertaken the necessary action to update an IMSA when required; and

n. raising any issues to the SO that require pan-defence resolution.

1.12 Each NSA is appointed on the basis of an agreed Terms of Reference (ToR). Such a document clearly states the scope of operation of the NSA, the standards it supports, its delegated authorities, the stakeholders to be engaged across Defence and industry, and any external standards committees that are relevant for NSA participation. The ToR is proposed by the NSA with appropriate Group level clearance, moderated by the SO prior to NSA appointment by GMJSA. If technical regulations require, the NSA is to have a stakeholder appointed by the Technical Regulator who is deemed competent and authorised by them to prescribe, revise and interpret standards within their regulatory domain.

1.13 CHAPTER 3 of Part 2 of STANMAN describes common processes associated with the materiel standardisation system. Detailed procedures used to manage standards are at the discretion of each NSA, provided the NSA completes its required functions for the scope described in its ToR.

1.14 Figure 1.2 shows the operational construct of the NSAs within the governance construct of the Standardisation Office. The NSA lead will engage internal and external stakeholders to fulfil the functions described above.
1.15 The Service Chiefs are accountable to the Chief of the Defence Force for ensuring that Defence materiel is fit for service, and minimizes hazards posed to personnel, public safety or the environment. Service Chiefs establish confidence in the processes by which the fitness for service and requisite levels of safety of materiel are achieved through technical regulation. Service Chiefs delegate appropriate authority to Technical Regulatory Authorities (TRA) for assuring the technical integrity of maritime, land and air materiel and explosive ordnance.

1.16 A principle of technical regulation is that ADF materiel must be designed, manufactured and maintained to approved standards. The materiel standardisation system supports the technical regulators in fulfilling their responsibilities by ensuring appropriate approval of standards.

1.17 Under existing technical regulation policy, technical regulators have responsibility for prescribing, revising and interpreting standards relating to their specific regulatory environment. For specific “worthiness” standards, organisations established to perform these functions will be represented as NSAs within this framework. The delegation of authority for the purpose of managing these standards comes from the relevant TRA. Such authority is recognised as essential prior to the appointment to operate within the Materiel Standardisation framework.

1.18 NSAs are to consult with the relevant TRA, who may impose technical regulation requirements on the management of standards that directly impact the technical integrity of Defence materiel.
1.19 Should TRAs identify systemic issues associated with the certification of ADF materiel that can be traced to poor selection and/or application of standards then such issues can be resolved with the relevant NSAs.
CHAPTER 2
EXTERNAL STANDARDS REPRESENTATION

INTRODUCTION

2.1 This chapter outlines the role, duties and responsibilities of Defence personnel appointed as representatives on standards-related committees, subcommittees, working groups/parties with organisations external to Defence. These organisations include, amongst others, Standards Australia, International Organisation for Standardisation (ISO), the International Electrotechnical Commission (IEC) and the International Military Standardisation Programme.

2.2 Defence maintains a relationship with local and overseas civilian and military standardisation bodies in order to benefit from a wider pool of expertise and achieve standardisation with the broader community where appropriate. Within the international military arena, standardisation enables Defence to maximise the compatibility of equipment assemblies and procedures with the Armed Services of the United States of America (USA), United Kingdom (UK), Canada (and through them, the North Atlantic Treaty Organisation (NATO)) and New Zealand. On the civilian side, all practicable and cost effective use is to be made of the relevant activities of national and international bodies that will allow Defence to adopt suitable standards for use within Defence, rather than bearing the cost of developing and maintaining unique Defence military standards.

STANDARDS AUSTRALIA

2.3 Standards Australia (SA) is an independent not-for-profit organisation whose primary role is to prepare Australian Standards (AS) through an open process of consultation and consensus in which all interested parties are invited to participate. It is recognised by the Commonwealth Government as the peak standards writing body in Australia. SA is the Australian representative on the two major international standardising bodies, the ISO and the IEC.

Defence representation

2.4 SA actively seeks Defence representation on technical committees considering items of specific Defence interest. The participation of Defence in SA activities ensures that the needs of the National preparedness, as well as specialist Defence knowledge of the subject, can be readily represented in the consideration of technical problems affecting the whole community.

2.5 Defence personnel seeking to represent Defence on technical committees must also be willing to accept the obligations of an NSA for this technology area, in order to ensure value for money regarding the cost of any Defence participation and ensuring that this knowledge is captured and shared across the Defence community, and contributes to the goals of Materiel Standardisation.

Management

2.6 Defence participation with SA and ISO committees in the development of Australian and International civilian standards is to be managed through DMO/SO.

2.7 Strategic Management. As the Defence Representative on the Commonwealth Standards Conformance Advisory Forum, the Director Integration, Standardisation Office, DMO (DISO) has overall responsibility for strategic engagement with SA. This includes:
a. coordinating comments on the Memoranda of Understanding with SA and National Association of Testing Authorities (NATA) on behalf of the Secretary of Defence;

b. coordinating and tabling of SA Council agendum papers raised by Defence; and

c. other strategic engagement with SA on behalf of Defence.

2.8 The DISO has overall responsibility for defining, negotiating and implementing the Defence/DMO liaison model with Standards Australia.

2.9 **Defence Standards Australia Working Group (DSAWG).** DISO will convene biannual DSAWG meetings to act as a forum to address SA engagement issues and improvement initiatives. The DSAWG is comprised of NSAs that are engaged on SA committees. SA representatives will be invited to these meetings. Extraordinary meetings may be convened to discuss specific engagement issues if the need arises.

2.10 With the assistance of the DSAWG, the DISO represents Defence - SA strategic liaison requirements including:

a. acting as the primary contact officer for SA to coordinate engagement requests for Standards Committees and International Standards engagement;

b. communicating NSA’s specific areas of standards interest and engagement with SA;

c. nominating the appropriate NSA to represent Defence’s interests for a particular standard or committee;

d. maintaining a current list of Defence SMEs who are engaged in, or supporting, Standards Australia technical committees;

e. coordinating approval for resource commitments to support agreed SA engagement, including staff resource allocation and related travel funding; and

f. identifying and communicating Defence/SA issues at the strategic level.

