

# Maintenance Agency Procedure (Reference: ISO 15143-4 Annex N)

## N.1. Introduction

This annex implements a similar Maintenance Agency (MA) process as ISO/TS 15143-3.

Typically, changes to ISO publications are handled through correction, revision or amendment procedures laid out in ISO Directives. However, some portions of ISO 15143 series standards/technical specifications include detail schema data which may require frequent updating. If the proposed changes to the schema data are known to have limited impact to the standard, or are simply additional new data elements, the MA will process those new schemas to be reviewed and approved by Subject Matter Experts (SMEs) and the approved files will be posted at MA's website. The approved files will eventually be implemented to ISO publication through conventional ISO correction, revision or amendment process.

The different data objects used through out this document require special consideration to implement changes and additions. This annex describes the process of adding or modifying data objects. This annex also establishes limits to what may be added or changed.

Supporting content for this document can be found at the Information webpage <https://jcmanet.or.jp/jcma-iso/iso15143-4-ma/>

Content includes:

- Schema files for the types defined in this document
- Example files and projects
- Test/use cases
- Documentation for Maintenance Agency

## N.2. Format of supporting schema files

The supporting schema files mentioned above will be posted as a .zip file on the Information Website. These .zip files contain the latest schemas to support ISO15143-4. The .zip file names include semantic versioning method as outlined in Clause 5.6.

The schemas defined at the time of publish of the major version of the standard will have the oldest timestamp on the list of files relating to specific major versions. If schemas are updated using the Maintenance Agency prior to publish of next major version of the standard, then newer versions of .zip files will be listed.

## N.3. Maintenance Agency Process

### 1. New Element Request

- a. The requester shall email the Secretary of the Maintenance Agency a proposal to add new data element, including
  - i. a rationale for the change;
  - ii. a description of the change (See Figure N.1 below);

- iii. a list of stakeholders who are making request jointly.
- b. The Maintenance Agency shall confirm the purpose and definition of the change(s) to element(s).
- c. If not confirmed, the Secretary shall inform the requester to that effect and the process terminates.

Name & Description:

Change Type:	Data Object Name	Description

Property/Parameter:

Change Type:	Name	Source	Type	Required	Description

Response:

Change Type:	Code	Schema	Description

**Figure N.1:** Maintenance Agency Template

**2. New Element Definition and Schema Development**

- a. If the Maintenance Agency agrees with the proposal, the requester shall define attributes that describe the data element and generate updated schemata.
- b. The requester should work with other key stakeholders to ensure alignment of key attributes.
- c. Verification of Schema shall be done:
  - i. Unit Testing of schema by utilizing simple tools
  - ii. User Acceptance testing
- d. Once verification has been completed, the requester shall send the following information to the Maintenance Agency:
  - i. a release note suitable for dissemination to interested parties describing the change;
  - ii. updated and verified schema files;
  - iii. a list of companies and team members who have been actively participating in this request, to demonstrate a level of industry-wide interest in this change;
  - iv. a summary of verification activities completed and by which companies.
- e. Working Group approval:
  - i. The Maintenance Agency shall review the submission for suitability and

completeness.

- ii. The Maintenance Agency shall define the appropriate Working Group to review requests. The Committee Manager governing this standard and chairing the Maintenance Agency will work with current convenor(s) to decide if appropriate to pull together appropriate SME's (which may or may not be the original WG who created the standard) to discuss the request.
- iii. The Maintenance Agency shall poll the working group with information provided by requester.
- iv. Within 60 calendar days of receiving the final information from the requester, the Maintenance Agency shall notify the requester that:
- v. The working group has reached consensus to release the new element; or
- vi. The working group has not reached consensus, with an explanation of concerns; or
- vii. The working group needs to have further discussions on the data element along with planned next steps.

### 3. New Element Release

- a. If the request is approved, the Committee Manager will pull together the appropriate SME's to discuss the plan to make the changes. These SME's would then make any relevant changes needed to the supporting schema and create the new files to be shared on the Information Website.
- b. The Maintenance Agency shall update the Information Website with the files provided by the requester, after suitably modifying the version numbers in accordance with clause 5.6
- c. The Maintenance Agency shall email the members of the Working Group with a notification that the proposed new schema have been released.

### N.3. Change Restrictions

In order to ensure the continuing integrity of the standard, only certain changes are permitted, as detailed in this section. The intention is to ensure that any object generated prior to the change will remain valid, and have the same meaning, following the change.

- Permitted Changes
  - Add a data object definition
  - Expand the definition of a pre-existing data object
  - Add an attribute to a schema definition
- Prohibited Changes
  - Adding a schema that would expand scope past 15143-4
  - Incompatible type changes
  - Making a property required that was not previously required.