CEN/TC XXX

Date:  20XX -XX

EN XXXXX: XXXX/prAX:YYYY

Secretariat: XXX

Introductory element — Main element — Complementary element

Einführendes Element — Haupt-Element — Ergänzendes Element

Élément introductif — Élément central — Élément complémentaire

ICS:

|  |
| --- |
| CCMC will prepare and attach the official title page. |

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[NOTE 1 to the drafter: The table of contents will need to be recreated once drafting is fully complete. To do this, please follow the instructions found in the CEN Amendment Simple Template Quick Start Guide.]

European foreword

This document (EN XXXX:XXXX/prAX:YYYY) has been prepared by Technical Committee CEN/TC XXX “Title”, the secretariat of which is held by XXX.

This document is currently submitted to the CEN Enquiry.

This document has been prepared under a Standardization Request given to CEN by the European Commission and the European Free Trade Association, and supports essential requirements of EU Directive(s) / Regulation(s).

For relationship with EU Directive(s) / Regulation(s), see informative Annex ZA, ZB, ZC or ZD, which is an integral part of this document.

# Modification to Clause XXX

*Modify…*

*Replace…*

*Add…*

*Delete…*

[NOTE 1 to the drafter: Clause 2 onwards demonstrates examples of how to modify various elements of a European Standard. These clauses can be deleted or modified as desired.]

[NOTE 2 to the drafter: Clauses 1, 2 and 3 are not obligatory in an Amendment. Only the clauses to be modified are obligatory.]

[NOTE 3 to drafter: For the addition or deletion of an entire Clause/Subclause, the correct Clause heading to use is ‘Addition of Clause X, “Title”’ or ‘Deletion of Clause X, “Title”’.]

# Modification to Clause 2, "Normative References"

*Add the following reference:*

"EN XXXX-1:XXXX, *General title of series — Part X: Title of part"*

*Delete the following reference from Clause 2 and throughout the text:*

"EN XXXXX (all parts), *General title of the series"*

# Modification to Clause 3, "Terms and definitions"

*Replace definition 3.1 with the following:*

"text of the definition"

*Add the following term and definition:*

*"*

3.2

term

text of the definition

Note 1 to entry:

[SOURCE: EN XXX:XXXX, definition XX]"

# Modification to 6.2, "Subclause title"

# *Add/Replace/Delete…* Modification to Clause X, "Title of clause"

*Add/Replace/Delete Figure X:*

*"*

(Insert and Link Figure)

Key

|  |  |
| --- | --- |
| X | definition for X |
| Y | definition for Y |

NOTE Figure note.

Figure text.

Figure X — Figure title

*"*

[NOTE to drafter: When providing the Amendment draft, only the figures modified by the amendment are obligatory to send. It is not necessary to send all figures contained in the main standard.]

# Modification to Clause X, "Title of clause"

*Add/Replace/Delete Table X:*

*"*

Table X — Title of Table

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

*"*

[NOTE to drafter: When modifying single cells/rows, be as specific as possible:

e.g. *In Table 1, 5th row, 3rd column, replace* "15 mm" *with* "20 mm"]

# Modification to Clause X, "Title of clause"

*Add/Replace/Delete Formula (X):*

*"*

 (2)

where

|  |  |
| --- | --- |
| *Bi*(1) | is …  |
| *D*1 | is… |
| … |  |

"

[NOTE to drafter: For simple formulae, the keyboard can be used. For more complex formulae, it is recommended to use a Word equation tool, such as MathType.]

# Modification to Annex X/the Annexes

*Add/Replace/Delete…*

* *The entire Annex*
* *Clause X of Annex X*

[NOTE to drafter: For the addition or deletion of an entire Annex, the correct Clause heading to use is ‘Addition of Annex X, “Title”’ or ‘Deletion of Annex X, “Title”’.]

1. (informative)

Title of Annex A, e.g. Example of a table, a figure and a formula
	1. Clause title
		1. Subclause title
			* 1. Subclause title
				2. Subclause title

Subclause title

Text of the annex.

* 1. Example of a table

Table A.1 — Table title

|  |  |  |  |
| --- | --- | --- | --- |
| Table headera |  |  |  |
| Table text | Textb |  |  |
|  |  |  |  |
|  |  |  |  |
| NOTE Table note. |
| a Table footnote.b Second table footnote. |

[NOTE to the drafter: For indented text, it is recommended to create new cells instead of using tabs.]

1. (informative)

Relationship between this European Standard and the [essential]/[interoperability]/[…] requirements of [Directive]/[Regulation]/[Decision]/[…][Reference numbers of the legal act] aimed to be covered

[NOTE to the drafter: This is the Generic Annex ZA template. For some Directives/Regulations, specific templates need to be used and these can be found on the CEN BOSS: <https://boss.cen.eu/reference%20material/FormsTemplates/Pages/default.aspx>]

This European Standard has been prepared under a Commission’s standardization request [Full reference to the request “M/xxx”/”C(2015) xxxx final”] to provide one voluntary means of conforming to [essential] / [interoperability] / […] requirements of [Directive] / [Regulation] / [Decision] / […] [Reference numbers of the legal act] [Full title].

Once this standard is cited in the Official Journal of the European Union under that [Directive] / [Regulation] / [Decision] / […], compliance with the normative clauses of this standard given in Table […] confers, within the limits of the scope of this standard, a presumption of conformity with the corresponding [essential] / [interoperability] / […] requirements of that [Directive] / [Regulation] / [Decision] / […], and associated EFTA regulations.

Table ZA.1 — Correspondence between this European Standard and [Annex … of] / [Article(s) … of] [Directive] / [Regulation] / [Decision] [Reference numbers of the legal Act]]

|  |  |  |
| --- | --- | --- |
| [Essential]/ [interoperability]/[…] Requirements of [Directive]/[Regulation]/[Decision] [ …] | Clause(s)/sub-clause(s) of this EN | Remarks/Notes |
|  |  |  |

[NOTE to the drafter, to be removed before publication:

This table can be used to accommodate all possible cases and independently how detailed correspondence is established or is possible to give:

* to declare the correspondence with a general statement ‘all requirements are covered’ by complying ‘all (or indicated) clauses’ (then the table would contain only one row);
* to declare more detailed correspondence (then the table would contain as many rows as needed).]

**WARNING 1** — Presumption of conformity stays valid only as long as a reference to this European Standard is maintained in the list published in the Official Journal of the European Union. Users of this standard should consult frequently the latest list published in the Official Journal of the European Union.

**WARNING 2** — Other Union legislation may be applicable to the product(s) / [service(s)] / […] falling within the scope of this standard.

# Modifications to the Bibliography

*Add/Replace/Delete the following reference(s):*

[1] EN XXXX, *Title of reference*