




DIN – Committee of
Standards Users (ANP)

Guide to searching standards



Das Netzwerk der
Normen-Anwender



Guide to searching standards

This Guide is aimed at employees of companies who want to find out about standards for their area of responsibility. Below you will find a few general tips to help you search for the standards relevant to your area of work. This document contains the text of the Guide and, from [page 7](#) onwards, a presentation that can be used, for example, for communication within your organization, as well as a flow chart on [page 10](#) illustrating the process.

A good, thorough standards search takes time. Plan the necessary time in your calendar so that you can work undisturbed. The broader your subject area, the more time you will need to search for standards.

Everyone is responsible for knowing the relevant standards and specifications as part of their job and must apply them where necessary or point out the need to apply them to the relevant specialists. You should not assume that you have fulfilled your duty of care simply by applying this Guide.

Tip

The number of a standard normally consists of a combination of letters, special characters, and several numerals (e.g. DIN CEN ISO/TS 15011-6). Always note the entire number: all of the letters, special characters and numerals. The numerals alone don't necessarily mean anything. Standards with the same numerals can deal with completely different topics. Here is an example:

- DIN 13000** → Vehicles for transport in horizontal position (patient transport)
- DIN EN 13000** → Cranes
- ISO 13000** → Plastics – Polytetrafluorethylene (PTFE) semi-finished products
- SAE AS 13000** → Problem solving requirements for suppliers



When this document refers to “standards”, it also means specifications, company standards, etc.



Searching standards

First round



Use your internal standards management system

- 1 Consider the subject area in which you want to search for standards and note down as many terms from this subject area as possible in a keyword table.
- 2 Look for synonyms for these terms (e.g. for windshield: windscreen, glazing, window, etc.) and note them in your keyword table at the appropriate place. For → **Points 1 and 2** it can be helpful to ask for typical vocabulary from experts in other fields.
- 3 Where necessary, note translations of these terms at the appropriate place of your keyword table. Depending on the topic or target market, translations into other languages may be required. Here it can be helpful to use the **free multilingual DIN-Term service** (see Note on page 4).
- 4 Perform a search for all terms in your standards management system (where offered by the system):
 - keyword search,
 - title search,
 - full text search.
- 5 Always make a note of all the standard numbers found (results) in a list (results list) after each search. To avoid errors, it is advisable to also note the titles in the results list.
- 6 If your system also allows plurals in the keyword search, enter all terms also in the plural.
- 7 Once you have found the relevant standards, make a note of the classification number (usually found at the top left of the title page).



- 8 Enter the noted classification numbers in the standards management system when searching for classifications. Note the standards found in your results list. In some cases, the search can already be restricted in → **Point 4** by a using known classification number (e.g. ICS number).
- 9 View all results by reading the titles and the scopes and delete from your results list the results that are obviously not relevant. If the title and scope are not sufficient for this assessment, also read the table of contents which, in combination with the scope, provides a good insight into the contents of the standard. It may be necessary to consult the entire standard (full text) in order to make a final decision on the selection of the relevant standards.
- 10 If you find standards that have been withdrawn, check the “master data”, for example, whether there are standards that replace them (succeeding standards). Replace the relevant standards in your results list with the numbers of the succeeding standards. Delete standards that have been withdrawn without replacement from your results list. If there is an “instead of” note for a withdrawn standard, check whether and under what conditions the standard mentioned there can be applied instead of the withdrawn standard.
- 11 If you find that you still need a standard that has been withdrawn without replacement, please contact the relevant national standards committee with a request to release the standard again. (Withdrawn standards can usually be ordered via the Beuth webshop.)

Tip

The free **DIN-TERMinology Portal** can be useful for multilingual searches using keyword searches. Registered users have access to over **750,000 DIN-TERM entries**. Registration is free at:
www.din.de/en/services/din-term

Second round



Using the internet

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Now search for standards that are not part of the ISO – CEN – DIN system. These include:

- Standards by rule setters outside Germany (e.g. SAE, IEEE, ASME, JSAE)
- Standards of associations (e.g. VDA, VDI, VDMA, DVS, WDK)
- Consortial standards (e.g. ASAM, 3GPP)

13

Enter all terms from → **Point 2** together with the word “standard” in an internet search engine (e.g. Google, Bing). Please be aware that the sources may be out of date, incomplete or even illegal.