**Representative Duties**

2.11 Participation is to be encouraged on SA technical committees for those standards for which Defence is, or is expected to become, a significant user and contributor. The NSA will be represented on SA technical committees by persons with appropriate qualifications and personal knowledge of the subject field, or because they have access to particular specialist knowledge through their area of employment.

2.12 NSAs represented on SA technical committees are responsible for:

a. seeking and coordinating the views of all NSA stakeholders on matters coming before the SA technical committee;

b. presenting the Defence position to the SA technical committee with a view to making a SA standard suitable for Defence use;

c. reporting promptly to the NSA stakeholders, any significant failure in having a Defence position considered fully by an SA technical committee; and
Correspondence

2.13 **Representation.** Nominations to SA Technical Committees authorised by the appropriate executive officer should be sent to the DISO for registration through the SA nominations portal.

2.14 **Representing the Defence View.** A NSA, while participating in the drafting of SA documents, is to ensure that the views of all NSA stakeholders are obtained and considered before presentation to the SA technical committee and public review. All NSA stakeholders in turn are to ensure that their view is representative of the Group that they represent.

INTERNATIONAL MILITARY STANDARDISATION AGREEMENTS

2.15 IMSA are implemented by Defence Instruction (Di(G)) ADMIN 48-1—International Government Agreements and Arrangements. Following ratification of an agreement, and subject to any reservations noted, it is mandatory for participating nations to comply with the standard through a suitable implementation document. Each nation’s implementation document must also be referenced in the actual standard or agreement. IMSA include:

a. **Air and Space Interoperability Council (ASIC).** The ASIC resolves interoperability issues affecting joint/combined air and space operations. ASIC documents relate to technical, procedural and materiel aspects of air and space operations and when ratified as Air Standards, are implemented through Defence procedural and materiel publications and instructions, Defence standards or Defence technical publications or instructions. ASIC documents are not stand-alone documents and each ASIC document shall list the National implementation documents. Participating ASIC nations are USA, UK, Canada, New Zealand and Australia;

b. **American, British, Canadian, Australian Armies’ Standardisation Program (ABCA).** The ABCA army agreements address interoperability issues affecting allied armies in the field. Their mission is to ensure that the ABCA armies achieve agreed levels of standardisation necessary for two or more ABCA armies to operate effectively together within a coalition. The program focuses on achieving standardisation in those critical areas that contribute to coalition effectiveness. As with ASIC agreements, ABCA agreements (called Quadripartite Standardisation Agreements or QSTAG) are implemented via Defence standards and Defence Army publications. Participating nations are USA, UK, Canada and Australia and New Zealand.

c. **Australia, Canada, New Zealand, United Kingdom and the United States (AUSCANNZUKUS).** The AUSCANNZUKUS, Naval Control and Communications Organisation, monitors Naval communications to ensure the maximum interoperability between the navies concerned; and

d. **Combined Communication Electronic Board (CCEB).** The CCEB is a five nation communications—electronics organisation tasked with coordinating military communications—electronics matters including interoperability issues and the content, format and release policy of allied communications publications. The participating nations are USA, UK, Canada, New Zealand, the UK and Australia.
2.16 Any standards raised to implement IMSA are to be developed and approved in accordance with this manual. Some IMSA are actually standards within themselves and, as such, they are to follow the same process as Defence standards for development and approval before being ratified.

2.17 **North Atlantic Treaty Organisation (NATO).** NATO standards are issued in the form of Standardisation Agreements (STANAG) and apply to the countries participating in NATO. Although most are not binding on Australia, Defence often adopts NATO standards in preference to duplicating their intent.
CHAPTER 3
MATERIEL STANDARDISATION PROCESSES
OVERVIEW

3.1 This chapter describes the common processes that enable the parties identified in STANMAN Part 2 CHAPTER 1 to fulfil their roles and responsibilities. It also describes how Defence staff can use the materiel standardisation system to improve materiel system definition, acquisition and sustainment.

3.2 Detailed procedures used to manage standards are at the discretion of each NSA, provided that the NSA completes the defined responsibilities for the scope described in its ToR.

ASSESSING THE NEED FOR STANDARDISATION

3.3 Effort should only be applied to the management and application of standards if there are tangible benefits to Defence. Table 3.1 links the Defence standardisation goals described in STANMAN Part 1CHAPTER 1 with potential benefits from standardisation actions. If the potential benefit is applicable to one or more Defence materiel systems, then standardisation actions should be pursued, both by the establishment of an NSA and by reference to that NSA’s guidance by materiel system definers, acquirers and sustainers.
Table 3.1: Reasons to Use Standards

<table>
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<th>FORMATION OF NOMINATED STANDARDS AUTHORITIES</th>
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3.4 This section describes the mandatory processes for forming an NSA.

3.5 Identification. Any member of the standards community can identify the requirement for an additional NSA, usually when there is a need for standardisation guidance and expertise outside of the scope defined in the ToR of current NSAs. Requirements for a new NSA are to be forwarded to the SO (Group Mailbox: NSA Forum) who will liaise with the organisation that is most impacted by the standards management deficiency with a view to establishing an NSA.

3.6 Nomination. The SO will liaise with the organisation within the appropriate Group or Service to establish an NSA. The candidate NSA will develop a ToR including the information solicited in Annex A. A nomination to act as a NSA must be properly authorised by the sponsor who has the authority to resource NSA activities.

3.7 Appointment. The SO will consider the new NSA nomination ensuring that all potential overlaps in responsibility are resolved. This will be done in consultation with all existing NSA leads, with any disputation on scope being resolved with the parties concerned. Moderated NSA nominations will be presented to the GMJSA for appointment to the Materiel Standardisation Framework.

3.8 Promulgation. Appointed NSAs must register their details in the DSL, together with information related to the standards they support (refer to Part 2 CHAPTER 4 Promulgation and Access).
3.9 **Terms of Reference** The ToR is a document that scopes the responsibilities and identifies the purpose and scope of the NSA. Changes to the ToR must be approved by the SO before being implemented. Refer to Annex A for a more detailed description of required content.

3.10 **Frequency of meetings.** The frequency of stakeholder meetings is entirely at the discretion of each NSA, based on the requirement to meet tasks identified by the ToR.

