



Vienna, September 16th -19th 2013

ASD-STE100 Simplified Technical English
The Standard for Accurate and Efficient Documentation

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Presentation Overview

- What is the **ASD-STE100** Specification?
- How it all began...
- How do you use it?
- Who is it for?
- How is it maintained?
- How do you learn to use it?
- Summary and Information



ASD-STE100 Specification – What is it?

ASD

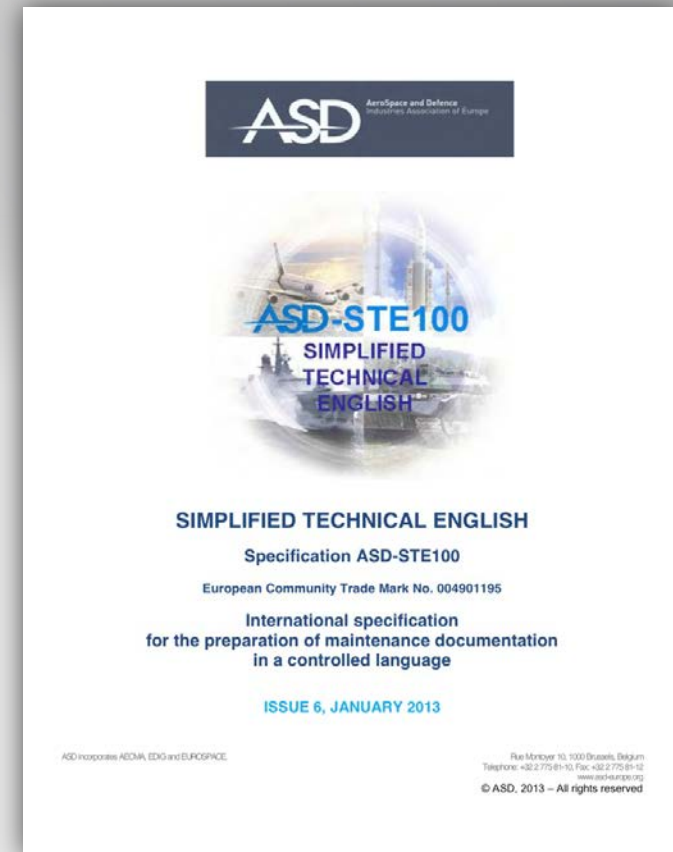
AeroSpace and Defence Industries
Association of Europe (formerly AECMA)