14

Enter the terms again, this time together with the words “technical rule”, into the search engine.

15

Always make a note of all the standard numbers found in your results list after each search.

16

Don't just check the first page displayed by the search engine, but check as many pages as you can until you get the impression that no more relevant hits are being displayed.

17

Make a note of the rule setters/publishers on whose pages you have found relevant standards so that you can search for them in future.

Third round



Checking for more standards

18

Take a look at the applicable documents in your results list and check in them whether any standards relevant to you are mentioned there and whether these standards are still current. Add these standards to your results list.

19

Search for further relevant terms for your subject area in the keywords, standard titles and possibly also in the scopes for all standards in your results list and add them to your table created in accordance with → **Point 3**.

20

Repeat Points 2 to 14 with the new terms you have found.

21

Acquire all the standards in your results list and work with them.



Fourth round

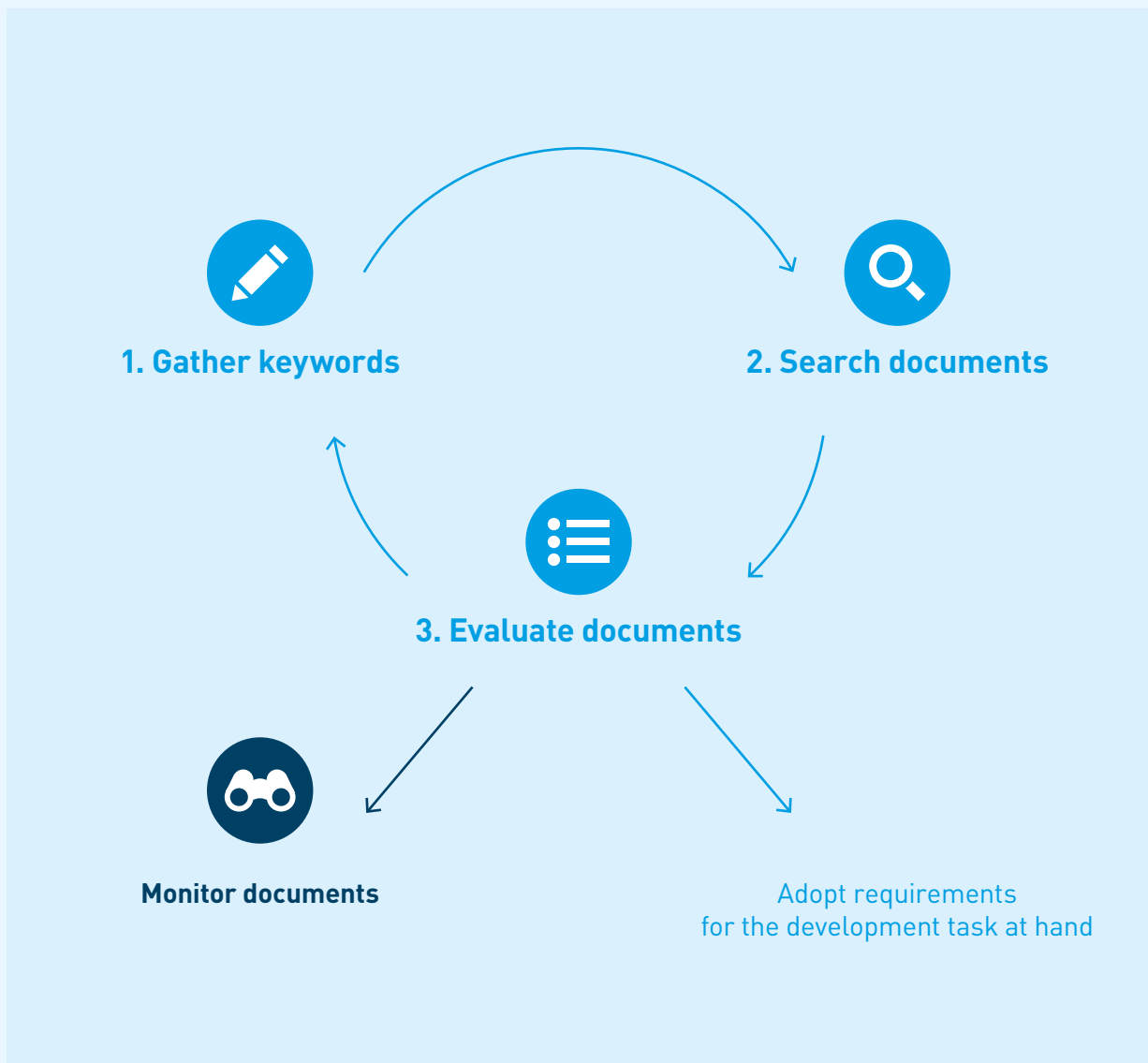


Ensure your standards are up to date

- 22 If your standards management system offers this possibility, mark the standards in your results list in your system so that you are informed by the system when changes are made to these standards.
- 23 Before using a standard, check that it is up to date by entering the standard number in the standards management system. For standards you found via the internet, check their currency in the internet. On the Beuth Verlag website, the currency of a standard can be checked via the menu item "Check currency of standards". A scan function is also available to users on mobile devices.
- 24 If you find standards that have been withdrawn, check the "master data", for example, whether there are standards that replace them (succeeding standards). Replace the relevant standards in your results list with the numbers of the succeeding standards. Delete standards that have been withdrawn without replacement from your results list. If there is an "instead of" note for a withdrawn standard, check whether and under what conditions the standard mentioned there can be applied instead of the withdrawn standard.
- 25 If you find that you still need a standard that has been withdrawn without replacement, please contact the relevant national standards committee with a request to release the standard again. (Withdrawn standards can usually be ordered via the Beuth webshop.)
