



# **ISO/IEC JTC 1**

## **Standing Document N 21**

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Defect Correction of International  
Standards

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**ISO/IEC Information Technology  
Task Force (ITTF)**

Chemin de Blandonnet 8

CP-401 1214 Vernier Geneva

Switzerland

Telephone +41 22 749 01 11

Fax +41 22 733 34 30

Email: [central@iso.org](mailto:central@iso.org)

Web: <http://www.iso.org/ittf>

**ISO/IEC JTC 1 Secretariat**

ANSI

25 West 43rd Street

4<sup>th</sup> Floor

New York, NY 10036 USA

Telephone: +1 212 642 4932

Telefax: +1 212 840 2298

E-mail: [lrajchel@ansi.org](mailto:lrajchel@ansi.org)

Web: <http://www.jtc1.org>

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## Foreword

The purpose of this Standing Document is to explain the ISO/IEC JTC 1 policies concerning the process of defect correction in the maintenance of International Standards .

This Standing Document is to be used in conjunction with the Consolidated JTC 1 Supplement; and the information contained within is to be considered part of the operating rules of JTC 1. In case of conflict, the Consolidated JTC 1 Supplement takes precedence.

## 1 General

The defect correction process used as part of the maintenance processes of deliverables by the committee is specified in this document.

See Standing Document 9 on “PAS Transposition Process” for requirements on the maintenance of documents approved through the PAS transposition process, maintained by the PAS submitter and administered by JTC 1. Standards approved by the PAS Transposition Process and maintained by the PAS submitter are maintained by the resubmission of a revised standard following SD 9. Standards approved by the PAS Transposition Process and maintained by a JTC 1 entity are maintained following these processes..

## 2 Terms and Definitions

### **defect**

An editorial defect or a technical defect.

### **editorial defect**

An error which can be assumed to have no consequences in the implementation of the IS..

### **technical addition or change**

Alteration or addition to previously agreed technical provisions in an existing IS.

### **technical defect**

A technical error or ambiguity in an IS inadvertently introduced either in drafting or in printing which could lead to incorrect or unsafe application of the IS.

### **Defect report**

A document that identifies an editorial or technical defect.

## 3 Correction of Defects

### 3.1 General

**3.1.1** Suspected technical defects shall be brought to the attention to the Secretariat of JTC 1 or the subcommittee concerned. In the case of standards for which proper implementation is dependent on the careful but rapid promulgation of corrections to defects, the procedures in 3.2 through 3.8 below shall apply.

### 3.1.2 Defect Correction Procedure

Detailed procedures for handling defect reports are specified in the following clauses.

### 3.2 Defect Editing Group

A defect editing group is established to address defect reports and to prepare technical corrigenda (or a corrected version) where a technical defect is identified in standards published not older than 3 years (see clause 2.10 of the Consolidated JTC 1 Supplement) for a specific International Standard. To apply the defect correction procedures, a committee shall first agree that the procedures should be applied with respect to a published International Standard after consultation with ITTF. The committee holding the project may establish a defect editing group (this may be delegated to the Working Group that holds the project being maintained). A Subcommittee defect editing group shall consist of the Project Editor for the International Standard or a defect editor appointed by the committee; (hereafter called the Editor for either case) and may include other experts nominated by the subcommittee P-members and O-members or Liaison Organizations, upon distribution by the SC Secretariat of a call for such nominations. If this task is delegated to a Working Group, the defect editing group shall consist of the Project Editor for the International Standard or a defect editor appointed by the Working Group; (hereafter called the Editor for either case) and may include other experts nominated by the Working Group from among the Working Group members.

[Note: In the case of multipart standards, or related standards, it may be appropriate to have one defect editing group whose membership includes the editors of all the related standards.]

Before a defect editing group is established, the working group to which the project is assigned shall take the role of defect editing group in processing defect reports pending formal establishment of the defect editing group.

### 3.3 Defect Reports - Submission

A defect report may be submitted by a P-member or O-member, a Liaison Organization, a member of the defect editing group for the subject document, or a working group of the committee responsible for the document. A defect identified by the user of the standard, or someone external to the committee, shall be processed via one of the official channels listed above.