STE

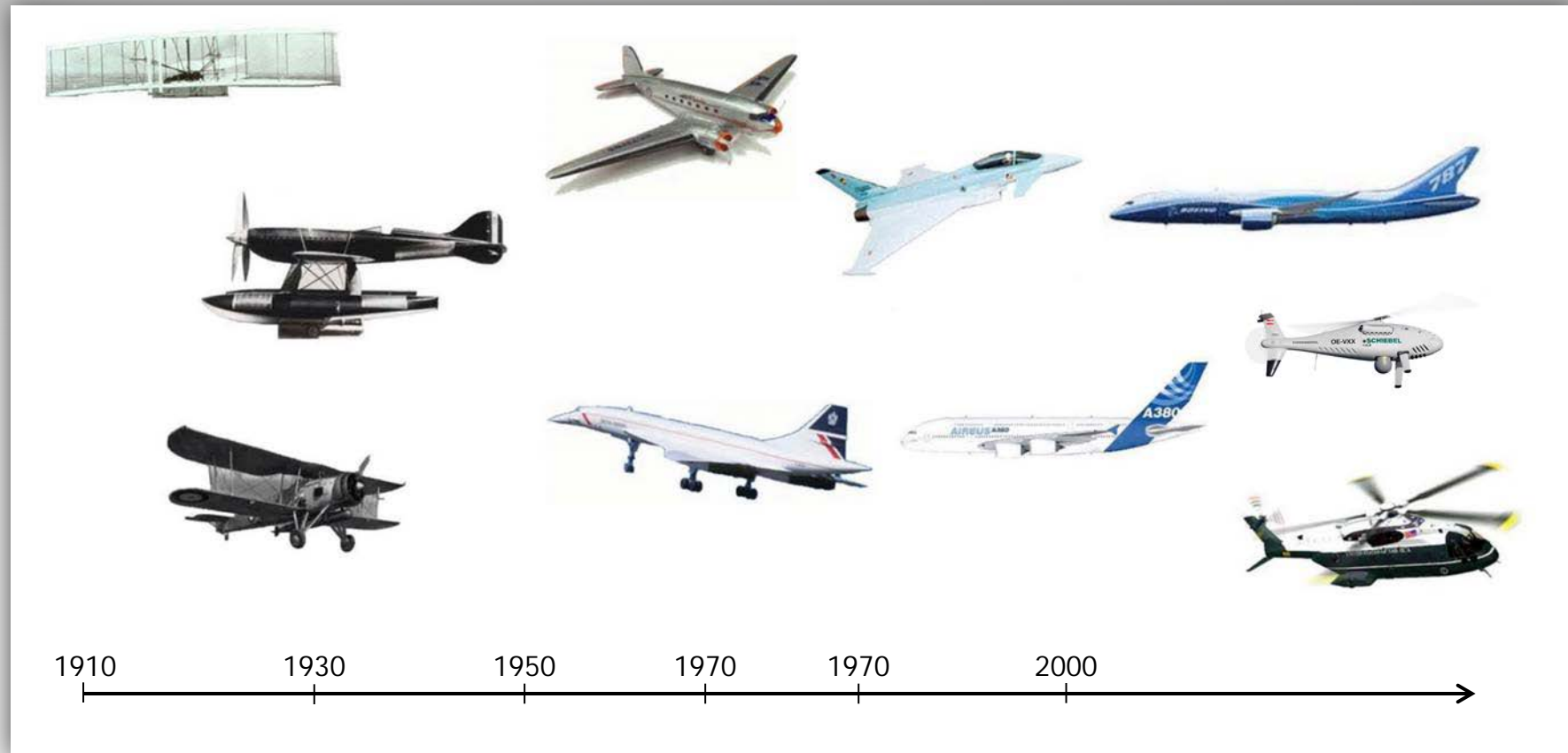
Simplified Technical English

ASD-STE100

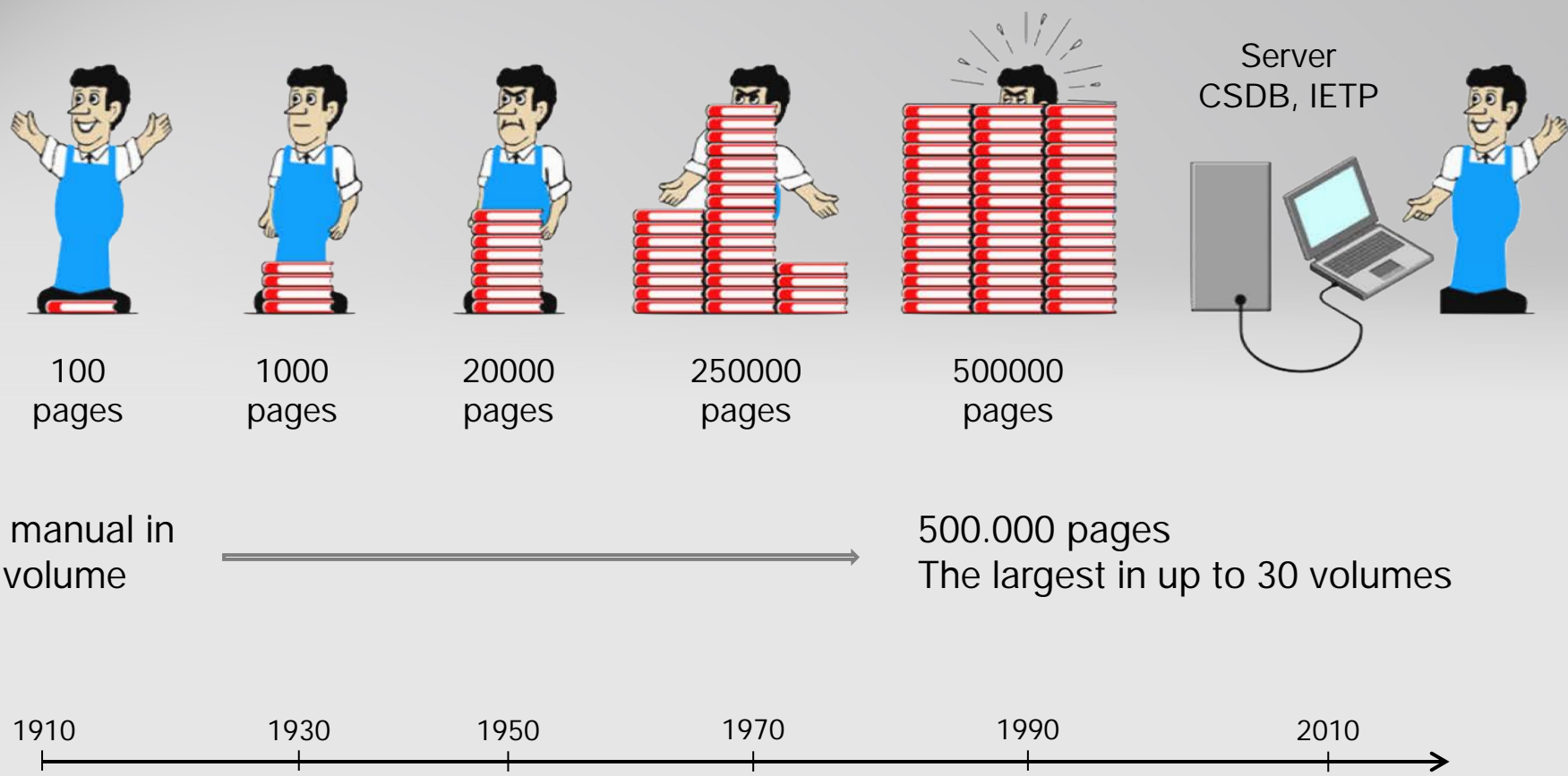
International specification for the preparation