- 26 To find standards that have been newly published in your subject area, you can repeat → **Points 2 to 14** every month.
- 27 Get involved in the DIN standards committee relevant to your subject area. Then you will stay well informed.
- 28 Subscribe to a standards newsletter (where available) that provides you with lists of:
 - draft standards,
 - new standards,
 - withdrawn standards,
 - planned withdrawals without replacement.

Check these lists for standards that could be relevant for you (possibly using the search function) and add them to your results list accordingly.

Researching the state of the art and the importance of research in the context of projects



Searches and checks need to be documented in the project documents. If documents or requirements are rejected, the reason for this is to be documented.



1. Gather keywords

- Establish the topic to be searched
- Gather relevant keywords on that topic
- Search for synonyms of the keywords
- Translate keywords and synonyms where necessary
- Draw up a list of keywords as a basis for searching

Aids

- Internet searching, e.g. dictionaries, technical literature, specialist articles
- Internal tools
- Terminology databases, e.g. those of DIN



2. Search documents

Internet

- Search for keywords in English and/or German using a search engine, together with the keyword “Standard” (or “Norm”, in German)
- Note references to documents (standards, specifications, technical articles, other documents with requirements)

Collections

- Search using keywords in English and/or German in your company’s standards management system
- Search using keywords in English and/or German at other relevant setters of technical rules
- Note information on standards and specifications

Sources

- Also consider other specialist sources that may exist in the subject area you are looking for
- Evaluate documents found for relevance based on the abstract, the context or a summary

Publishers of technical rules (examples)

- DIN (Beuth Web Shop)
- SAE (SAE Mobilus)
- ETSI (ETSI Web Page)



3. Evaluate documents

- Acquire the documents found
- Assess the relevance of documents based on content

Supplement list of keywords

- If the documents provide references to further search words (e.g. keywords, other applicable documents)

Supplement list of documents

- If the documents contain references to other applicable documents (required for application)
- If the documents contain a Bibliography (assess relevance)

Include supplemental content in the search and evaluation (iterative).

