General information on the application of standards in the companies of Roto Frank Fenster- und Türtechnologie GmbH

Internal Standard
RIS_0099 / WN00.00.00.0099en

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1   Purpose and application

1.1   Purpose

This Internal Standard defines basic requirements with regard to the handling and application of Roto Company Standards ("WN") or Roto Internal Standards ("RIS" and other domains) as well as public standards, guidelines or laws of any rule-setter by internal or external (contractual) users.

This Internal Standard has 2 document IDs in order to ensure the equality of the standard-side framework conditions for the transition from the previous system of Roto Company Standards ("WN") to the new system of Roto Internal Standards ("RIS" and other domains).

All documents or objects referencing WN00.00.00.0099 (e.g. "old stocks" of drawings and Roto Company Standards) or RIS_0099 (e.g. newly released drawings or newly published Roto Internal Standards) refer to this Internal Standard and are therefore subject to the same basic regulations for the application of Internal Standards of the entire group of companies of the Roto Frank Fenster- und Türtechnologie GmbH.

Thus, documents or objects referencing the (older) WN00.00.00.0099 are subject to the same basic rules for the application of the new Roto Internal Standards as documents or objects referencing the (new) RIS_0099 / WN00.00.00.0099, which is specified in more detail in the following chapters, even if the correction to the new Roto Internal Standard RIS_0099 is still outstanding.

1.2   Application

This Internal Standard describes the structure, application and validity of Roto Company Standards "WN") and Roto Internal Standards ("RIS" and other domains) as well as public standards, guidelines or laws of any rule-setter by internal or external (contractual) users.

This Internal Standard is therefore a regular part of any specification descriptions of delivery objects or deliverables, in particular of technical documents of product design (2D/3D geometry objects). This Internal Standard WN00.00.00.00099 / RIS_0099 is expressly intended for internal and external use.

This Internal Standard is applicable to Roto Company Standards with the former domain designation WN... as well as the Roto Internal Standards, the new domain designations RIS and respectively RPD and other domain labels.

This Internal Standard further defines:

- Admissibility and regulation of the transfer of Roto Company Standards or Roto Internal Standards
- The original language and validity of translations of Roto Company Standards or standards Roto Internal Standards
- In a simplified way, the versioning for Roto works standards or Roto Internal Standards
- Specifications for Applicable Documents in Roto Company Standards or Roto Internal Standards and technical documents
- Agreements on material and tolerance specifications in technical documents at Roto
- Agreements on surface information in technical documents at Roto

This Internal Standard is supplemented by the RIS_0098 regarding the concrete implementation of the creation, amendment and publication of Roto Internal Standards RIS within the companies of Roto Frank Fenster- und Türtechnologie GmbH. This Internal Standard RIS_0098 is expressly intended for internal use only.

2   Terms and definitions

The terms used correspond to the relevant technical standards (see chapter Applicable documents) or the Roto's internal usage.

Internal Standards

> All Internal Standards of the companies of Roto Frank Fenster- und Türtechnologie GmbH, characterised by domains of the previous Roto Company Standards ("WN") or the new Roto Internal Standards ("RIS", etc.).

RIS database in SharePoint (official title of the database in SharePoint "Roto Internal Standards"):

> Library of folders within the RIS database in SharePoint, which contain the individual new Roto Internal Standards ("RIS", etc.) represent.

Folder of the RIS database in SharePoint:

> Representative of a Roto Internal Standard (RIS et al.); "Container" for various file objects. The content of a Roto Internal Standard is specified by means of the contents of the file objects of a folder. A folder contains current file objects that describe the content of the Roto Internal Standard. Folders do not have a "version history" because they do not have versioning.

File objects of the folders of the RIS database:

> The file objects of a folder of the RIS database are used to describe the content of the Internal Standard in detail. Changes to the content of a standard are affected by changes to the file objects and documented by their versioning. In the " Version history" of a file object, withdrawn file objects are also visible, which in their entirety have described the Roto Internal Standard at earlier points in time.

> When the following text refers to Roto Internal Standards in simplified terms, it usually refers to the file objects of the folders of the RIS database Roto.

Full text of a data object in a folder of the RIS database:

> Textual or graphical content of a data object in a folder (term from the world of public standards). Defines the content of the data object and thus the standard itself.

Rule-Setters:

> Creators or groups of creators of the content of a standard or norm (term from the world of public standards).

3 Responsibility and validity

3.1 Responsibility

This Internal Standard must be considered by all internal and external (contractual) users of Roto Internal Standards and when preparing technical or other documents (e.g. drawings, purchasing documents).

This Internal Standard must be considered when creating, amending or publishing Roto Internal Standards as well as technical or other documents (e.g. drawings, purchasing documents).

The Central Standards Office, together with the specialist departments, is responsible for the necessary updates of this standard and the associated co-applicable documents.

Purchasing or production are responsible for the adapted implementation (communication, commissioning or implementation) of this standard with regard to internal or external (contractual) manufacturers (suppliers or own manufacturing plants).

The internal or external (contractual) manufacturers have the overall responsibility for the implementation of the requirements of this standard in the use and manufacture of products.

Quality management monitors compliance with this standard.

3.2 Scope of validity

This Internal Standard is applied in the companies of Roto Frank Fenster- und Türtechnologie GmbH.

4 Structure of Internal standards

Internal standards are usually divided into six sections.

The contents of the individual sections are:

- Purpose and application
- Terms and definitions
- Accountability and validity
- Description/Content
- Applicable documents
- Specifying the change history (change service)

The titles of the six sections may vary in detail (especially sections "Description/Content").
Deviations from this scheme are permitted in individual cases.

5 Applicability of internal or public standards with regard to delivery object or delivery service

Internal Standards as well as public standards, guidelines or laws of any rule-setter are relevant components of the specification of the delivery object or the delivery service.

