

**ISO/IEC Directives -
Part 2: Principles and rules for the structure and drafting of ISO and IEC
documents**

AMENDMENT 1

FOREWORD

Amendment 1 to ISO/IEC Directives, Part 2:2021 has been prepared by the ISO/IEC Joint Directives Maintenance Team (JDMT) and approved by the ISO Technical Management Board (ISO/TMB) and the IEC Standardization Management Board (IEC/SMB).

3 Terms and definitions

Add the following terms and definitions:

3.6

management system

set of interrelated or interacting elements of an organization to establish policies and objectives, as well as processes to achieve those objectives

Note 1 to entry: A management system can address a single discipline or several disciplines.

Note 2 to entry: The management system elements include the organization's structure, roles and responsibilities, planning and operation.

Note 3 to entry: This definition corresponds to definition 3.4 in the Harmonized Structure.

3.7

management system standard

MSS

standard for a *management system* (3.6)

3.8

generic MSS

MSS (3.7) designed to be widely applicable across economic sectors, various types and sizes of organizations and diverse languages, geographical, cultural and social conditions

3.9

sector-specific MSS

MSS (3.7) that provides specific economic or business sector requirements or guidance based on an existing *generic MSS* (3.8)

3.10

Type A MSS

MSS (3.7) providing requirements

Note 1 to entry: A Type A MSS can only be an International Standard (IS).

3.11

Type B MSS

MSS (3.7) providing guidance

Note 1 to entry: There are different categories of Type B MSS, including:

- the use, application or implementation of a *Type A MSS* (3.10);

- the establishment, improvement or enhancement of a *management system* (3.6);
- a specific topic, requirement or set of requirements related to a Type A MSS;
- other guidance not directly related to a Type A MSS.

Note 2 to entry: A Type B MSS can be an IS, TS, PAS, or IWA.

3.12

harmonized approach for MSS

methodology applied to the development of MSS (3.7), including justification study, identical clause numbers, clause titles, text and common terms and core definitions and terminology

Note 1 to entry: The [harmonized structure](#) provides the identical clause numbers, clause titles, common terms and core definitions and the identical text.

3.13

discipline-specific, adj.

<management system standards> specific to the particular technical, economic, or business area to which a management system standard (MSS) applies

EXAMPLE Energy, quality, records, environment.

Note 1 to entry: Discipline-specific concepts are introduced to focus the harmonized structure to the needs of a defined subject area. These can include additional definitions, explanatory notes, or subordinate clauses that clarify or expand upon the core text without undermining its harmonization.

3.14

deviation

amendment to the text of the harmonized structure

Note 1 to entry: Deviations from the harmonized structure are only permitted in exceptional circumstances. The addition of discipline-specific content in a management system standard is not considered a deviation.

Note 2 to entry: Examples of permissible deviations are given in the [harmonized structure for MSS with guidance for use](#).

Replace existing Clause 35 with the following new clause:

35 Management Systems Standards (MSS)

35.1 Harmonized structure

The harmonized structure aims to ensure consistency and interoperability across the management system standards (MSS).

The harmonized structure includes:

- identical clause and subclause titles
- identical core text and
- common terms and core definitions.

The identical clause titles for MSS are:

- 1 Scope
- 2 Normative references
- 3 Terms and definitions
- 4 Context of the organization
- 5 Leadership
- 6 Planning

- 7 Support
- 8 Operation
- 9 Performance evaluation
- 10 Improvement

In addition, it has identical subclauses (one or more).

The clauses, subclauses, core text, common terms and core definitions in the harmonized structure are available [here](#) with additional resources such as guidance for MSS writers and ISO and IEC editors when applying the harmonized structure.

35.2 Application of the harmonized structure by different types of MSS

Type A MSS shall apply the harmonized structure.

Type B MSS providing guidance on the use, application or implementation of a Type A MSS shall follow the same clause sequence down to the two-digit clause level (e.g. 10.2) of the associated Type A MSS.

For other Type B MSS, the committee may choose to use the harmonized structure clause sequence and titles or take a different approach.

35.3 Using the Harmonized structure

The current version of the HS at the time of project registration shall apply for all new MSS, revisions and Amendments, without exception.

For amendments: When an amendment is consolidated into a new edition, the new edition of the MSS shall fully apply the current HS.

Discipline-specific text additions to the core text and definitions in the harmonized structure shall be managed as follows:

- a) Discipline-specific additions shall be made by the individual committee or other group that is developing a MSS.
- b) Discipline-specific text shall not affect harmonization or contradict or undermine the intent of the harmonized structure.
- c) Additional subclauses, or sub-subclauses may be inserted and numbered accordingly with the necessary adjustments to cross referencing. The harmonized structure clause (and sub-clause) titles shall not be modified.
- d) Clause 3 of a MSS shall include the common terms, core definitions and their notes to entry, from Clause 3 of the harmonized structure, with no deviation. The addition of discipline-specific notes to entry are not considered deviations. These terms and definitions may be repeated in a vocabulary standard. Insertions of discipline-specific terms and definitions and renumbering accordingly are permitted.
- e) A discipline-specific modification or deletion of the common term “risk” is not considered a deviation.
- f) A committee may add or insert discipline-specific text within the core text of the harmonized structure. Examples of discipline specific additions include:
 - 1) new bullet points;
 - 2) discipline-specific explanatory text (e.g. Notes or Examples), to clarify requirements;
 - 3) discipline-specific new paragraphs to subclauses (etc.) within the core text;

- 4) additional text that enhances the existing requirements in the core text.
- g) A committee shall avoid repeating requirements between the core text and discipline-specific text by adding text into the core text, taking into account paragraph b) above.
- h) A committee shall, from the start of the drafting process, use a method to distinguish between the text from the harmonized structure and the discipline-specific text. This aids identification of the different types of text during the development and balloting stages.

NOTE 1 Identification of distinguishing text is not carried into the published version.

- i) If, due to exceptional discipline-specific circumstances, core text cannot be applied in a MSS, then the committee may amend the core text and introduce a deviation (see ISO/IEC Directives Part 1).

NOTE 2 Any questions, concerns, suggestions on the use of the harmonized structure can be raised with the ISO/IEC Joint Technical Coordination Group on MSS at any time.

35.4 Drafting rules for sector-specific MSS

These rules are designed to ensure consistency, avoid duplication, and maintain alignment with the relevant generic MSS.

- A sector-specific MSS shall include a normative reference to the applicable generic MSS. Alternatively, the generic MSS clauses may be reproduced verbatim, with clear distinction from sector-specific additions.
- Any reproduced text from the generic MSS shall be visually and structurally distinguished from sector-specific content (e.g., through formatting, color coding, or annotations).
- Terms and definitions from the generic MSS shall be either: Normatively referenced, or Reproduced verbatim. Sector-specific MSS shall not alter or reinterpret these definitions. Additional terms may be included if relevant to the sector.
- Sector-specific MSS shall not change, interpret, or subtract from the requirements of the generic MSS. Additions shall be complementary and clearly identified as sector-specific.

The full list of generic MSS and their responsible committee is available from the ISO or IEC websites.
