



FORMAZIONE OSD – 2° GIORNATA
ISTRUZIONI PER LA SCRITTURA DI UN
PROGETTO DI NORMA CON OSD

24 febbraio 2026

Chiara Pia
Marco De Gregorio

I MARTEDÌ OSD

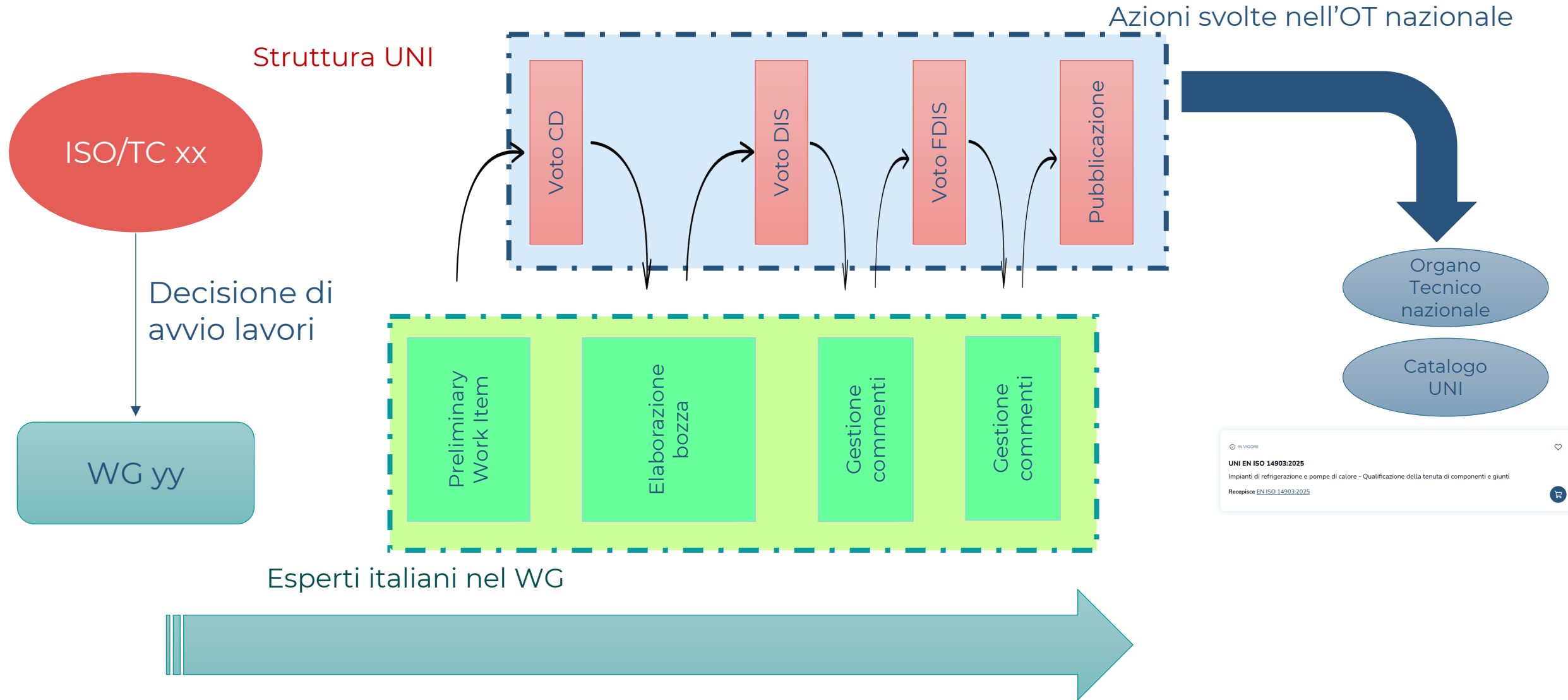


10 MARZO, H 9:00 GESTIONE DI UN
PROGETTO IN OSD PER SEGRETERIE E
CONVENOR CEN/ISO

AGENDA

- Introduzione al processo normativo CEN e ISO
- Ruoli e responsabilità all'interno della piattaforma OSD
- Istruzioni sull'uso della piattaforma OSD durante la scrittura della norma
 - Accesso e barra dei comandi della piattaforma OSD
 - Come inserire i testi del progetto
 - Come interagire con il testo del progetto all'interno del WG
 - Cosa fare in fase di voto nazionale

IL PROCESSO NORMATIVO



I RUOLI

WG yy

Leader
+ Secretary

Author

Reader

- Può scrivere i contenuti
- Può creare nuovi punti
- Può accettare/rigettare le modifiche proposte
- Può fare il controllo qualità
- Può assegnare i ruoli
- Può gestire i commenti durante le fasi di voto

- Può scrivere i contenuti
- Può creare nuovi punti

- Può solo leggere il documento

Da non confondere con i ruoli del mirror committe nazionale

OSD Voter

FTE +
Coordinatore

OSD Commenter
Membri OT



ISTRUZIONI PIATTAFORMA OSD

Interfaccia
utente

Project Detail

Ask ISO Companion

marco.degregorio@uni.com

Overview **1** Online document **2** Asset library **3**

ISO/AWI 25161 ed.1 - id.89153 ISO/TC 162/WG 5 20.00

AUTHOR Marco De Gregorio

START INSERT REFERENCE TOOLS

Convert text

Search outline

Front matter

- Foreword
- Introduction

Body

- 1 Scope
- 2 Normative references
- 3 Terms and definitions
 - 3.1 calibration wind speed
 - 3.2 dynamic wind pressure
 - 3.3 watertightness
 - 3.4 water leakage
 - 3.5 driving rain
 - 3.6 design wind pressure - Pdesign