Internal Standards as well as public standards, guidelines or laws of any rule-setter are also applicable to internal or external (contractual) users - usually suppliers - if they are specified from a document belonging to the supply contract, quoted by an Internal Standard belonging to the supply contract, listed as a co-applicable document or if they are referenced by a relevant document of the specification of the delivery object or the delivery service or be cited.

Furthermore, such standards, guidelines or laws of any rule-setter are also relevant for internal and external (contractual) users if they represent the generally customary or current technical or legal status in relation to the delivery object or the delivery service (e.g. personal or environmental protection regulations; regulations regarding security, etc.).

5.1 Validity of Internal Standards for external (contractual) users

For the contractual application of Internal Standards to a delivery item or a delivery service, the latest edition of these Internal Standards at the time of the order shall always apply (i.e. those relevant Internal Standards with the highest released amendment version at the time of the order) or the latest edition of the successors to these Internal Standards (in the case of a change of standard number).

An Internal Standard listed under "Other applicable documents" is always cited undated. For the applicability of internal standards, only the number of these standards is relevant. The cited standard title is to be regarded as informative and may differ in its current version.

If associated documents of a supply contract refer to relevant Internal Standards, the commissioning bodies in the companies of Roto Frank Fenster- und Türtechnologie GmbH are obliged to always make a copy of the version of these relevant Internal Standards valid at the time of the order available to the external (contractual) user in a suitable form (also Internet-based).

This provision also applies to such relevant Internal Standards which are not cited by documents associated with the supply contract.

Internal Standards missing at the external (contractual) user for the fulfilment of the contract are to be requested by the latter from the commissioning offices in the companies of Roto Frank Fenster- und Türtechnologie GmbH.

Note:

As a rule, "applicable documents" are listed in each Internal Standard. The internal standards cited therein are partly relevant in connection with the respective internal standard for internal and external users, partly they are intended to serve internal users in Roto Frank FTT GmbH for further information. Internal standards ("applicable documents"), which are primarily used for internal information or guidance, are generally marked with " ".*

5.2   Application of public standards, guidelines or laws for external (contractual) users

For the contractual application of public standards, guidelines or laws of any rule-setters to a delivery item or a delivery service, the latest edition of these standards, guidelines or laws at the time of the order (i.e. those relevant standards with the highest released amendment version at the time of the order) or the latest edition of the successor of these standards, guidelines or laws (in the case of a change of standard number) shall always apply.

Only the number of these standards is relevant for the validity of public standards, guidelines or laws of any rulemaker. This number is always cited undated. The cited standard or law title is to be regarded as informative and may differ in its current version.

Public standards, guidelines or laws are protected by copyright, as the case may be. Third parties outside the companies of Roto Frank Fenster- und Türtechnologie GmbH are responsible for the procurement and use of the required editions of public standards, guidelines or laws of any regulatory body to protect the copyright of the creator.

5.3   Applicability of internal or public standards, guidelines or laws for internal suppliers or employees

For the contractual application of internal standards and public standards, guidelines or laws of any rule-setters to a delivery item or a delivery service, the latest edition of these standards, guidelines or laws at the time of the order (i.e. those relevant standards with the highest released amendment version at the time of the order) or the latest edition of the successor of these standards, guidelines or laws (in the event of a change in the number of the standard) shall always apply.

Only the number of these standards is relevant for the validity of internal or public standards, directives or laws of any standard-setting body. This number is always cited undated. The cited standard or law title is to be regarded as informative and may differ in its current version.

The internal users must inform themselves independently about the **highest released amendment version** of the internal standards or of public standards, guidelines or laws of any rule maker with the help of the standards databases set up at Roto Frank FTT GmbH.

5.4   Regulations in the event of changes to internal or public standards, guidelines or laws between request or offer and delivery of new components

The period between the enquiry or offer and the delivery of new components varies greatly and there is a risk of relevant changes to internal or public standards, guidelines or laws.

In the event of changes to relevant internal standards or public standards, guidelines or laws (as a result of published changes after the time of the offer) with a changing influence on the agreed delivery item or delivery performance, the internal or external (contractual) users must inform the commissioning departments in the companies of Roto Frank Fenster- und Türtechnologie GmbH of this and the effects must be regulated by both sides by mutual agreement.

5.5 Regulations in the event of changes to internal or public standards, guidelines or laws between ordering and delivery of series components

As a rule, the period between ordering and delivery of series components is short and the risk of relevant changes to internal or public standards, guidelines or laws is rather low.

As a rule, the period between ordering and delivery of series components is short and the risk of relevant changes to internal or public standards, guidelines or laws is rather low.

In the event of changes to relevant internal standards or public standards, guidelines or laws (as a result of published changes after the order date) with a changing influence on the agreed delivery item or delivery performance, the internal or external (contractual) users must inform the commissioning departments in the companies of Roto Frank Fenster- und Türtechnologie GmbH of this as quickly as possible and the effects must be settled by both sides by mutual agreement.

5.6 Withdrawal of Internal Standards

Internal Standards can be withdrawn with or without a successor.

If Internal Standards are withdrawn, a corresponding note will be made in the full text of the withdrawn Internal Standard and, if necessary, for a transitional arrangement.

Withdrawn Internal Standards no longer fully represent the current state of affairs in the companies of Roto Frank Fenster- und Türtechnologie GmbH. However, their application can be agreed between contractual partners.

Note:

Withdrawn Roto Internal Standards ("RIS" and others) have the DocSet status "Archived" in the metadata of the RIS database or in the full text.

5.7 Regulations regarding copyright or the disclosure of Internal Standards to external (contractual) users

Internal Standards are protected by copyright and may only be passed on to external (contractual) users if these Internal Standards are necessary for the external (contractual) users to fulfil their contracts with the companies of Roto Frank Fenster- und Türtechnologie GmbH.

In these cases, the Internal Standards are made available to the external (contractual) users by the commissioning bodies in the companies of Roto Frank Fenster- und Türtechnologie GmbH.