3.11 **Resourcing.** The resources needed to operate an NSA must be borne by its sponsor. Stakeholder participants will be responsible for costs associated with their own engagement, such as travel to meetings etc.

**NSA GOVERNANCE**

3.12 An NSA must operate with the authority of an (O6 level) executive.

3.13 The SO is to provide pan-defence coordination across all of the NSAs. The SO is not responsible for approval of any NSA work products. Such approvals are a matter for determination with the sponsoring organisation.

3.14 Coordination activities will be conducted through consultation with the existing NSAs. If there is a disputed nomination to establish an NSA on the basis of overlapping scope with an existing NSA, the SO will moderate negotiations with the affected parties to resolve the scope boundaries.

3.15 Each NSA is to report to the SO any issues that require resolution at Defence executive level. These issues will be arbitrated by the SO and escalated to the MEC if required. The Engineering Community of Practice will be engaged through the MEC to promulgate any additions to the Materiel Standardisation framework, and ensure the utilisation of the Materiel Standardisation System by all acquisition and sustainment agencies.

3.16 Depending on the nature of the sponsoring organisation NSAs may be accountable to technical regulators for the prescribing, revising and interpreting of standards. For example, NSAs that prescribe standards that impact technical airworthiness come under the monitoring of DGTA. In this case the Technical Airworthiness Regulator (TAR) will appoint an Airworthiness Standards Representative (ASR) with responsibility to ensure that airworthiness standards are correctly applied to aircraft materiel in the air environment.

3.17 Any divergences in scope that require an update to the ToR should be reported to the SO to reassess whether these can be accommodated within the Materiel Standardisation framework.

3.18 An NSA gathers stakeholder representation from all Groups that have an interest vested in the technology domain represented by the NSA.

3.19 The NSA should ensure that it is properly resourced to perform its functions. This may involve ensuring that the NSA activities are identified in any associated funding instrument.

3.20 NSAs wishing to accept positions allocated to Defence on relevant Standards Australia technical committees, are to send appropriately authorised nominations to DISO, who will register this through the Standards Australia Standards Development Nominating Organisation Portal.
STANDARDS EXPERTISE

3.21 The NSA must solicit stakeholder engagement from other Groups. NSA stakeholders must have expertise in the subject area of the NSA.

3.22 NSA stakeholders need not be limited to Defence personnel alone. Particularly when dealing with International civil standards, it would be beneficial to enlist SME from industry and academia to support NSA activities. This would give the widest possible perspective on the application of standards and provide a wide base to influence the development of those standards for the benefit of Defence.

3.23 An NSA may be, or require as a key stakeholder, a regulatory appointment. Such delegations must be identified in the ToR.

STANDARDS EVALUATION

3.24 SME are to ensure that standards and guidance promulgated by the NSA achieve the benefits for Defence as described in Table 3.1. SME are expected to engage with international military, civilian and industry bodies to monitor the development and adoption of standards.

3.25 When evaluating standards, the order for consideration is as follows:

a. Legislation mandated by Federal or State Governments. Legislation often dictates national and international interests which strongly influence the choice or use of standards in Defence acquisitions and maintenance of existing weapon systems. An example is the SAA Wiring Rules that mandates standards for safe wiring practice.

b. Existing DEF(AUST) and IMSA. This group encompasses extant Defence standards, IMSA or standards and other single-Group standards that may adequately fulfil the application need.

c. Non-military. This group of standards include those from International and National standardisation bodies including Original Equipment Manufacturer or commercial standards that are weapon system or equipment specific:

(1) International Standards—Standards Australia and Standards New Zealand are separate members of the ISO and of the IEC. These bodies are responsible, through Technical Committees made up of representatives nominated by interested countries, for the preparation of International Standards, which are intended to provide a basis for the alignment of National Standards.

(2) Australian National Standards—Australian Standards are raised to serve the National interests and often adopt ISO standards in total by issuing the standard in a Standards Australia cover. In circumstances where ISO standards have been adopted in toto by the Standards Australia organisation, both the ISO and Australian Standards reference numbers should be used side-by-side, especially in acquisition documents.

(3) Foreign National Standards—Foreign National Standards are similar to Australian National Standards except that they are used in the country of origin.

d. Foreign Military (FM) Standards. Foreign military standards are used considerably throughout Defence but are usually tailored to suit unique Defence requirements. This group of standards include American and British
Military Standards. In some circumstances FM standards are adopted outright.

3.26 **Adopting Non-military and FM Standards.** Non-military and FM standards can be used in their entirety providing they adequately cover Defence requirements. Where non-military or FM standards do not exactly fulfil the requirement, Defence standards can be used to incorporate Australian unique variations to that standard. These Defence standards are to refer to the non-military or FM standard and only document the local departures required. Standard variations to non-military or FM standard can be similarly incorporated into Defence technical publications. Where a non-military or FM standard meets all requirements contained in a Defence specific standard, the Defence specific standard should be made obsolete.

3.27 NSAs are to ensure that they obtain consensus and appropriate approvals from all relevant appointments for any standards developed or adopted by Defence. NSA stakeholders are to ensure that the interests of the Group they represent are reflected in all determinations made by the NSA. Diverse SME stakeholding from across Defence will increase the level of confidence that the NSA reflects the needs of Defence as a whole.

**STANDARDS MANAGEMENT**

3.28 NSAs have a responsibility to encourage standardisation at the Defence enterprise level by applying standards to achieve enterprise-wide solutions. NSAs need to continually assess the relevance of the standards they support to meet Defence needs and adapt to changing environments and new technologies by evolving standards as required.

3.29 NSAs must establish mechanisms to manage standards effectively. Key considerations for these mechanisms are:

a. strong configuration management including a controlled standards repository, with identified approval authority, status information and formal management of change;

b. ready access to complete standards, tailoring and guidance;

c. provision of operational/business/technical context for use of each standard;

d. understanding of implications of not following a standard to support making trade-offs in requirements and solutions so that schedule, costs and performance are optimised; and

e. ability to monitor use, report and adapt guidance based on use of standards.