For relevant standards:

Evaluate content

- Adopt requirements for the search topic
- If necessary, adopt further relevant requirements



Monitor documents

All relevant standards identified must be monitored over the course of the project:

- Note currency of edition or metadata
- Check regularly for amendments
- Where possible, set an alert for changes to documents (e.g. in your internal standards management system)

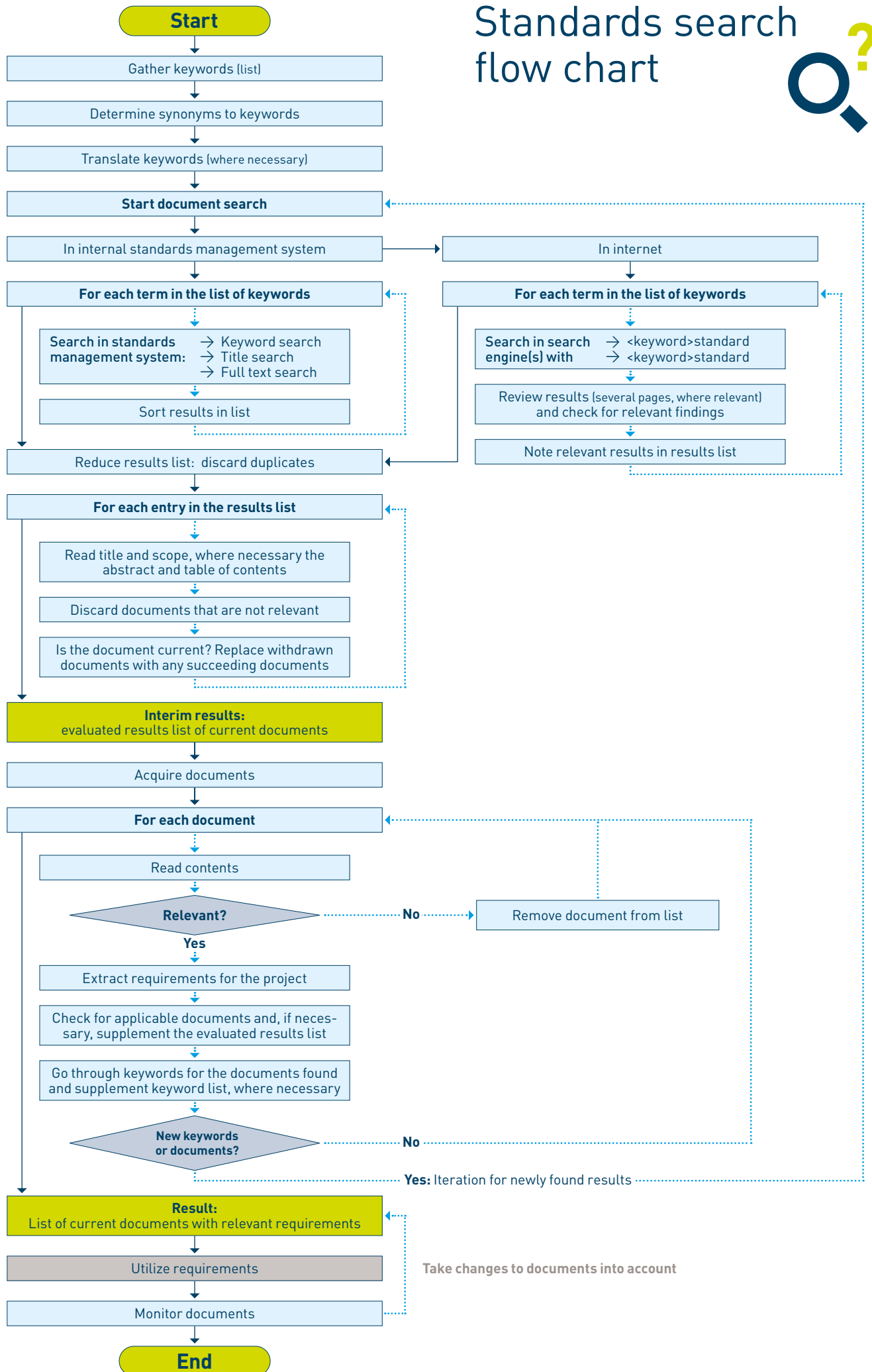
Changes over the course of the project

- Evaluate relevance
- If relevant: take into consideration in project
- Update monitoring list

Important

- The monitoring period can extend beyond the end of the project (duty to observe market)
- It is useful for a specialist department to carry out subject-related and project-independent research. To establish the project relevance, only the delta in relation to the specific project needs to be considered.

Standards search flow chart





We look forward to comments on and your experience with the use of this Guide. Please send these to: anp@din.de

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