



ECSS

Criteria for acceptance for Public Review and Criteria for Handbook release for publication

**ECSS Secretariat
ESA-ESTEC
Requirements & Standards Division
Noordwijk, The Netherlands**

Foreword

This document has been prepared by the ECSS-D-00 Working Group, reviewed by the ECSS Executive Secretariat and approved by the ECSS Technical Authority.

This document is complementary to ECSS-D-00.

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Change log

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Criteria for acceptance for Public Review

- a. A document shall not be accepted for Public Review unless it meets the criteria stated in both, the:
1. ECSS drafting rules, ECSS-D-00-01 for Standards or ECSS-D-00-02 for handbooks, and
 2. TA approved specific NWIP.
- NOTE 1 This includes that requirements obviously under the perimeter of the NWIP are not missing.
- NOTE 2 The criteria of Table 1-1 can be used as a guide for determining the suitability of a draft document for public review.
- It should be noted that the main criteria are concerned with the clarity and ability to read and understand the document, not with its technical content.
- It is not necessary to consider all criteria.
- b. If a "No Vote" for acceptance for Public Review is submitted the reason, including the relevant criteria of Table 1-1 not met, shall be stated.

Table 1-1: Criteria for acceptance for Public Review

Criteria	Details	Normative documents
Conformity	Is the standard in line with the stated objectives of the TOR?	TA approved NWIP/TOR
Completeness	Are all essential aspects addressed?	
	Are sub disciplines sufficiently covered?	
Applicability	Is the standard easily useable in ITTs and Business agreements?	ECSS drafting rules and template
Requirements	Is each requirement uniquely identified?	
	Are the requirements clear; unambiguous and verifiable?	
	Are there any excessively severe requirements?	
	Are there any unnecessary requirements?	
	Is the required content of any deliverable documents clearly specified?	
Interfaces	Are normative cross references clearly identified and necessary?	
Supporting information	Is descriptive text necessary in order to understand the requirements?	
	Is descriptive text concise?	
	Where notes are introduced are they clearly linked to the requirement?	

2

Criteria for Handbook release for publication

- a. A handbook shall not be approved for publication unless it meets the criteria stated in the ECSS drafting rules for handbooks, and in the TA approved specific WG NWIP/TOR.
- b. If a "No Vote" for publication is submitted, the reason, including the relevant criteria of Table 2-1 shall be stated.

NOTE The above criteria shall be used as a guide for determining the suitability of a draft handbook for publication.

- c. The TA shall decide whether to publish as is or with comments or to submit to public review.
- d. If it is submitted to public review the TA shall determine the review period.

Table 2-1: Criteria for Handbook release for publication

Criteria
The handbook does not contain requirements.
It is not inconsistent with any other ECSS document.
It supports a published standard.
It contains no technical errors.
It follows and reflects the current working practices in the space sector.
It has been drafted in accordance with the drafting rules (drafting rules available on www.ecss.nl).
It is readable.