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

Claudia-Maria Hofbauer
Austrian National Representative in the STE Maintenance Group
Schiebel Industries, Austria
Claudia-Maria Hofbauer

- Head of Documentation at Schiebel Industries
- Austrian National Representative on the Simplified Technical English Maintenance Group (STEMG) since 2007
- Certified STE Trainer
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 number of maintenance personnel who are non-native speakers of English

- Native English speaking: 20%
- Non-native English speaking: 80%
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

- One word for one function, procedure or object
- Direct and clear commands in instructions
- Keep it short and simple
- Standardized grammatical constructions
- Use of tables for visual clarity of texts
- Limited number of words per sentence/sentences per paragraph
- One subject per sentence
### Part 2: Dictionary

<table>
<thead>
<tr>
<th>APPROVED KEYWORD</th>
<th>Approved meaning/ALTERNATIVE</th>
<th>APPROVED EXAMPLE</th>
</tr>
</thead>
<tbody>
<tr>
<td>INJURY (n)</td>
<td>Damage to a person</td>
<td>BEND THE ENDS OF THE LOCKING WIRE TO PREVENT INJURY.</td>
</tr>
<tr>
<td>INNER (adj)</td>
<td>Nearer to the center (TN) of an object</td>
<td>THE INNER SURFACE OF THE PART IS BLACK.</td>
</tr>
<tr>
<td>inoperative (adj)</td>
<td>OFF, NOT OPERATE (v)</td>
<td>MAKE SURE THAT THE SYSTEM IS OFF BEFORE YOU DRAIN THE FUEL.</td>
</tr>
<tr>
<td>NOT approved Keyword</td>
<td>Suggested Alternative</td>
<td>MAKE SURE THAT THE DEMISTING SYSTEM DOES NOT OPERATE.</td>
</tr>
</tbody>
</table>

Not approved

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

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?

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

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
Keeps the Specification up-to-date
Processes change requests
Reports to the ASD PSG
Provides advice to users
Controls the master file
Promotes ASD STE in general

The STEMG is not connected or affiliated with any commercial enterprise
STEGM Members

**European Members**
- Italy, AIAD
- Austria, AAIG
- Germany, BDLI
- Spain, TEDAE
- Sweden, SAI
- UK, ADS
- France, GIFAS
- Russia, UAI
- New Zealand, Royal New Zealand Navy

**Non-European Members**
- Canada, AIAC
- USA, AIA
- Argentina, ANAC
- Germany, Deutsche Bundeswehr
- New Zealand, Royal New Zealand Navy
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

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To get a free copy of Issue 6, please visit:
http://www.asd-ste100.org/request.html