of maintenance documentation
in a controlled language



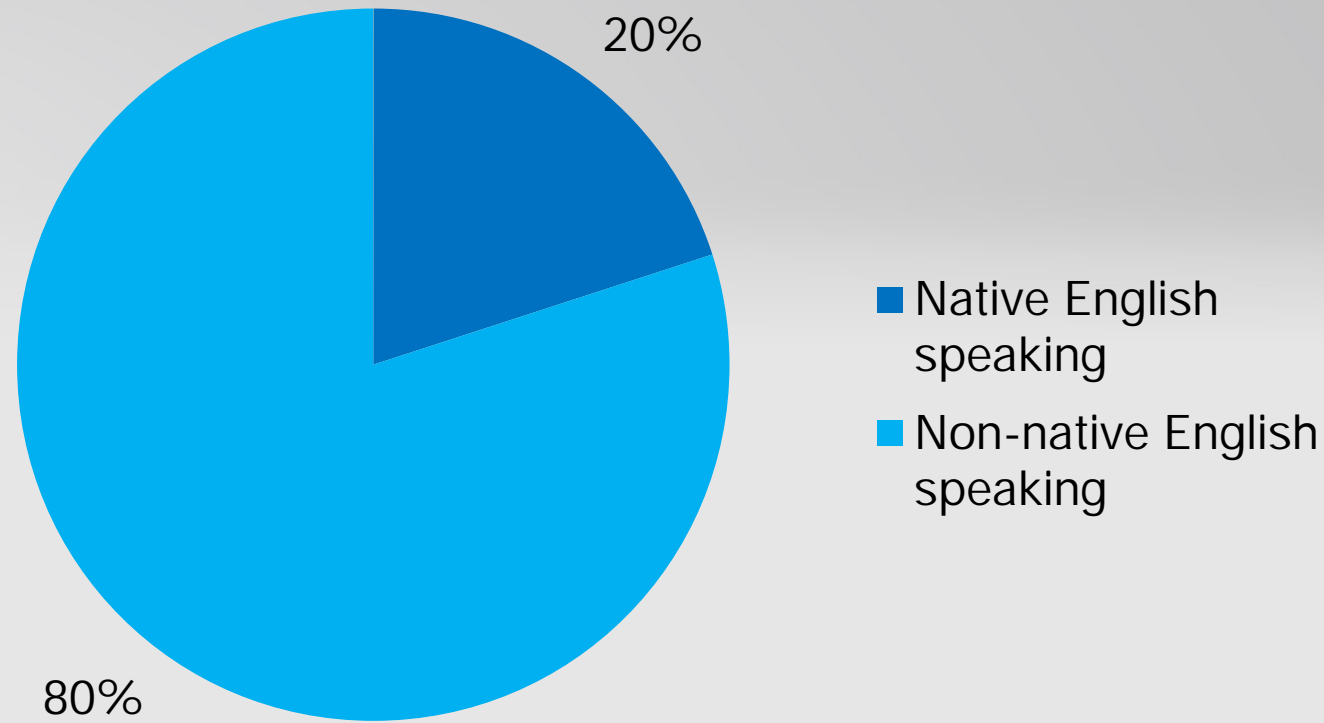
ASD-STE100 Specification – How it all began...