The passing on of Internal Standards - even in part - by external (contractual) users without express permission from the companies of Roto Frank Fenster- und Türtechnologie GmbH is not permitted and will result in liability for damages.

External (contractual) users who pass on Roto Internal Standards to their sub-suppliers with the approval of the companies of Roto Frank Fenster- und Türtechnologie GmbH are obliged to forward the current amendment statuses to them in good time.

Notice:

All Roto Internal Standards ("RIS" and others) carry a copyright notice according to ISO 16016, as specified in RPD_0001 "Articulated Documents".

Annexes to Internal Standards are subject to copyright protection according to ISO 16016 even in the absence of specific notices on the documents.

6 Languages of Internal Standards

6.1 Originals and translations

Internal standards can be executed in several languages.

All published language variants are identical in content and valid. There is no "leading" language variant.

A certain period of time may elapse between the issue of the first language variant and the publication of a translation. Until the translation is published, only the first language variant is valid.

For marking language variants in the file objects: see the following chapters.

Specific specifications for Roto Internal Standards ("RIS" and others):

   If there are several language variants of a file object of an Internal Standard, all language variants of this file object published via SharePoint must match firstly in terms of content and secondly also in terms of versioning in the metadata of the full texts of the file object and the SharePoint file objects.

   The persons of creation ("Author") and review ("Reviewed by") named in the internal standard of the first language variant are also named as persons of creation and review in the other subsequent language variants. Synchronously to this, the times of creation and review are also taken over from the first language variant into the other subsequent language variants.

   This is justified by the above-mentioned stipulation that all subsequent language variants are identical in content with regard to the first language variant.

   With regard to the "Release by" of the first language variant, the names of the actual releasers are given in the subsequent language variants, as this act is often separated in time in the case of several language variants and this act is often the responsibility of different people. The date of issue ("Release by") is based on the date of actual publication by these persons.

   If it is necessary to change the content of a file object of an internal standard, all existing language variants of this file object must also be adapted and published at the same time.

Internal standards may contain terns which, according to application-specific requirements - e.g. in drawings - may only be available in one language.

In the translations, these details remain in the originally selected language. They are then explained by inserted "vocabulary".

If 2 language versions are displayed in an Internal Standard (well suited for shorter Internal Standards or appendices or tables), the first version is the English version and the second version is the German version. The German version is shown in italics and separated from the preceding English text section by a " / ".

7 Number classification of the new Roto Internal Standards

The following specifications on the numbering system of the Roto Internal Standards refer in particular to the new Roto Internal Standards with the designation (domain) "RIS" and others.

Existing specifications on the numbering system of the previous Roto C ("WN") remain unaffected by the following explanations (see WN00.00.00.00.0099 Index 9).

All Internal Standards mentioned in the RPD_0010 (i.e. also those Internal Standards with domains other than "RIS") are marked according to the same numbering scheme.

7.1 Structure of the SharePoint database and number system of naming for RIS

The SharePoint database for RIS and the number system for RIS are structured according to the same scheme.

General definitions: Numerical sequences of digits in the designations of the RIS are not "speaking". All Internal Standards organized in the SharePoint database are classified in more detail by their metadata and can therefore be identified in terms of content in the list view (with metadata) of the SharePoint database for RIS.

7.1.1 Structural design of the SharePoint database for RIS

SharePoint Database for RIS

- Library of RIS, RPD, etc. (Differentiation of the types of Internal Standards via domains)
    - Level of folders (= a folder symbolically represents a "storage location" for each Internal Standard within a domain; this folder forms a "container" for all file objects or links that define the content of this Internal Standard)
        - Level of file objects or links (= relevant contents of the Internal Standard; Number systematics of the file objects: see the following chapters)

7.1.2 Numbering system of the designations of the Roto Internal Standards

The numbering system of the Roto Internal Standards is structured **synchronously** with the scheme of the SharePoint database for RIS as follows:

1. Domain as identifier of the type of the respective Roto Internal Standard:

    o Each type of Roto Internal Standards differs from the other domain types of Roto Internal Standards by its three-digit domain ("RIS", "RPD", etc.)

2. Four-digit numeric sequence as an identifier of the specific Internal Standard in a domain

    o Each Roto Internal Standard is distinguished by a unique four-digit numerical sequence within its domain (= identifier of the Roto Internal Standard).

    o This numerical sequence of digits is not "speaking".

3. Both entries are separated by an **underscore** : e.g. RIS_0099

4. Each individual folder of the SharePoint database for RIS is named according to this scheme (for example, RIS_0099). This folder forms a kind of "container" in which the content of this Roto Internal Standard, i.e. specific file objects or links, is recorded.

5. The naming of a Roto Internal Standard, i.e. a single folder, does not contain any indication of the versioning or the time of output. These are part of the metadata of the individual objects in the individual folders of SharePoint or the full text of the file object.

Examples of number and naming:

RIS_0099   Generelle Information (Folder)

RPD_0010   Documenttypes and Identification (Folder)

7.1.3   Structure of the four-digit numerical sequence of the folders of the Roto Internal Standards ("RIS" et al.)

The numbering system of the "RIS" shown in the following text is used throughout the Roto Frank FTT Group for Roto Internal Standards with the domains "RIS" and others used. If reference is made to Roto Internal Standards, this format must be used.

The number structure for the ID of a Roto Internal Standard "RIS" has (similar to the system of WN 00 to WN08 ...) the following scheme:

RIS_0001 to RIS_8999

(The underscore between the two blocks is used to make the number easier to read and separates similar characters such as I and L from 1 and 7 and O from 0. In addition, blocks of text separated by underscores are not interrupted during automatic line separation in MS-Word. The inseparable connection of the eight-digit block of standard numbers "RIS_nnnn" thus remains even with automatic line separation).