The submitter shall complete part 2 of the defect report form (see the Defect Report form in the Templates folder at the JTC 1 web site and also attachment 1) and shall send the form to the Convenor or WG Secretariat with which the relevant defect editing group is associated.

### 3.4 Defect Reports - Distribution

Upon receipt of a defect report, the Convenor or WG Secretariat shall complete part 1 of the form. The defect report number contained in part 1 consists of the IS number followed by a solidus and a sequentially assigned number (e.g. 8326/006). The Convenor or WG Secretariat shall attach a WG document cover sheet that carries an assigned working group or committee document number and indicates the status of the report (e.g. "This defect report is forwarded to the 8326 defect editing group for review and response; it is sent to WG 6 for information").

The Convenor or WG Secretariat shall distribute the defect report and attached cover sheet to the WG members and to the appropriate defect editing group.

### 3.5 Preparation of Response by the defect editing group

Upon receipt of a defect report, each member of the defect editing group shall develop a proposed response and send it to all members of the defect editing group within six weeks of the date of transmittal of the defect report by the Convenor or WG Secretariat. This procedure may be bypassed if the members can discuss the defect report at a convenient meeting falling within the six week time period.

### 3.6 Preparation of Response by the Editor

Following consideration of the proposed responses received from the defect editing group members, the Editor shall prepare a single response and transmit it with a copy of the defect

report to the Convenor or WG Secretariat and the other defect editing group members. This action shall be taken within eight weeks of the date of transmittal of the defect report.

With the responses prepared, the Editor shall also send a statement of how the response is to be processed. Possible responses are:

- No change required;
- Further consideration required;
- Editorial defect;
- Technical defect.

If the response has resulted in the development of proposed material for publication, that material shall be attached separately to the defect report.

### **3.7 Processing of Response**

#### **3.7.1 No Change Required**

If the response to a defect report has not resulted in material for publication (e.g. the “defect” was the result of misinterpretation or misunderstanding on the part of the originator of the defect report), the Convenor or WG Secretariat shall distribute the defect report and the response to the working group for information attaching a new WG cover sheet with a new document number, and shall advise the working group and the committee that no further action is required. The committee needs to inform ITT about the decision

#### **3.7.2 Further Consideration Required**

If consideration of a defect report by a defect editing group results in the recommendation that further study of the issues involved will be required at the defect editing group level, the Convenor or WG Secretariat shall distribute the defect report and this recommendation to the working group and committee with a new cover sheet and document number and advise the organisation that the defect will be an item for consideration at the next meeting.

[Note: Reference back to the committee or working group could occur, for example, if resolution of the defect appears to have substantial impact in existing implementations or a technical solution cannot readily be devised.]

#### **3.7.3 Editorial Defect**

If the response to a defect report has resulted in the correction of an editorial defect, the Convenor or WG Secretariat shall distribute the defect report, response, and text to the working group for information and shall forward the text to the subcommittee Secretariat for incorporation into the next revision of the standard.

#### **3.7.4 Technical Defect**

**3.7.4.1** If the response to a defect report results in correction of a technical defect, it shall be processed as a technical corrigendum. The Convenor or WG Secretariat shall forward the defect report, response and draft technical corrigendum to the subcommittee Secretariat, requesting a Committee Internal Ballot (CIB) on the draft technical corrigendum by the committee. The subcommittee Secretariat shall also send this material to ITTF for review and confirmation that processing as a technical corrigendum is the most appropriate path. In the case where maintenance of a standard is not assigned to a specific committee, but to a P-member or a JTC 1 Category A Liaison Organization, the actions placed on an subcommittee Secretariat by this clause shall be taken to refer to the Secretariat responsible for the maintenance of that standard.

**3.7.4.2** Subcommittee P-members and organisations in liaison are asked to submit their comments (and subcommittee P-members their votes) by a specified date that should be no less than 8 weeks from the date of notification (See JA.5 of the Consolidated JTC 1 Supplement) of issue. Consideration of successive DCOR ballots shall continue until support of the P-members of the committee has been obtained or a decision to abandon or defer the project has been reached.