Increasing complexity of documentation



Increasing number of maintenance personnel who are non-native speakers of English



An English language standard became necessary

- a small number of words
- words with defined meanings
- words with defined parts of speech
- a simplified structure

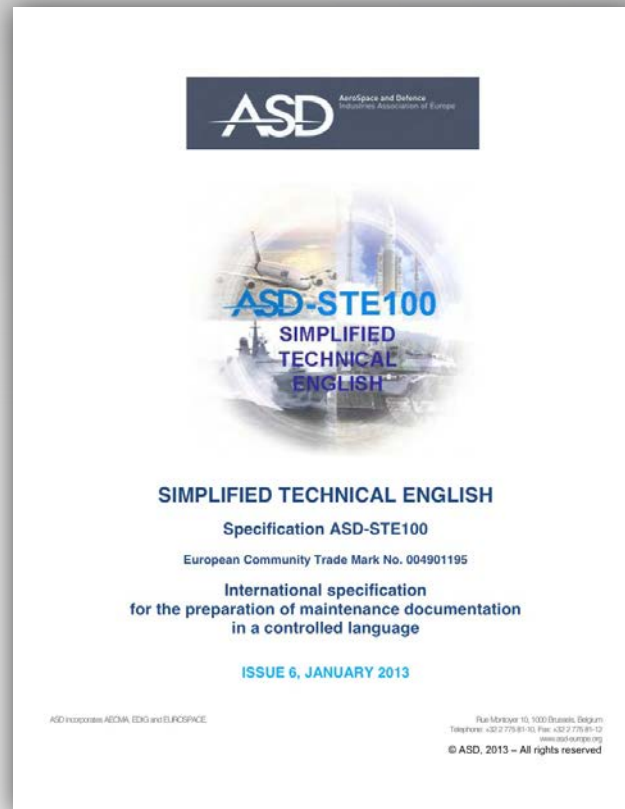
Good communication is a safety factor!

Short History

- **1983-86:** Cooperation of AECMA and AIA to develop the standard (Simplified English Working Group (SEWG))
- **1986:** Issue 1 of the AECMA Simplified English Guide ATA and S1000D made it a mandatory requirement
- **2005:** Issue 3: Change to Specification ASD-STE100
- **2013:** Issue 6: Latest Issue Specification ASD-STE100 with significant changes
- **Issue 6 is available at no cost.**
- **ASD-STE100 has been copyrighted by ASD, Brussels, Belgium and is a trademark.**