For a basic classification, the following rough classification was chosen in the RPD_0010 (chapter 4.5):

> RIS_0000 – RIS_0999 Overview
> RIS_1000 – RIS_1999 Base Standards
> RIS_2000 – RIS_2999 Design Standards
> RIS_3000 – RIS 3999 Material Standards
> RIS_4000 – RIS_4999 Test Standards
> RIS_5000 – RIS_5999 Procurement standards
> RIS_6000 – RIS_6999 Other standards
> RIS_7000 – RIS_7999 QM Standards
> RIS_8000 – RIS_8999 Data management

This scheme only represents a basic orientation. Standards are often designed to be cross-topical. The standards author and the standards administration should find a numbering that matches the above classification before the standard is created for the first time.

7.1.4   Further stipulations regarding the number system in the designations for "RIS et al."

For further specifications regarding the numbering system in the designations for RIS, see also the RPD_0010.

7.1.5   Number classifications of the file objects assigned to the Roto Internal Standards

<u>Variant A: File objects with a naming according to the number system of names for RIS</u>

The numbering system of the file objects assigned to the Roto Internal Standards is structured synchronously with the scheme of the SharePoint database for RIS as follows:

1. Domain as an identifier of the type of Roto Internal Standard:
    o   Each type of Roto Internal Standards differs from the other types of Roto Internal Standards by its domain type ("RIS", "RPD", etc.)
2. Four-digit numerical sequence as an identifier of the specific Roto Internal Standard
    o   Each Roto Internal Standard is distinguished by a four-digit numerical sequence (= identifier of the Roto Internal Standard) that is assigned once within its domain.
    o   This numeric number is not "speaking".
3. Two-digit numeric sequence as an identifier of the file objects assigned to the Roto Internal Standards
    o   Each file object assigned to a specific Roto Internal Standard is distinguished by a two-digit numeric sequence (= identifier of the file object) assigned once within its standard (domain + four-digit numeric sequence).
    o   The file object that **decisively** describes this standard receives the two-digit numerical sequence "00". This means that SharePoint will always list this file object at the top and thus in the most prominent position in the document list in SharePoint when it is sorted accordingly. This file object is subject to control in accordance with ISO 9001. For this reason, this object must also be made permanently archivable in the form of a PDF/A-1b document (see following chapter).
4. Two-digit code of the language variant (DE= german; EN=english; CN=chinese; HU=hungarian; for further specifications, see SharePoint); Multiple entries are possible separated by **underscore**
5. Each block is separated by **underscore**: e.g. RIS_0099_00_EN_DE
6. Completion of the naming with the identifier of the object format type: .doc, .xls, .ppt, etc.
7. The naming of the file objects of a Roto Internal Standard does not contain any indication of the versioning or the time of output. These are part of the metadata of the associated file objects in SharePoint or the full text of the file object.

Examples:

RIS_0099_00_DE.docx   General Information (Guideline)

RPD_0010_00_EN.pdf   Documenttypes and Identification (Guideline)

(Example: see chapter 6.1.6) :

<u>Variant B: File objects with a naming according to other numbering systems</u>

Such file objects (mainly drawings with causal storage in the PDF archive) were largely created in other Roto management systems and therefore have a numbering or naming that differs from the RIS system (example: see Chapter 6.1.7).

Furthermore, file objects can contain data sheets or information from external manufacturers and therefore also have a numbering or naming that differs from the RIS system (example: see Chapter 6.1.8).

7.1.6   Examples of list display and numbering of file objects with RIS number systematics in SharePoint for the Internal Standard «RIS_6018»

Bibliothek > **RIS_6018**

	Name ⌄	Sprache ⌄	Titel ⌄	Beschreibung ⌄
	RIS_6018_00_DE.pdf	DE - Deutsch	Kataloge von Textbausteinen, Zeichen, Logos bzw. Symbolen in 2D-/3D-	Dieser Interne Standard beinhaltet die Auflistung verschiedener Ausführungstypen von sich wiederholenden Textbausteinen, Zeichen, Logos bzw. Symbole in den 2D-/3D-Geometrieobjekten.
	RIS_6018_10_DE.xls	DE - Deutsch EN - Englisch	Katalog von Textbausteinen, Zeichen, Logos oder Symbolen in 2D-/3D-C	Katalog von Textbausteinen, Zeichen, Logos oder Symbolen in 2D-/3D-Geometrieobjekten - Catalogue of text blocks, characters, logos or symbols in 2D/3D geometry objects
	RIS_6018_20_EN_DE_HU.xls	DE - Deutsch EN - Englisch HU - Ungarisch	Übersetzungsliste von deutschen, englischen und ungarischen fachliche	Übersetzungsliste von deutschen, englischen und ungarischen fachlichen Begriffen - Translation list of German, English and Hungarian technical terms
	RIS_6018_30_EN_DE.xls	EN - Englisch DE - Deutsch	Übersicht von Roto-relevanten GPS-Normen und deren konkrete Anwer	Übersicht von Roto-relevanten GPS-Normen und deren konkrete Anwendungsauswirkung - Overview of Roto-relevant GPS standards and their concrete application impact

7.1.7   Examples of list display and numbering of file objects with different number classifications; e.g. RIS_2010_00_DE.pdf and drawings from the PDF archive in SharePoint for the Internal Standard «RIS_2010»

Bibliothek > **RIS_2010**

	Name ↓ ⌄	Sprache ⌄	Titel ⌄	Beschreibung ⌄
	RIS_2010_00_DE.pdf	DE - Deutsch	Roto-Zeichen; Dateien zum Datenexport	Dieses Dokument dient der Bereitstellung der Geometriedaten des Roto Logos RF2 in digitaler Form - als Anhänge - zur Weitergabe an den Hersteller/Lieferanten von Produkten von und für Roto.
	492528.dxf	DE - Deutsch	Logo Typ: RF2/6	6x2.5 - Original, Prägung & modifiziert für Guss
	492527.dxf	DE - Deutsch	Logo Typ: RF2/8	8x3.2 - Original, Prägung & modifiziert für Guss
	492526.dxf	DE - Deutsch	Logo Typ: RF2/10	10x4 - Original & Prägung/Guss