3.30 Standards are generally applied in sets, which could be a simple suite of relevant protocols that need to work together, or a more complex pattern that defines logical hardware and equipment arrangements (e.g. the arrangements of RF up and down-converters, base-band processing, routers and encryption equipment to implement a satellite gateway). Where relevant for effective application of standards, NSA guidance must include definition of a design pattern that includes:

a. the context for use (e.g., in situation X any solution must obey Y);

b. applicable standards (e.g. MIL-STD-1234) and their necessary relationships;

c. standards tailoring, (e.g. which parts of the MIL-STD apply, are there any specific ADF caveats, which optional parts are mandated or remain optional);

d. timeframes (e.g. if different standards apply to different time frame, standard A for 2015, standard B for 2025, etc) with a transition strategy if applicable;
e. what is implementation specific, what freedom each project may have in implementation (e.g. message tailoring for tactical data links), though this may often be governed by any specific development processes laid out in the process standards; and

f. approval / certification requirements, which should be based on operational imperative / criticality of the particular Service and interoperability risk, (e.g. ADF test required), third party certification required.

3.31 Defence specific standards should only be developed when there is no equivalent external standard that will meet the needs of Defence. Such standards should be released as DEF(AUST) in accordance with the guidance given in Part 3 of STANMAN. Likewise these should be placed on a review cycle that is adequate to determine its currency and maintain content as appropriate. Each NSA should monitor whether any Defence specific standards have been rendered redundant by emerging external standards, and take steps to withdraw the Defence standard as appropriate.

3.32 The metadata associated with each standard an NSA supports must be registered and maintained on the DSL. Consideration is to be given to security, intellectual property and commercial sensitivity before authorising a document for public availability. The DSL will contain a description of the information to be maintained.

STANDARDS GUIDANCE

3.33 Defence staff involved in definition, acquisition and sustainment of materiel are to address their standardisation needs through consultation with relevant NSAs. The list of NSAs representing a range of business and technical domains, along with details of their scope of responsibility, is available in the DSL. The library also contains a baseline of standards.

3.34 Consideration must be given to the application of standards early and throughout the Capability System Life Cycle. Choice of standards will depend on the environment in which the capability must operate and the other systems with which the capability must interoperate.

3.35 To ensure successful delivery and support of a Capability System, it is important that the acquisition and sustainment contracts and associated statements of requirement include all, and only, the relevant standards. NSAs supporting such standards have a responsibility and an obligation to ensure that appropriate advice is delivered to the acquisition and sustainment organisations to enable the correct reference to a standard or collection of standards required to produce a successful contract. Likewise, capability development staff, and acquisition and sustainment agencies are to be guided by the relevant NSAs when developing procurement contracts and associated specifications.

3.36 Defence staff should consult the relevant NSA for tailoring advice. Standards should not be blindly referenced in contract documents as such action may considerably increase cost without any appreciable benefit to Defence.

3.37 Advice received from the NSAs regarding the application and tailoring of standards must be balanced against other capability requirements to develop integrated solutions that deliver against the materiel standardisation goals. Decisions regarding the implementation of advice on standards rest with the Executive Authority and are subject to the certification by the TRAs acting on behalf of the capability manager.
TERMS OF REFERENCE TEMPLATE

[Title (Acronym)]

Nominated Standards Authority

Terms of Reference

1. The ToR is intended as an enduring document for the duration of operation of the NSA. It must get appropriate group level (O6) clearance and be presented to the MEC through the SO and accepted by GMJSA as the basis of appointment of the NSA. The information provided should be holistic rather than focusing on individual elements of the subject matter. Completed nominations should be e-mailed to the SO Group Mailbox: NSA Forum. The components of the main document are:

References.
A. DEFLOGMAN Part 2 Volume 10 Chapter 6 - Materiel Standardisation
B. STANMAN
C. Other governing documents as required.

2. Introduction. The introduction should provide a broad statement providing the reason for the NSA’s appointment.

3. Scope. The scope is to clearly identify the technical or business domain covered by the NSA and the boundaries of the NSA. If there is any higher level Defence Instructions which the NSA must abide by to perform the duties, they are to be stated within the scope.

4. Stakeholders. NSAs are required to solicit stakeholder representation from across all groups and services within Defence, and Defence industry as required, to ensure that the interests of all stakeholders are represented. This section should list the stakeholders, their appointment within the group represented.
5. The table Table 3A.1: NSA Stakeholder Representatives below lists the current stakeholders. *(Delete rows as required).*

### Table 3A.1: NSA Stakeholder Representatives

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<tr>
<th>Defence Group</th>
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<td>TRAs</td>
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6. **Responsibilities.** This section details the NSA responsibilities according to the policy requirements in Reference A, and additional specific management requirements. It should describe responsibilities for approval of any documentation released by the NSA.

7. **Technical Regulatory Delegations.** For NSAs operating within the domains covered by the technical regulators reference to evidence of delegation of authority from the relevant TRA must be provided.

8. **Standards Baseline.** This section lists, or provides reference to, the standards being supported within the NSA standards baseline.

9. **External Standards Committees.** This section lists the external standards committees to which the NSA is affiliated and annotates the level of involvement.

Signed

**APPOINTED BY:** Business Process Owner  **PROPOSED BY:** Standards Authority Nominee

Name  Name

Position  Position

Date  Date
CHAPTER 4
PROMULGATION AND ACCESS

INTRODUCTION

4.1 This chapter outlines the process to promulgate and access information pertaining to standards supported under DEFLOGMAN Part 2 Vol 10 Chapter 6 Materiel Standardisation.

DEFENCE STANDARDS LIBRARY

4.2 The Defence Standards Library (DSL) is the cornerstone portal to information and support needed to guide the application of standards to the definition, acquisition and sustainment of ADF materiel. It will order a collection of information about the Nominated Standards Authorities (NSAs) and each of the standards they support in the context of the technical/business domain they represent.

4.3 The DSL will only cover standards managed by the appointed NSAs. As the number of NSAs expand to represent all technical/business domains of importance to Defence, so will the DSL cover all standards relevant to Defence.

4.4 NSAs duly appointed by GMJSA are to apply to the DSL Manager, for access to the DSL to enable the NSA secretariat to register the NSA, and its supported standards.

4.5 The attributes of the NSA registered on the DSL will enable users to access information that supports effective use of related standards in the context of the acquisition and sustainment of Defence materiel.