ASD-STE100 Specification

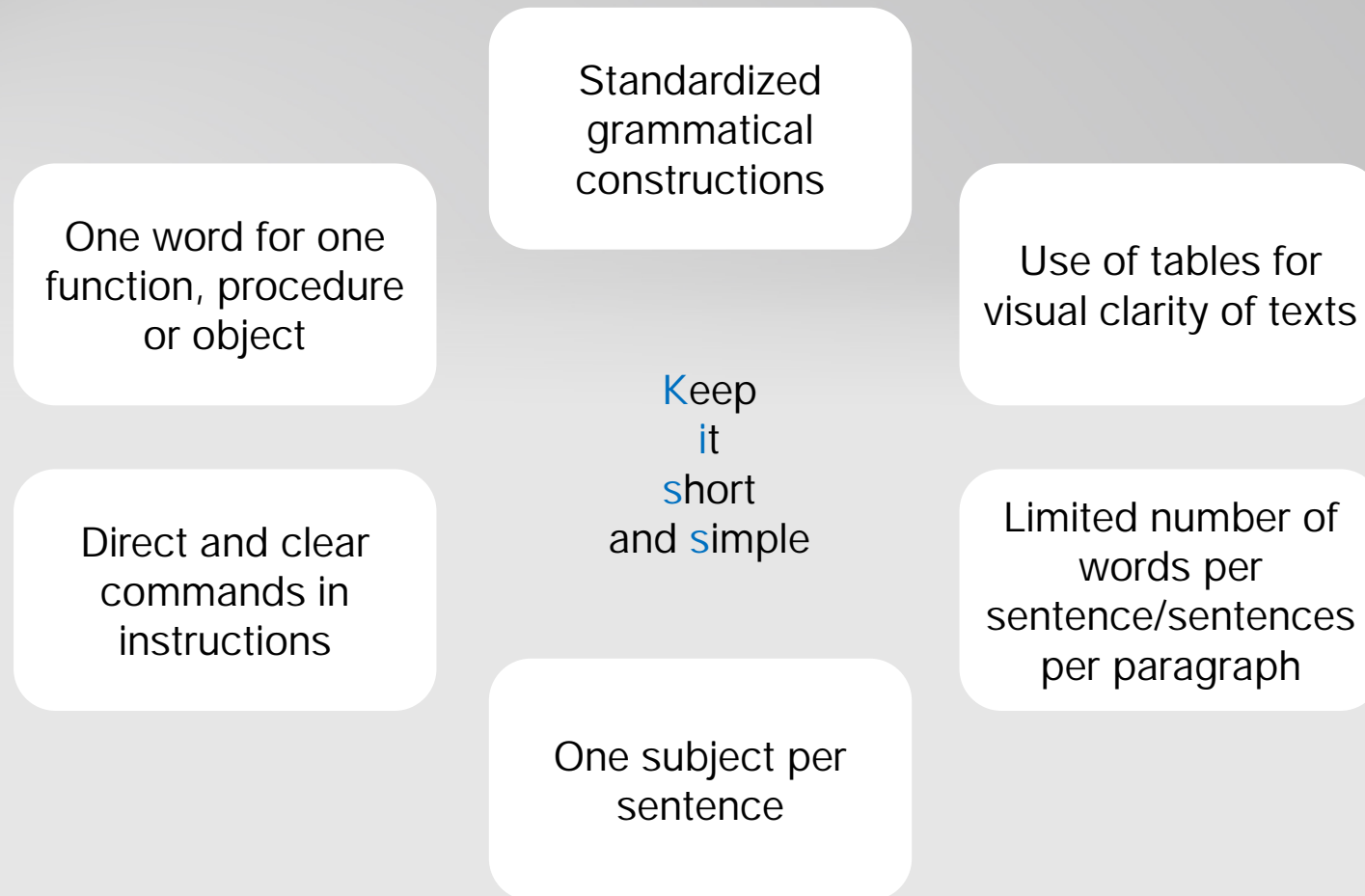


The standard consists of two parts:

Part 1: Writing Rules

Part 2: Dictionary

Part 1: Writing Rule Principles



Part 2: Dictionary

APPROVED
KEYWORD



INJURY (n)

Approved meaning/
ALTERNATIVE



Damage to a person

APPROVED
EXAMPLE

BEND THE ENDS OF
THE LOCKING WIRE
TO PREVENT INJURY.