7.1.8   Examples of list display and numbering of file objects with different number classifications; e.g. RIS_3034_00_DE.pdf and data sheets of external suppliers in SharePoint for the Internal Standard «RIS_3034»

Bibliothek > **RIS_3034**

	Name ↓ ⌄	Sprache ⌄	Titel ⌄	Beschreibung ⌄
	RIS_3034_00_DE.pdf	DE - Deutsch	Katalog der für Beschläge freigegebenen S	Dieser Interne Standard legt alle zugelassenen Schmierstoffe und Klebstoffe in Produkten der Unternehmen der Roto Frank Fenster- und Türtechnologie GmbH fest. Des Weiteren werden deren grundsätzliche Eigenschaften und Lieferanten
	OKS 475 SDS.pdf	DE - Deutsch	Sicherheitsdatenblatt	Produktinformation bzw. Sicherheitsdatenblatt für Schmierstoff
	OKS 475 Produktinformation.pdf	DE - Deutsch	Produktinformation	Produktinformation bzw. Sicherheitsdatenblatt für Schmierstoff
	MOLYKOTE_G_68_SDS.pdf	DE - Deutsch	Sicherheitsdatenblatt	Produktinformation bzw. Sicherheitsdatenblatt für Schmierstoff

7.2 Written presentation of sub-specifications of Internal Standards

In the text documents or directories of the Internal Standards or in documents of the specifications, further execution specifications or sub-specifications are often specified.

In accordance with the previous works standard designation WN… , such sub-specifications are also appended directly to the eight-digit RIS standard number block with a **hyphen** in the Roto Internal Standards. This procedure is synchronous with a common procedure for public standards.

The designations of execution specifications or sub-specifications of a Roto Internal Standard do not contain any indication of the versioning or the time of issue.

Example from the RIS_2021 (type of a label with font size 5 mm and 0.4 mm in recessed version) for the technical execution of a specification:

"Label/Legend RIS_2021 – H5 – V0. 4"

Example from the RIS_3017 (supplier-specific thermoplastic according to the RIS_3017: Romira Rotec ASA) for a sub-specification:

„Th.Pl. RIS_3017-02"

Note:

The use of spaces after the eight-digit RIS standard number block is not specifically prescribed. The use of spaces should be in accordance with the objective of a perfect readability of the specification with connection of the font used.

In case of ambiguity of such indications in specification documents, the relevant example indications in the respective Internal Standards shall be decisive for clarification.

8 Management of file objects of the new Roto Internal Standards

The following provisions on the administration of the new Roto Internal Standards relate in particular to the new Roto Internal Standards with the designation (domain) "RIS" and others.

Existing specifications for the administration of the previous Roto Company Standards ("WN") remain unaffected by the following explanations (see WN00.00.00.00.0099 Index 9).

8.1 The basic structure of folders through "containerization" of file objects

In SharePoint, folders of internal standards represent IT constructs for the "containerisation" of file objects that belong together in terms of content and describe the RIS. For this reason, folders of internal standards in SharePoint only have an identification code (the domain and the four-digit identification number), but no versioning of their own.

Changes to the content of Roto Internal Standards are affected, displayed and published via changes to the content of the file objects in the folders of the Internal Standards.

8.2 Management of (authoritative) file objects to be controlled

These requirements are aimed in particular at those file objects of a Roto Internal Standard that are classified as essential for the effectiveness of this Roto Internal Standard, i.e. these file objects significantly describe this Roto Internal Standard. Thus, the effectiveness results from the content of this file object.

Thus, these file objects of a Roto Internal Standard represent information to be controlled within the meaning of ISO 9001:2015. The retention periods specified there apply and they must be created as documents suitable for long-term archiving in PDF/A-1b format (see also chapter 6.1.5).

These data objects are changed relatively rarely after an initiation phase. These data objects are intended for internal and external use.

These data objects are, in the current scope of the companies of Roto Frank FTT GmbH, relevant guidelines or implementation regulations, etc. for Internal Standards with reference to the authoritative Roto Internal Standard.

Note (see also chapter 6.1.5):

A file object that significantly describes a Roto Internal Standard is given the two-digit numeric sequence "_00" (e.g. RIS_0099_00_DE.docm) as an appendix after the RIS identifier RIS_nnnn as an appendix after the RIS identifier. This appendix "_00" should not be used for naming other less authoritative file objects.

8.2.1 Procedure for storing file objects of a RIS to be controlled

The source of origin of this file object is typically a modifiable file object. This modifiable data object is stored in the form of the modifiable original file and as a PDF/A-1b copy. Public read access to this data object is via a publicly available PDF/A-1b copy of the data object. The modifiable original file is stored securely against unauthorized access and modification.

Rules of filing and up-to-dateness of retrieval:

1. This modifiable file object is used in SharePoint:
   - Access- and thus change-protected as an "original" file object in the original format and additionally
   - Stored in a non-modifiable state in PDF/A-1b format.
2. The storage of the modifiable file object as an "original" file object in the original format shall be done either in the folder of the related RIS with specific read protection (i.e. file with read protection(*)) or in the original format in a special collective folder of SharePoint with read protection (i.e. folder with read protection (*)).

3. The non-modifiable file object in PDF/A-1b format is stored in the folder of the associated RIS

4. As soon as these files are retrieved or printed from SharePoint, they are no longer subject to the change service and, in case of doubt, no longer correspond to the original in SharePoint folders

(*) Note on read protection:

By specifying access authorizations, a read protection for certain user groups can be set for each folder or for each file object of a folder. In such cases, the affected users cannot see the folder or file object.