4.6 Metadata associated with each standard will be cross referenced to the supporting NSA, thus providing users’ access to support for any standard matching their enquiry, together with other relevant standards. Each standard so registered will provide the user information to access the configured published standard and appropriate ordering details for Foreign Sourced Data (FSD).

4.7 Defence personnel involved in the definition, acquisition and sustainment of ADF materiel should consult the DSL to identify any standards that may be relevant to this materiel, and any NSAs that may provide support necessary to the application of relevant standards to this materiel.

4.8 Search and filtering tools will be provided on the DSL that will enable the user to readily identify the standards that apply to their particular use case. User guides and FAQ are listed on the DSL and will be updated there, as the DSL undergoes continuous improvement.

4.9 Where access is required to any FSD registered on the DSL, this can be obtained through a centralised on-line ordering system provided by AMSPO Source Data Acquisition.

HARD COPY MANAGEMENT

4.10 The preference is for exclusively electronic publishing of standards, however, should the sponsor require control of hardcopy Defence specific standards, the document should be submitted to the Defence Publishing Service (DPS) on form AE226 - Request for Production of a Departmental Publication.

4.11 Sponsors of Defence standards that require control of hard copy documents manage this through the Distribution and Retrieval, Reporting Tracking System.
(DARRTS). Through this system the sponsor can control the Master Distribution List (MDL) designating those organisations that will receive document amendments.

4.12 The Defence Publishing Service is responsible for distributing Defence documents according to the sponsor’s distribution list and instructions placed on the MDL for controlled and uncontrolled documents.

4.13 Hard copies of Defence Standards can be obtained by forwarding form SP150 for each publication requested to the relevant sponsor for approval.
PART 3

DEFENCE SPECIFIC STANDARDS
CHAPTER 1
DEFENCE SPECIFIC STANDARDS MANAGEMENT

Chapter Overview
1.1 This chapter describes the general process requirements for the development, review, approval, acceptance, publication, and withdrawal of DEF(AUST) standards.

Development
1.2 If a search for extant documents does not yield any suitable standard to express required technical or interoperability requirements, the NSA may develop a new DEF(AUST) document.

1.3 It may be that specific tailoring instructions relating to an external standard, or collection of standards, to a Defence context would be appropriate for publishing as a DEF(AUST).

1.4 The NSA is to manage unique numbering of published DEF(AUST). A unique acronym identifying the NSA is added as a prefix to the DEF(AUST) number to construct a unique identifier.

1.5 Defence standards are to be developed in accordance with Part 3, CHAPTER 2—‘General requirements for Defence Standards’.

1.6 Note that this issue of STANMAN implements the Materiel Standardisation policy, which has a remit that covers the management of Standards only. The superseded issue dealt also with the development of DEF(AUST) specifications. Such specifications may continue to be developed in accordance with Part 3, Chapter 3—‘General requirements for Defence Specifications’ of STANMAN 2002, however this chapter will no longer be maintained.

Review
1.7 NSAs should engage stakeholders to provide review comment on any new or revised DEF(AUST) standard. This should include representatives from industry and academia as appropriate. This network should be described in the NSA ToR.

1.8 NSA stakeholder representatives should reach back into the Defence group that they represent for review comment to ensure that their group requirements are adequately met.

1.9 NSAs are to ensure draft documents circulated for comment in this manner are appropriately marked with ‘Draft Copy, Not Approved, for Comment Only’ to avoid any misunderstanding of status of the document.

1.10 The NSA then prepares the document for approval by addressing each of the review comments.

1.11 Past DEF(AUST) standards issued under the extant framework described in STANMAN:2002, but reviewed and updated under the Materiel Standardisation framework described by this STANMAN, should incorporate the NSA acronym in the document identifier.

Approval
1.12 Stakeholder approval. Approval is granted by consensus of NSA members representing all Groups which have an interest in any new or amended document. If
there are issues that prevent consensus approval, these may be escalated to the SO who will gain resolution through the MEC, if required.

**Acceptance**

1.13 **Sponsoring Organisation Acceptance (SOA).** Following all major stakeholder approvals, the Defence document is given SOA. SOA is provided in accordance with the sponsoring organisation’s Quality Management System.

**Publishing**

1.14 **DEF(AUST) standards** will be referred to from DSL as described in Part 2CHAPTER 4 Promulgation and Access.

**Maintenance**

1.15 **Maintenance of documents.** The NSA is responsible for conducting the following document maintenance activities:

a. Conducting technical reviews for each Defence document at least every five years; and

b. Ensuring each document is configuration managed at a level where the document can be reproduced to any issue or amendment level through the life of the document.

1.16 **Withdrawal of documents.** Technical documents are withdrawn when the responsible NSA determines there is no longer any benefit in maintaining a document. Prior to the document being withdrawn, the NSA is to ensure that existing systems are not affected by the withdrawal. NSAs are to liaise with IMSA coordinators to determine if the withdrawal of the technical document impacts on existing IMSAs. After the document has been withdrawn from use, the status of the document is to be reflected on the DSL as ‘Obsolete’.

1.17 **Archiving documents.** The approved master of each document, amendment and issue must be archived on withdrawal of that document, or after an approved period of time. Defence Records Management Policy Manual (POLMAN 3) is to apply. The sponsor is to ensure that documents are archived in accordance with Defence Archives Policy.
CHAPTER 2
GENERAL REQUIREMENTS FOR DEFENCE STANDARDS

Introduction

2.1 DEF(AUST) standards are used where there are no available standards, either national or international, which describe Defence’s standards requirements.

Purpose

2.2 This chapter provides guidance on the following issues:

a. The structure of Defence standards;

b. The layout and style of Defence standards;

c. Minimum management requirements for front pages, content and rear pages; and

d. Minimum requirement for Content Headings.

Description

2.3 The term ‘standard’ is defined in the Glossary. The primary purpose of standards is to provide designers with data essential to the selection and application of items used in the development and production of Defence materiel.

Referencing Standards in Defence Documents

2.4 As part of their content, Defence documents shall list as references only those documents; e.g. standards, specifications, drawings or other publications that are identified and referred to in the document as being necessary for full understanding of requirements.