INNER (adj)

Nearer to the
center (TN) of an object

THE INNER SURFACE OF
THE PART IS
BLACK.

Not approved

inoperative (adj)

OFF,
NOT OPERATE (v)

MAKE SURE THAT THE
SYSTEM IS OFF
BEFORE YOU DRAIN
THE FUEL.

Make sure the system is
inoperative before you
drain the fuel.



Not approved
Keyword



Suggested
Alternative

MAKE SURE THAT THE
DEMISTING SYSTEM
DOES NOT OPERATE.

Ensure demisting
system is inoperative.

Example of Rewriting

Round the edges of the round cap.

If it then turns round and round, as it circles round the casing, another round of tests is required.

1. Make the edges of the cap round.
2. If the cap continues to move in the casing in a circular direction, more tests will be necessary.

Example of Rewriting

Position a gasket on the right-hand outlet of the diffuser case; locate the tube, together with the support bracket for the inlet tube of the bearing air cooler, on the outlet. Secure tube and bracket to the outlet with the four bolts; torque-tighten bolts.

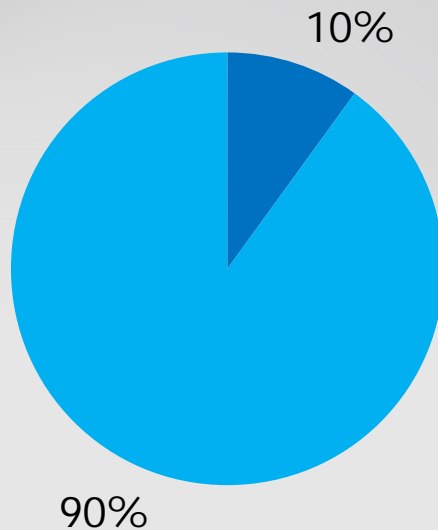
1. Put a gasket on the right outlet of the diffuser case.
2. Put the tube, the support bracket for the inlet tube of the bearing air cooler in the outlet.
3. Attach the tube and the bracket to the outlet with the four bolts.
4. Torque each of the four bolts to 4 Nm.

Benefits of Using STE

- Better understanding (by non-native speakers of English)
- Decreased risk of human error (Human Factors)
- Increased safety
- Structured and standardized authoring
- Consistent style of documents
- Shorter documents (generally up to 20%)
- Easier and more cost-effective translations of English texts.

Who is the Specification for?

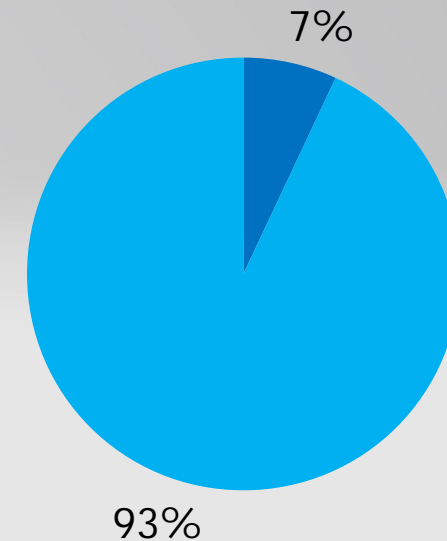
April 2008 – Issue 4



A 3% reduction of aerospace content as compared to Issue 4



April 2013 – Issue 6



Issue 6 is less aerospace-specific,
it can be easily used in other domains.

Who is the Specification for?