The execution of the naming, versioning and modification history of the two "identical" file objects (modifiable source and its non-modifiable copy) are subject to the following regulations:

- Identical naming of both file objects (except for the naming of the file format)
- Naming of the file objects according to the specifications of chapters 6 and 7
- Indication of the identical major or minor version in the full text of the file objects (and its PDF/A-1b copy) and in the metadata in Sharepoint; Change management of file objects of Internal Standards: see in particular RIS_0098
- Identical full texts
- Detailed information for proper document control: the naming, the document ID, the status, the versioning, the creation, review and release dates as well as the responsible persons in the full text of both file objects, e.g.:

Verfahren zur Spezifikation der Oberflächen im SAP

Interner Standard
RIS_2029_00_DE

Author:	Holger Beyer	15.02.2023
Reviewed by:	Holger Beyer	15.02.2023
Released by	Holger Beyer	22.03.2023

Version:	4.0
Status:	Released
Document ID:	RIS_2029_00_DE
Replacement for:	WN02.02.02.0004
	WN02.03.01.0002
	WN06.07.01.0000
	RIS_2002

- The change history is specified in the full text of both file objects. This information is listed as a separate chapter at the end of the full text for each major version
- When setting the version of Sharepoint, the change history does not have to be listed

8.3 Management of other file objects that are not subject to control

These requirements are aimed at those file objects of a Roto Internal Standard that are not subject to control, i.e. all other file objects outside the file objects to be controlled.

These file objects are modifiable or non-modifiable file objects as they were created or received. No no-read backups of these file objects are created.

In the current practice of the companies of Roto Frank FTT GmbH, these data objects are lists of data (directories, catalogues or enumerations), instructions, training material or data sheets, etc. with reference to the content of the respective Roto Internal Standard, which is described by the data objects in the folder.

These data objects are primarily intended for internal use. These data objects may be changed more frequently.

Note (see also chapter 7.2):

These file objects receive a two-digit numerical sequence greater than "_00" (e.g. RIS_0099_10_DE.docm) as an appendix after the RIS identifier RIS_nnnn as an indication of their speciality.

8.3.1   Procedure for storing file objects that are not subject to control
Regulate:

1. These file objects are stored in SharePoint in the format in which they were created or received.
2. The file objects are stored in the folder of the associated RIS
3. No read protection is set up for the file or folder
4. As soon as these files are retrieved or printed from SharePoint, they are no longer subject to the change service and, in case of doubt, no longer correspond to the original in SharePoint

Naming and versioning of the file objects are subject to the following regulations:

- Naming of the file objects according to the specifications of chapters 6 and 7
- Specification of the name, the main or minor version in the metadata in Sharepoint (no obligation in the data objects themselves, as this is not possible, for example, in external data sheets)
- In modifiable file objects, at least information about the name and the document ID as a cover page in Excel or on the first sheet in Word or PowerPoint: e.g.:

Katalog der Nutzer der Normendatenbanken NAUTOS und V/BKEN/… der Roto Frank Holding AG und deren Töchter

Dokument-ID: RIS_6014_40_EN_DE.xlsx
Version: siehe SharePoint
Sprache: deutsch - englisch

- For file objects that are not subject to control, the change history is not specified in the full text.
- During the versioning of Sharepoint, the change history does not need to be listed.

9 Versioning or changes to the new Roto Internal Standards

The following specifications for versioning or changes to the new Roto Internal Standards refer in particular to the new Roto Internal Standards marked "RIS" (domain).

Existing specifications for versioning or changes to the previous Roto Company Standards ("WN") remain unaffected by the following explanations (see WN00.00.00.00.0099 Index 9).

9.1 Basic information on versioning

As described in chapters 6 and 7, changes to Roto Internal Standards are affected, displayed and published via the changes to the file objects in the folders of the RIS. These changes to the file objects of the RIS folders are displayed and published by the versioning of the individual file object in the folders.

RIS folders in SharePoint represent IT constructs for the "containerization" of file objects that belong together in terms of content and describe the RIS. For this reason, folders from RIS in SharePoint do not have their own versioning and are not subject to the typical change service. Folders from RIS can only be initiated ("Released") or withdrawn ("Archived"). In addition, the metadata of the RIS folder can be changed, but this does not lead to "changes" of the folders in the sense of versioning.

A rule-compliant implementation of changes requires knowledge and consideration of the mechanisms of versioning of file objects in the folders of the RIS SharePoint database as well as the mechanisms of versioning of controlled documents according to DIN EN ISO 9001. In the following chapters, these mechanisms and their handling are explained in more detail.

Note on the storage and visualisation of replaced file objects:

*In a folder, only its **current** file objects are displayed; **replaced** file objects are to be generated from the SharePoint **version history** of the respective file object. It is also a prerequisite that the replaced data object was **previously** visible to the user. This refers to file objects that have been versioned according to the rules by means of check-out, change and check-in.*

9.2 Structure of versioning of file objects

The versioning of a file object is represented in the metadata of the file object in the SharePoint RIS folder by the following structure (**Major Version.Minor Version**):

Main version:	Numeric number block, all integers from 1
	(Minor version = 0)
Delimiter:	Dot
Minor version:	Numeric number block, all integers from 1

Example of major versions:
- **1.0**
- **11.0**

Example of minor versions:
- **0.4**
- **2.11**

9.3   Changes to file objects and their metadata by means of major and minor versions

In SharePoint, the formal change process starts with the check-out of the file object, followed by the process of changing its contents, and is completed by checking in the file object with the request of the version type setting (decision on whether to save without or with publication).

The following versioning types exist in the SharePoint RIS database:

- Major Versions
- Minor Versions

Note:

As a result of SharePoint's versioning mechanisms and the linking of simultaneous changes of the same (copied) file objects in SharePoint, the administrator must carry out the sequence of the file object change steps, i.e. the definition of the metadata and the versioning in the full text or in SharePoint, as well as the insertion of the file objects in SharePoint before the publication of the file objects (check-in with main version) with great care. A subsequent (even small correction) of the metadata or the full text is only possible with a new main version (and thus renewed metadata adjustment in the full text and in SharePoint.