2.5 Reference may be made to Australian and overseas specifications, standards or other publications promulgated by Government and non-Government organisations. In listing these references, it should be borne in mind that:

a. such documents are not controlled by, and are subject to change without reference to, users of the Australian Defence document;

b. many independent specifications contain contractual features relative to claims and settlement of claims that may conflict with inspection, administrative, or other procedures of this manual and related standardisation documents; and

c. such reference material may be subject to copyright.

2.6 Methods of referencing standards. Referencing standards in Defence documentation can take two forms: dated and undated. Each type of reference carries a different meaning and can impact significantly on a contract or even impact on the technical integrity of the document.

a. Dated reference. A dated reference is one that identifies the referred document by its identifying number, version and date (where possible) and usually take the form Military (MIL)–Standard (STD)–100E, DEF(AUST)1000 issue C—Australian Defence Force Packaging or Australian Standard (AS) 99:1999. Incorporating a dated reference implies that the procurement, maintenance or other process should be undertaken according to the content of the document at the nominated revision level (issue). Generally speaking, a dated reference would be used for the certification of a design (it would not
be appropriate to expect a physical design to maintain compliance with a changing document without subjecting the document to a Technical Information Review and/or design change); and

b. **Undated reference.** An undated reference identifies only the referred document by its identifying number such as MIL–STD–100, DEF(AUST)1000 or AS 99. This type of reference is usually interpreted as meaning that the current standard or latest version of the document is to be used in all situations. An undated reference would be used in circumstances where compliance with the latest issue of the document was always required, such as compliance with a particular test method or Workplace Health and Safety requirement. Undated references in contracts should be used with caution, noting the potential for added risk/cost associated with updates to the materiel system consequential to using an updated standard.

**Structure of Defence standards**

2.7 Defence standards are structured in the following manner, illustrated in Annex 2A for clarity.

2.8 **Document identification.** Document identification consists of the NSA acronym identifier plus the document number plus the document part (if applicable).

2.9 **Document part.** A Defence document may exist as a single document or as multiple document parts, each of which can be revised independently. For example DEF(AUST)1000 currently consists of 15 parts, and by the combination of ‘document part’ and ‘issue’ each part may have a different revision level.

2.10 **Document changes.** Defence documents are to be revised using conventions for version control which align with international standardisation revision conventions. Defence document revision conventions are as follows:

a. **Issues.** Major changes are to be applied as new issues that entirely replace the issue and amendments to the existing document or document part. The issue identifiers consist of alphabetical characters only from A through to Z. Issue identifiers are to be separated from the actual document identifier in order to:

   (1) avoid any confusion between the issue and the actual document identifier;

   (2) facilitate document management by enabling complete document history to be related to the one parent document; and

   (3) improve the interpretation of undated references to Defence documents, in that the status component is not concatenated with the actual document number. The undated reference will then appear more clearly or unambiguously to the reader. Complementary to this, inserting a dated reference into an implementing document becomes more intentional.

b. **Amendments.** Amendments provide a mechanism for correcting smaller changes between major reissues. Amendments are to be identified numerically, sequentially issued recommencing at 1 after each new issue, and are to be recorded on an Amendment Table that is located in the preliminary pages of the document (refer Annex 2B)

**AUSTRALIAN DEFENCE STANDARD DOCUMENTS**

Document numbering
2.11 The document numbers are to be derived from a non-significant system controlled internally by NSA managing the document. The document identifier is made unique by the addition of the NSA acronym prefix.

**Layout and style of standards**

2.12 DEF(AUST) standards must conform to the Australian Defence Force Writing Manual.

2.13 The sponsor is responsible for determining the type, style, layout and content of the Defence standard based on the following guidance and minimal structure indicated in Annex 2C.

2.14 **Type.** Defence documents issued under this Materiel Standardisation policy will be of type ‘Standard’. The document ‘type’ is to be listed on the front cover.

2.15 **Style.** Wherever possible, Defence documents are to be written to express operational and performance outcomes rather than as detailed documents that define products or desired ways of achieving outcomes. Such requirements are not appropriate in all cases, due to the need for some equipment to meet specific interoperability and commonality requirements; consequently some documents may be a hybrid of the two styles.

**Technical content and structure.**

2.16 DEF(AUST) documents are structured along the same lines as those international military standards from the ABCA. However, Defence imposes additional requirements, namely, the inclusion of mandatory requirements for the front and rear pages (as shown in Annex 2B and Annex 2D) and mandatory management paragraphs (illustrated in Annex 2B). The remainder of the technical content of a Defence document is left to the discretion of the sponsor but it should follow the following guidelines:

2.17 **Technical content.** The sponsor may include any headings or sections deemed necessary to convey the technical intent of the document. Further (non-mandatory) guidance on the structure and technical content can be found in the following documents:


b. MODUK DEF STAN 00-00: PART 2 —Standards for Defence, Management and Production of Defence Standards.

2.18 **Paragraph numbering.** In an Australian Defence standard, the major paragraphs are called clauses and given a number so that they can be easily referred to. Main clause headings are printed in capitals, in bold type, and are numbered consecutively beginning with 1.

2.19 The next level of clause is known as a subclause (but still usually referred to in print as a clause). The heading is printed in lower case letters in bold type, with an initial capital on the first word. The text of the clause follows on the same line as the heading. The number follows the same logic as for main clauses, but with one additional digit, e.g. 1.2, or 1.2.1. It is preferable not to use clause headings involving more than four levels, i.e. 3.5.1.1.

2.20 In a list, the components are called items. The first level is designated (a), (b), (c) etc, the next (i), (ii), (iii), the next (A), (B), (C) and the next (1), (2), (3).
2.21 **Page numbering.** The page number style and position varies depending on location in the document (i.e. front pages, technical content or rear pages).

2.22 **Paper size.** The normal page size to be used in DEF(AUST) documents is International Standards Organisation (ISO) A4 (297 mm x 210 mm) as specified in AS 1612—Paper sizes, however ISO A3 (420 mm x 297 mm) may be used for illustrations, figures and tabulation, etc.

2.23 **Text.** The following rules shall apply:

a. **Font size and type.** Unless the sponsor has strong reasons for use of different fonts or sizes, the following font types and sizes are to be used:

   (1) **Cover sheet.** Font sizes for the cover sheet are listed in the example provided in Annex 2B.

   (2) **Content.** Content fonts are to be as indicated below:

      (a) Section and chapter heading, Arial 10 Point.

      (b) Group heading, Times Roman 10 Point.

      (c) Paragraph font, Times Roman 10 Point.

b. **Word usage.** The interpretation of particular words used in documents or called up in regulations or contracts must be consistent and non-ambiguous for people to be able to correctly and consistently comply. Word usage in Defence documents shall accord to the definitions in AS SAA HB 107–1998—Understanding Standards and AS SAA MP 15.6–1990—Standards Australia Style Manual—Drafting and interpretation of standards from a legal perspective that align with ISO definitions.

   (1) **Use of ‘shall’, ‘will’, ‘should’ and ‘may’.** The use of ‘shall’ in a document expresses a provision that is binding. ‘Should’, ‘will’ and ‘may’ shall be used whenever it is necessary to express non-mandatory provisions. ‘Will’ shall also be used to express a declaration of purpose on the part of the Government as purchaser. ‘Will’ shall also be used where simple futurity is required to be expressed, e.g. ‘Power for the motor will be supplied by the ship’.

   (2) **Use of ‘and/or’.** The term ‘and/or’ is not to be used in the REQUIREMENTS section of DEF(AUST) documents. The term ‘and/or’ has no place in documents where definitive, precise language is essential.

c. **Spelling.** General spelling is to accord with the requirements of the Macquarie Concise Dictionary; scientific and technical spelling is to accord with the dictionary listed in AS SAA MP 15.6–1990.

d. **Terms and definitions.** Unless otherwise stated, technical terms and definitions are to be obtained from Australian Defence Force Publication (ADFP 101)—Glossary. However when a definition differs from a definition provided in the glossary of this publication, and if there is an associated risk that the technical content could be misinterpreted, the definition within this publication is to prevail over that in the ADFP 101.

e. **Proprietary names, trade names and commercial products.** Trade names, copyrighted names, or other proprietary names applying exclusively to the product of one manufacturer should not be used, unless the item cannot be adequately described otherwise because of the technology
involved, construction or composition. If the name of such an item is unavoidable, the name may be preceded by ‘equivalent to . . .’ or followed by ‘or equivalent’, or some other similar wording which will permit competition in tendering. Similar provisions may be applied to manufacturers’ part numbers or drawing numbers for minor parts when it is impracticable to specify the exact requirements in the DEF(AUST) document.

f. **Proprietary rights.** If proprietary rights exist in connection with the subject covered by a DEF(AUST) document, users should be warned in the following terms against infringement.

**Note**

These items/processes/procedures may be claimed to be subject to ‘Proprietary Rights’ in Australia and other countries. Proprietary rights are to be understood in the broadest sense as covering rights in intellectual property as well as rights in inventions not yet patented and rights in patents, design, trade marks, utility models and copyrights. An indication should be given by the preparing authority regarding how to ascertain if proprietary rights exist.

g. **Caveats.** Sponsors are to ensure all classified standards are marked in accordance with Defence Security Manual.

h. **Abbreviations:**

(1) The use of abbreviations is to be restricted to those in common use and not subject to possible misunderstanding. Abbreviations may also be used where repetition of words or groups of words in detail is likely to detract from a reader’s comprehension of the text. Generally, the first time the abbreviation is used in the text it should be preceded by the unabbreviated word or words spelled out, e.g. ‘The noise level shall not exceed 20 decibels (dB)’. This rule does not apply to abbreviations used for the first time in tables and equations, nor does it apply when the abbreviation is so widely known that explanation is not necessary.

(2) All persons using a DEF(AUST) document are not necessarily technically expert in the particular field covered by the document and abbreviations may at times be misinterpreted. Therefore, their use throughout the standard is to be consistent. Words and terms should not be used unabbreviated in one place and abbreviated in others, except that it is permissible to use abbreviations in tables and figures where they will produce genuine saving in space that enhances comprehension even though the unabbreviated term may be used in the text.

**Preliminary pages**

2.24 The preliminary pages identified in this manual are to be incorporated into all Defence standards.

2.25 **Front cover.** The layout for front covers is to be in accordance with Annex 2B, and the following guidelines:

a. **Header.** The Header contains the Commonwealth Crest and the wording illustrated in the example provided in Annex 2B.

b. **Document identifier.** The format ‘DEF(AUST) AAA-*****(Part **)/Issue **’, is to be used where:
AAA is a unique acronym identifying the NSA.

***** is the number allocated to the standard.

(Part **) is the document part in the physical structure identified in paragraph 2.9. This shall be omitted if there is only one part.

Issue ** is the highest level of revision for each document part representing the latest major release or significant amendment.

**Note**

The first issue of a document shall have no alphabetical issue identifier.

c. **Supersession information.** Supersession information is to be placed under the Document Identifier to make the superseding information highly visibly without the need to search further into the document.

d. **Title.** The document part is to precede the title where applicable as shown in the cover sheet example provided in Annex 2B.

e. **Document type.** All DEF(AUST)s produced under the Materiel Standardisation policy will be of type “STANDARD”.

2.26 **Document Management Information Page (DMIP).** The DMIP immediately follows and faces the cover to the standard, and has been implemented to facilitate the management of the document by the NSA. Critical information has been pulled together from the various areas of the document to form the DMIP in order to provide a handy ready-reckoner for auditing the document. The DMIP should be kept up-to-date with each amendment or at the latest, the five-year maintenance review. The DMIP lists the following:

a. **Sponsoring Defence Group.** The Defence Group sponsoring the NSA;

b. **Sponsoring organisation.** The name of the organisation within the Defence Group where the NSA resides;

c. **Sponsor appointment.** The appointment of the person authorised by the sponsoring program to carry out the responsibilities of sponsor;

d. **Nominated Standards Authority.** The name of the NSA that maintains the document;

e. **Acceptance Authority.** The appointment within the sponsoring group who provides Sponsoring Organisation Acceptance for the document;

f. **Implementing documents.** An implementing document is normally a higher level Defence Instruction that calls up or references the document; and

g. **Referenced documents.** Referenced documents are those documents that are referenced in the technical content of the document as distinct from associated documents that are associated but not necessarily used or referenced in the document. This practice also accords with the practices of AS SAA HB 107–1998 for Australian standards.

2.27 **Amendment list.** The preferred layout for an amendment list should include the following three items (refer example in Annex 2B)

a. a record of all amendments to the current issue;

b. a notice area that describes unusual events such as cancelled notices, replacement advice or reinstatement notices; and
c. an historical area that lists all previous issues and dates in which they were incorporated into the document since initial document approval (this is required as the supersession details under the document number on the front cover changes with each issue whereas all major document changes are retained in the historical list.

2.28 Table of contents (TOC). A TOC should be provided unless the size of the document is not large enough to warrant its inclusion. A TOC is also to include a list of tables, figures and Annexes.

Rear pages
2.29 The rear pages identified in Annex 2D are to be included in all Defence documents; they include:

a. Document improvement proposal (DIP). The DIP is a tool that allows users and contractors to contribute to the maintenance and improvement of Defence documents. This page is to be the last page within the content section of the document; and

b. Copyright Provisions.

2.30 Quality assurance provisions. The quality assurance provisions are to be included in the bodies of contracts and not in the technical or performance document.

Annexes:
A. Structure of Defence Standards
B. Preliminary pages required for Defence standards
C. Minimum structure for technical content
D. Example of rear pages
STRUCTURE OF DEFENCE STANDARDS

ANNEX 2A

STANMAN Part 3

Document Identification:
- Defence Standard Number
- Document Part 1
- Document Part 2
- Document Part 3

Document Changes:
- Issue A
- Amendment 1
- Amendment 2
- Issue B
- Amendment 1
- Amendment 2
- Notice 1

Separate Documents (this level does not change unless a Document Part is cancelled)

Chronological History of Changes for each Document Part
This page lists the ownership and area responsible for providing final approval or acceptance for the document. It also lists the implementation document(s) that call up the standard or specification and identifies all specifications and standards referenced in this document. The information below should be reviewed for currency and applicability at each review of this document.

<table>
<thead>
<tr>
<th>Sponsoring Defence Group:</th>
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<tr>
<td>Sponsoring Organisation:</td>
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<td>Sponsoring Appointment:</td>
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<td>Nominated Standards Authority:</td>
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<td>Acceptance Authority:</td>
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<tr>
<th>Implementing Documents:</th>
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<th>Referenced Document(s):</th>
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# AMENDMENT LIST

<table>
<thead>
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**Revision Note**
This document supersedes Issue **, dated dd mmm yyyy.

**Historical Record**
DEF(AUST) AAA-**** (Part **)/*Issue **, dated dd mmm yyyy.
### ANNEX 2C

**MINIMUM STRUCTURE FOR TECHNICAL CONTENT**

<table>
<thead>
<tr>
<th>AUSTRALIAN DEFENCE STANDARD</th>
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<tr>
<td>DEF(AUST)AAA-****(Part**)/Issue**</td>
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</table>

**TITLE OF DOCUMENT**

**STANDARD**

**DATE OF ISSUE**

Specific inquiries regarding the application of this Standard to Requests for Tender or contracts should be addressed to the Ordering Authority named in the Request for Tender, or to the Quality Assurance Authority named in the contract, as appropriate.

**WARNING**

This Standard may call for the use of substances and test procedures that may be injurious to health if adequate precautions are not taken. It refers only to technical suitability and in no way absolves either the supplier or user from statutory obligations relating to health and safety at any stage of manufacture or use.

1. **INTRODUCTION**

1.1 The introduction is to include a brief summary of the technical specification or standard, providing information on purpose of the document, background information and reasons for major changes to the issue.

2. **SCOPE**

2.1 The scope of the document should indicate the coverage and any limitations to ensure its proper application and use. The scope should also include a subclause that identifies its applicability in respect to the Groups that actively use the document.

3. **DEFINITIONS**

3.1 List all the definitions that apply to the standard in alphabetical order and the associated reference(s) where the definition was obtained.

4. **ABBREVIATIONS**

4.1 List all the abbreviations that are used in the standard in alphabetical order if applicable.

5. **REFERENCED AND ASSOCIATED DOCUMENTS**

5.1 Referenced documents are to be listed by document number and title. Separate Reference from Associated documents under appropriate sub-headings and where they exceed 10 in number, they are to be placed in the Document Management Information Page (DMIP) and be referred to under the above heading.

6. **NOTES**

6.1 This section is to contain information of a general or explanatory nature. It is to contain information relating to International Standardisation Agreements and such other information as may be appropriate.

6.2 Inquiries

6.2.1 The title, location, address and contact details of the sponsor of the standard who is the authority for the standard is to be listed under Inquiries.

**ANNEXES**:

Where it is desirable that additional information is used to amplify a document or that data be kept separate from the main part of the standardisation document, such information may be included as annexes. Annexes are to be lettered alphabetically, using capital letters, in sequence and using all letters, as appropriate, and are to have their own subject headings. The letters are not to be repeated in the same document. Annexes are also to be referred to in the text.

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<th><strong>AUSTRALIAN DEFENCE STANDARD</strong></th>
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<tr>
<td>DEF(AUST)AAA-****(Part**)/Issue**</td>
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</table>

**TITLE OF DOCUMENT**

**STANDARD**

**DATE OF ISSUE**
DOCUMENT IMPROVEMENT PROPOSAL

The purpose of this form is to solicit comments to assist in maintaining the above document as both practical and realistic. When completed, the form and any supporting information, should be forwarded to the Nominated Standards Authority responsible for this standard. The responsible NSA can be located on the Defence Standards Library.

Note: Comments submitted do not constitute or imply authorisation to waive any requirement of the document or to amend contractual requirements.

1. Has any part of this document created problems or required interpretation in use? Please state paragraph no(s) and any rewording suggested.

2. Has any new technology rendered any process obsolete? Suggestions supported by examples are welcome where the new process/hardware has proved satisfactory.

3. Comments on any requirements considered to be too rigid.

4. Remarks (attach any relevant data that may be of use in improving this document).
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