STE was designed for the aerospace industry, especially maintenance

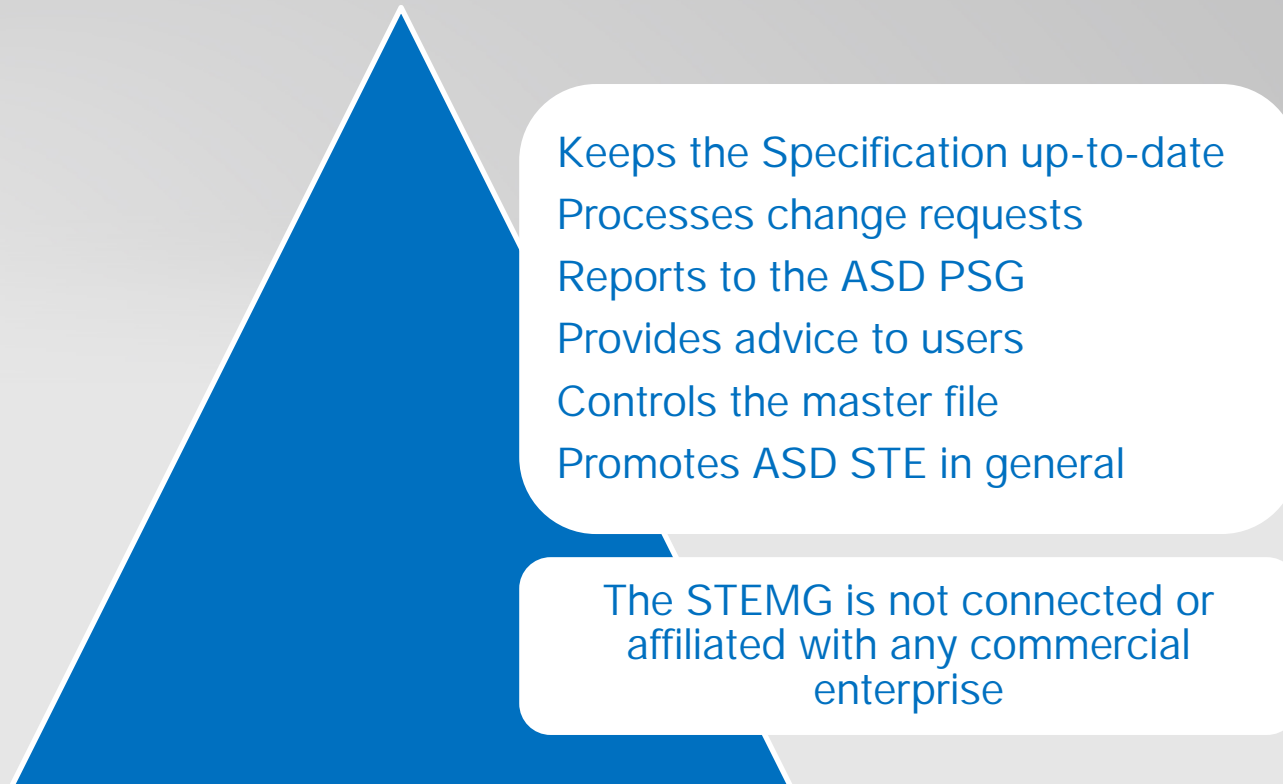
BUT: 60% of STE users are now outside aerospace and defense

Copies of the new Issue 6 have been requested by:

- 47 universities worldwide and
- Leading companies in various sectors of industry



Simplified Technical English Maintenance Group (ASD STEMG)



STEMG Members

European Members



Italy, AIAD



Austria, AAIG



Germany, BDLI



Spain, TEDAE



Sweden, SAI



UK, ADS



France, GIFAS



Russia, UAI

Non-European Members



Canada, AIAC



USA, AIA



Argentina, ANAC

Associate Members Military and Airlines



New Zealand,
Royal New Zealand Navy



Sweden, SAS



Germany,
Deutsche
Bundeswehr

How you learn to use STE

- Command of English as well as technical know-how
- Study the specification (Writing Rules!) and take certified training in STE.

Training

- No STE training currently on the market is certified or endorsed by ASD and the STEMG
- An academic program for the certified training is currently under discussion
- All members of the STEMG are considered to be certified trainers.

Tools

- Tools will not think in your place!
- The STEMG does not support STE Checker Tools.

Practice is most important!

Summary


- Well-proven language standard
- Improves safety through unambiguous and clear instructions
- Ideal for structured authoring
- Improves text consistency
- Enables faster, better and cost-effective translations
- Used by many industries and domains





More Information

Please visit: www.asd-ste100.org

Email: info@asd-ste100.org

Visit the STEMG on 

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