9.3.1   Major Version

Rules:

- Each new major version **saves** and **publishes** the file object with this major version for use by the usual user (in the case of access permission). Only file objects with the latest published major version may be visible in the SharePoint folders.
- The major version displayed in the full text of the file object must also be the major version of the file object's metadata displayed in the SharePoint folders.

Note:

Any change to the metadata of a published file object will result in a request to increase the minor version or to increase the major version. In order to perform a publication, i.e. an increase to a new major version, the administrator, the rule setter or standards checker, must also perform the change to the major version in the full text of the file object before the new major version is published in SharePoint.

The changes to SharePoint metadata of a folder do not lead to any consequences for its versioning, as folders do not have versions or a version history.

9.3.2   Minor Version

Rules:

- Each new minor version **saves** the file object with this minor version for further use or editing by the administrator, the rule setter or standards reviewer (in the case of access authorization). A file object, saved with a minor version (minor version ≠ 0), is not visible to the usual user. This only sees the file object with the last published major version.
- A file object saved under a minor version (minor version ≠ 0) is used as intermediate storage before further change steps or as the last jumping off point before publication.

10 Rules for the revision service

The revision service of an Internal Standard is specifically documented in the full text of the file object to be directed under the chapter "Revision service" with issue date and personal name abbreviation as well as a short description of the change per version (see chapter "Revision service" below).

The changes made in the text of an Internal Standard are highlighted in blue. If the Internal Standard is changed again, the previous change is changed back to the usual black colour. (Other highlighting text parts should therefore differ from the blue colour: Highlights should be displayed in red colour or in bold font or underlined.).

Definition of the blue text colour in MS-Word texts: Red = 0; Green = 112; Blue = 192

When defining the version of SharePoint, the field for entering the reason for the change (i.e. the change history) is always filled in.

11 General specifications for the execution of drawings, specific characteristics, materials and tolerances

11.1 Method of drawing projection

In the drawings of the companies of Roto Frank FTT GmbH, projection method 1 of DIN EN ISO 128-3 is used.

11.2 Designation of Special Characteristics [BM], Controlled Characteristics [KM] and other Characteristics

In the CAD drawings, features are specially labelled with regard to their significance and consequences in monitoring. The following Roto Internal Standard defines the labelling of Special Characteristics, Controlled Characteristics and Other Characteristics in CAD drawings and other technical documents and their significance:

RIS_1100   Special Characteristics

11.3 Designation of specific surfaces of parts in drawings

The following applicable Roto Internal Standards define the forms of marking and the meaning of specific surfaces of parts:

RIS_2005   Surface structure and specific areas of parts - marking in the drawing

11.4 Information on materials and corrosion protection

In public regulations, not all designations or terms are specified in a uniform structure across all standards in the same subject area. In order to standardise such differing designations or terms, Roto may in some cases deviate from the form specified in the cited public regulations in the Roto Internal Standards.

11.5 Information on general tolerances

In drawings, general tolerances are usually defined by a reference to public standards. The reference is made in the title block of a drawing via the fields "Dimensional Tolerances / Dimensional Tol." and "Geometrie Tol. / Geom. Tolerances" or similar fields.

The specified general tolerance standard shall be applied in full to the characteristics regulated by the standard unless the document specifies more specific limit deviations for applicable characteristics.

"Maß-Toleranzen / Dimensional Tol." includes all "dimensional" tolerance types distinguished by the cited standard.

"Geometrie Tol. / Geom. Tolerances" includes all types of "form and position" tolerances differentiated by the cited standard.

11.6 Drawing title blocks and organisational Regulations

The following applicable Roto Internal Standard specifies the characteristics contained in drawing title blocks and the special organisational significance of individual characteristics and characteristic values:

RIS_2003   Title blocks in technical drawings: content, regulations, organization

Particular attention should be paid to Chapter 4 of the RIS_2003.

11.7 Generally applicable Internal Standards for specific manufacturing technologies

In the case of specific manufacturing technologies, Roto Internal Standards may generally apply without being explicitly cited in the Technical Documents. For general applicability, it is sufficient that parts are manufactured using the main application of one of the technologies defined below or are referred to as named parts of these technologies.

The following applicable Roto Internal Standards define technology specifications:

RIS_2045	Festlegungen for stamped parts
RIS_5001	Additive Manufacturing: Processes, Rules, and Data Objects

11.8 Applied standards for geometric product specification (GPS)

Technical documents (data models, drawings, ...) can contain various information in text or graphic form on the geometric product specification according to public standards of the GPS-group of standards.

These public standards are also applicable if defining elements of these standards are used in the Technical Document.

The following standards for geometric product specification are used, among others:

RIS_2001	Technical drawings - Dimensions and tolerances:
	Principles and specifications (see also their Applicable Documents)
DIN EN ISO 1101	Geometrical product specifications (GPS) - Geometrical tolerancing - Tolerances of form, orientation, location and run-out
DIN EN ISO 1302	Geometrical Product Specifications (GPS) - Indication of surface texture in technical product documentation
DIN EN ISO 13715	Technical product documentation - Edges of undefined shape - Indication and dimensioning

11.9 Ordering information for purchased components in products

Specific requirements for purchased parts may necessitate supplementary agreements between the Purchaser and the Supplier.

Internal Standards may regulate the form of the agreements. These Internal Standards are applicable when products of the categories of this chapter are to be ordered or delivered.

The following Roto Internal Standards define specifications for purchased parts:

RIS_2046	Mechanical fasteners: specification of type and surface

11.10 Display state of the objects in drawings

Unless otherwise agreed, objects are represented in drawings in the state to be delivered in accordance with the SAP specification. If, for example, the SAP specification specifies a part without a surface coating, the dimensions in the drawing usually describe a part without a surface coating.

According to the SAP specification, the delivery state shown can be a raw, an intermediate and the finished state of the object (see the following chapter "Specification of Surfaces (Design or Colour) in Drawings or Orders").