**3.7.4.3** Upon completion of the ballot period, the subcommittee Secretariat shall distribute the voting results and any comments received by the subcommittee Secretariat and shall forward them to the Editor, the applicable Convenor or the WG Secretariat, who shall distribute the results to the appropriate defect editing group. Depending on the outcome of the ballot, the subcommittee Secretariat shall also take action as set out below.

**3.7.4.4** If no comments or disapproval votes were submitted on the material, the subcommittee Secretariat, in consultation with the Convenor, shall forward the Technical Corrigendum to the ITTF for publication, normally within 12 weeks. ITTF shall decide, in consultation with the Secretariat of the technical committee or subcommittee, and bearing in mind both the financial consequences to the organization and the interests of users of the publication, whether to publish a technical corrigendum or a corrected or updated reprint of the existing edition of the publication. Each technical corrigendum shall list the status of all amendments and technical corrigenda to the current edition of the standard.

**3.7.4.5** If the general results of the DCOR is approval, but some comments were received, the subcommittee Secretariat shall also forward the comments to the Editor for review when the voting results are distributed to the committee in accordance with 3.7.4.3 above. The Editor shall prepare responses to the comments and return them to the subcommittee Secretariat together with a revised text of the draft technical corrigendum if any modification has resulted from the editing review. The subcommittee Secretariat shall distribute the revised text and disposition of comments report to the committee for information, and shall proceed with the submittal to the ITTF in accordance with 3.7.4.4 above. Each technical corrigendum shall list the status of all amendments and technical corrigenda to the current edition of the standard.

**3.7.4.6** If the results of the subcommittee ballot are not approval, in forwarding the voting results to the WG Convenor or WG Secretariat in accordance with 3.7.4.3 above, the subcommittee Secretariat shall instruct the Convenor or WG Secretariat to distribute the results to the appropriate defect editing group for consideration and the preparation of a recommendation on further action to be taken.

### **3.8 Maintenance of Defect Report Index**

The editor shall maintain a defect report index that contains, for each defect report submitted,

- Full identification of document numbers (including ITU-T References in joint projects);
- Status of the defect report;
- Date when submission occurred;
- Date when response is required;
- Date when ballot terminates (if appropriate);
- Date of publication of solution to the defect.

The Editor shall submit a list of the current membership of the defect editing group and the up-to-date defect report index to the SC Secretariat immediately before each committee meeting (and after, if appropriate).

## Attachment 1

**Defect Report****DEFECT REPORT**

The submitter of a defect report shall complete the items in Part 2 and shall send the form to the Convenor or the Secretary of the WG with which the relevant editor's group is associated.

The WG Convenor or Secretary shall complete the items in Part 1 and circulate the defect report for review and response by the appropriate defect editing group.

The defect editor shall complete Part 3 and submit the completed report to the Convenor or the Secretary of the WG.

<b>PART 1 - TO BE COMPLETED BY WG CONVENOR/SECRETARY</b>
DEFECT REPORT NUMBER:
WG CONVENOR/SECRETARY:
DATE CIRCULATED BY WG CONVENOR/SECRETARY:
DEADLINE ON RESPONSE FROM EDITOR:
<b>PART 2 - TO BE COMPLETED BY SUBMITTER</b>
SUBMITTER:
FOR REVIEW BY:
DEFECT REPORT CONCERNING (number and title of International Standard:
QUALIFIER (e.g. error, omission, clarification required):
REFERENCES IN DOCUMENT (e.g. page, clause, figure, and/or table numbers):
NATURE OF DEFECT (complete, concise explanation of the perceived problem):
SOLUTION PROPOSED BY THE SUBMITTER (optional):
<b>PART 3 - EDITOR'S RESPONSE</b>
ANY MATERIAL PROPOSED FOR PROCESSING AS A TECHNICAL CORRIGENDUM TO, AN AMENDMENT TO, OR A COMMENTARY ON THE INTERNATIONAL STANDARD IS ATTACHED TO THIS COMPLETED REPORT: