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**Secretariat of ISO/TC 67/SC7
Offshore Structures for Petroleum
and Natural Gas Industries**

To: ISO/TC 67/SC7 P- and O-Member Bodies
For forwarding to their National Delegates

and to
ISO/TC 67 Secretariat
ISO Central Secretariat

Guidance for ISO/TC 67/SC 7 standards drafters on normative, informative, provisions, references and annexes

In response to Johan Wichers comments at the Paris meeting, regarding the difficulty in obtaining guidance from ISO on the distinction between normative and informative elements, Graham THOMAS has provide this useful guidance document developed by WG 8 Editing Panel for ISO 19906. However this guidance is applicable to all standards writers.

Guidance for drafting ISO 19906 Arctic offshore structures

Normative-Informative-Provisions-References-Annexes

Terms defined or described in ISO Directives Part 2 include:

- Normative
- Informative
- Provisions
- References (Normative References and Bibliography)
- Annexes (normative and informative)

See <http://www.tc67.addr.com/teched/isodirs.htm>

Terms adopted or in common use in ISO/TC67/SC7 include:

- Main text
- Commentary
- Regional Annex (Regional Information)

The following additional discussion and guidance is intended to help achieve a common understanding for applying the above to ISO 19906.

Normative elements of the document include the Title, Scope, Normative references, Terms/definitions, symbols/abbreviated terms, main text and normative Annexes (if any). The normative text (main text) comprises *Provisions* (ref. ISO Dir Part 2, 3.8)

Provisions (ref. ISO Dir Part 2, 3.12) and the associated verbal forms (ref. ISO Dir Part 2, 6.6.1 and Annex H) include:

- Requirements – denoted by using the verbal form “shall” (or “shall not”);
- Recommendations – denoted by using the verbal form “should” (or “should not”)
- Statements:
 - Permission – denoted by using the verbal form “may” (or “may not”)
 - Possibility – denoted by using the verbal form “can/could” (or “cannot/could not”)
 - Information – denoted by using the verbal form “is/are” (or “is/are not”)

“Must” is not permitted (because “must” is used for legal compliance; ISO Standards are not regulations).

“**Normative**” does not mean only “requirements”. Normative text usually also includes recommendations and statements. Therefore the “main text” should include not only “requirements”, but also the recommendations that should be followed unless there is good reason otherwise, and the options and information that should be considered in order to design, construct, install etc. arctic offshore structures.

“**Requirements**”: particular attention should be given to having the right balance and level of “requirements”. An arctic offshore structure is strictly in compliance with ISO 19906 only if all the requirements are complied with. It is not necessary to “comply” with any of the recommendations (or statements) in order to comply with ISO 19906. Whereas deviations from specific requirements may be negotiated with

the regulator (which is one reason why “must” cannot be used in ISO), ISO 19906 will need to have sufficient “requirements” to satisfy regulators worldwide and therefore avoid regulators needing to develop technical regulations (all different) to fill the gaps. And a regulator may of course require compliance with some of the recommendations (this is outside the scope of ISO).

“Informative Annexes”: in ISO 19906, it is expected that all the Annexes will be informative.

- additional guidance, recommendations and information that supplements the “main text”, including background information and “tutorial” material may be considered as “Commentary”. This is expected to be placed in Annex A. Annex A is numbered exactly corresponding to the main text; for example, subclause A.7.2 is commentary to subclause 7.2.
- **“Regional information”** will be in Annex B. See SC7 guidance document: http://www.tc67.addr.com/sc7/docs/SC7_rag.pdf

“References”: the **Bibliography** is the last element in the standard, and lists all the references (except for the normative references) that are referenced anywhere in ISO 19906. Every document to be listed in the Bibliography should be mentioned somewhere in either the main text or Annexes, so that its relevance is clear (otherwise, the user of the standard may not know, or may misunderstand, why the document is listed).

However, any references that are referenced as a “requirement” (in the main text, for example, in a provision such as “EER shall be in accordance with ISO 15544 and with the further requirements of this International Standard”) are **“normative references”**. These are listed separately in clause 2 because they are requirements and are therefore considered “indispensable” for the application of ISO 19906.

Therefore, the “normative references” are not simply a list of all the references that are made in the normative elements; they are only those references that are invoked as “requirements”; all others are placed in the Bibliography.

**Guidance compiled by the 19906 Editing Panel of ISO/TC67/SC7/WG8
3rd December 2005**