For the rules of the indications of the coating in the drawings, see RIS_2029, chapter 6.

12 Specification of surfaces (coatings or colouring) in drawings or orders

12.1 General specification of surfaces (coatings or colourings)

The initial specification of the coating or colouring (of individual parts or assemblies) is mainly done in the SAP basic data of the individual material objects (colour shade, process, standard; see RIS_2029 see RIS_2029, chapter 5) and is specified in more detail (if geometrically necessary) in the associated internal standards or drawings.

12.2 Specification of surfaces (coatings or colourings) in the order

A required coating or colouring of objects (of individual parts or assemblies) is agreed with the order and by additions to the drawing of the individual parts or assemblies to be coated and the specification of the delivery standards of the desired surface.

12.3 Specification of surfaces (coatings or colourings) in drawings

If necessary, the drawing of the individual parts or assemblies to be coated contains a more precise local specification of the coating (e.g. visible surfaces and functional surfaces according to RIS_2005, possibly with layer thicknesses). For the rules of the indications of the coating in the drawings, see RIS_2029, chapter 6.

Detailed information with regard to the individual coatings is specified in the individual standards of the coatings mentioned.

The following applicable Roto Internal Standards define the marking forms of specific surfaces of parts as well as the system or specification of the companies of Roto Frank FTT GmbH for coated parts:

RIS_2005	Surface structure and specific areas of parts - marking in the drawing
RIS_2029	Procedures for the specification of interfaces in SAP
RIS_2030 ff.	Special requirements for the surface processes and their specification (see also overview of Applicable Documents of this RIS_0099 with reference to Surfaces)
RIS_3038	Catalogue of the surfaces of product components (Surface Catalogue)

12.4 Influence of coatings on dimensions

Rules (See also RIS_2029, chapter 6):

1. **The drawing depicts the part as a direct result of the forming process of it (raw part). Dimensions and tolerances therefore regularly refer to the raw part without a surface.**

2. **If there is a need to specify dimensions and tolerances, including the layer thicknesses of the coating (i.e. measurement after the coating process), this must be explicitly stated in the drawing with reference to the dimension in question:**

   „nach dem Beschichten/after surface treatment"

Example:

3. **In drawings with such information, it is necessary that the marking of the visible and functional surfaces (according to RIS_2005) for coatings to be applied later is also made therein, so that the supplier of the raw part must know the surfaces of the subsequent coating and can thus accurately plan manufacturing dimension effects.**

13 Applicable documents

Document numbers marked with * are only relevant for internal users from the Roto Group in relation to this standard.

13.1 Applicable documents when applied to Internal Standards "WN" and "RIS" include

DIN EN ISO 128-3	Technical product documentation (TPD) - General principles of representation - Part 3: Views, sections and cuts
DIN EN ISO 129-1	Technical product documentation (TPD) - Presentation of dimensions and tolerances - Part 1: General principles
DIN 406-10 to -12* (W)	Technical drawings; ...
DIN EN ISO 1101	Geometrical product specifications (GPS) - Geometrical tolerancing - Tolerances of form, orientation, location and run-out
DIN EN ISO 1302	Geometrical Product Specifications (GPS) - Indication of surface texture in technical product documentation
DIN EN ISO 13715	Technical product documentation - Edges of undefined shape - Indication and dimensioning
DIN ISO 16016	Technical product documentation - Protection notices for restricting the use of documents and products

13.2 Applicable documents when applied to Roto Internal Standards "RIS", etc.

RPD_0010*	Documenttypes and Identification
RIS_0098*	Additions to the RIS_0099 - Specifications for the creation, modification and publication of Roto Internal Standards
RIS_1100	Special Characteristics
RIS_2003	Title blocks: content, regulations, organization
RIS_2005	Surface structure and specific areas of parts - marking in the drawing
RIS_2029	Procedures for the specification of interfaces in SAP
RIS_2030 and further	Special requirements for the surface processes and their specification (see also overview of Applicable Documents of this RIS_0099 with reference to Surfaces)
RIS_3038	Catalogue of the surfaces of product components (Surface Catalogue)
RIS_2045	Regulations for stamped parts;
RIS_5001	Additive Manufacturing: Processes, Rules and Data Objects

Note:

Since this Internal Standard is to be applied in accordance with chapter 1 to all Roto Internal Standards with the domain designation RIS and in some cases also to Roto Internal Standards with the domain designation RPD (depending on the mention in the Applicable Documents), this Internal Standard RIS_0099_DE / WN00.00.00.0099 is automatically Applicable Document of all these Roto Internal Standards.

13.3 Applicable documents when applied to Roto "WN" factory standards

WN01.02.02.0003*	Roto factory standard - Regulation for preparation
WN02.02.02.0005	Drawing information - Title blocks: content, regulations, organisation
WN02.02.03.0003	Surface structure and specific areas of parts
WN02.02.02.0004	Coated products – Rules
WN02.09.03.0002	Specifications for stamped parts;

Note:

Since this Internal Standard is to be applied in accordance with chapter 1 to all Roto Company Standards with the domain designation WN, this Internal Standard RIS_0099_DE / WN00.00.00.0099 is automatically Applicable Document of all these Roto Internal Standards.

14   Revision service

28.04.2023 / Beyer H.	Version 1.0	Adoption of WN00.00.00.0099 (Version 9) and WN01.02.02.0003 as Internal Standards RIS
		Update of external and Internal Standard designations
		Adaptation to the new system of Roto Internal Standards their management in Share Point
29.05.2024 / Beyer H.	Version 2.0	Order of chapters adjusted in terms of content
		Display of 2 text variants in an Internal Standard in chapter 6.1
		Addition of markings of textual changes in Roto Internal Standards in blue colour in chapter 10
		Addition of the labelling of important text passages in bold, red or underlined in chapter 10
		Addition of the labelling of Controlled Characteristics and Other Characteristics in drawings in chapter 11.2

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