STANDARD

FRONT MATTER Editable from ISO Projects

TITLE WRAPPER ENGLISH

INTRO	Watertightness of curtain walls under dynamic pressure
MAIN	Test methods
FULL	Watertightness of curtain walls under dynamic pressure — Test methods

TITLE WRAPPER FRENCH

MAIN	Titre manque
FULL	Titre manque

Version API 4.16.6

Fullscreen editor

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ISTRUZIONI PIATTAFORMA OSD

Interfaccia
utente

The screenshot displays the ISO OSD platform interface. A red arrow points to the 'Overview' tab in the top navigation bar, which is also marked with a red circle containing the number '1'. The 'Online document' link is marked with a red circle containing the number '2'. The 'Asset library' link is marked with a red circle containing the number '3'. The main content area shows the details for ISO/AWI 25161, including the title 'Watertightness of curtain walls under dynamic pressure — Test methods' and a timeline chart. The timeline chart shows the project's progress from 2023 to 2026, with a 'Project Under Development' phase highlighted in orange. The interface also includes a sidebar with navigation options like 'My projects', 'Search', and 'Frontend', and a footer with version information and a 'Fullscreen editor' button.

Project Detail

Ask ISO Companion

marco.degregorio@uni.com

Overview

Online document

Asset library

ISO/AWI 25161 ed.1 - id.89153 ISO/TC 162/WG 5 20.00

ISO/AWI 25161 ed.1 - id.89153 ISO/TC 162/WG 5 20.00

Title

en Watertightness of curtain walls under dynamic pressure — Test methods
fr Titre manque

Scope

Timeline

Registration date	Timeframe	Time since registration	In stage	STATUS
2025-07-14	24 months	7 months	20.00 for 7 months 5 days	en Project under development

20.00 Current

Ballot NP

Project Under Development

Preparation of the draft

Enquiry

2023 2024 2025 2026

Today

ab' Break

Compare versions

ENGLISH

FRENCH

Version API 4.16.6

Fullscreen editor

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ISTRUZIONI PIATTAFORMA OSD

Interfaccia
utente

Project Detail

Ask ISO Companion

marco.degregorio@uni.com

Overview

Online document

Asset library

ISO/AWI 25161 ed.1 - id.89153 ISO/TC 162/WG 5 20.00

START INSERT REFERENCE TOOLS

Search outline

Front matter

- Foreword
- Introduction

Body

- 1 Scope
- 2 Normative references
- 3 Terms and definitions
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 - 3.4 water leakage
 - 3.5 driving rain
 - 3.6 design wind pressure - Pdesign

STANDARD

FRONT MATTER

TITLE WRAPPE

INTRO Wa

MAIN Tes

FULL Wa

TITLE WRAPPE

MAIN Tit

FULL Tit

Asset library (10/11)

Filter...

Quick filters

Version history (Latest)

	Format	Size	Creation date	Update date	Author
 graphic-1738661808444 Technical drawing	jpg	9.02 KB	2025-02-04	2025-02-04	Rigone Paolo Mr
 graphic-1738661744483 Technical drawing	jpg	6.22 KB	2025-02-04	2025-02-04	Rigone Paolo Mr
 graphic-1738661075525 Technical drawing	jpg	6.5 KB	2025-02-04	2025-02-04	Rigone Paolo Mr
 graphic-1738605897222 Technical drawing	jpg	10.88 KB	2025-02-03	2025-02-03	Rigone Paolo Mr
 graphic-1738605857834 Technical drawing	jpg	9.86 KB	2025-02-03	2025-02-03	Rigone Paolo Mr
 graphic-1738605799198 Technical drawing	jpg	8.51 KB	2025-02-03	2025-02-03	Rigone Paolo Mr
 graphic-1738605577933 Technical drawing	jpg	28.27 KB	2025-02-03	2025-02-03	Rigone Paolo Mr

Fullscreen editor

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ISTRUZIONI PIATTAFORMA OSD

Interfaccia
utente

The screenshot displays the ISO/OSD platform interface. The top navigation bar includes 'Project Detail', 'Ask ISO Companion', and the user 'marco.degregorio@uni.com'. The main content area is divided into three tabs: 'Overview', 'Online document', and 'Asset library'. The 'Online document' tab is active, showing the document title 'ISO/AWI 25161 ed.1 - id.89153 ISO/TC 162/WG 5 20.00'. Below the title is a toolbar with various editing tools. The left sidebar contains a search bar and a tree view of the document structure, including 'Front matter' and 'Body' sections. The right sidebar shows the 'AUTHOR' field with the name 'Marco De Gregorio' and a 'Compare versions' button. The main content area displays the document's front matter, including the title wrapper and the main title 'Watertightness of curtain walls under dynamic pressure' in English, and the French version 'Titre manque'.

Project Detail

Ask ISO Companion

marco.degregorio@uni.com

Overview Online document Asset library

ISO/AWI 25161 ed.1 - id.89153 ISO/TC 162/WG 5 20.00

START INSERT REFERENCE TOOLS

Convert text

AUTHOR Marco De Gregorio

Compare versions

Search outline

Front matter

Foreword

Introduction

Body

1 Scope

2 Normative references

3 Terms and definitions

3.1 calibration wind speed

3.2 dynamic wind pressure

3.3 watertightness

3.4 water leakage

3.5 driving rain

3.6 design wind pressure - Pdesign

STANDARD

FRONT MATTER Editable from ISO Projects

TITLE WRAPPER ENGLISH

INTRO Watertightness of curtain walls under dynamic pressure

MAIN Test methods

FULL Watertightness of curtain walls under dynamic pressure — Test methods

TITLE WRAPPER FRENCH

MAIN Titre manque

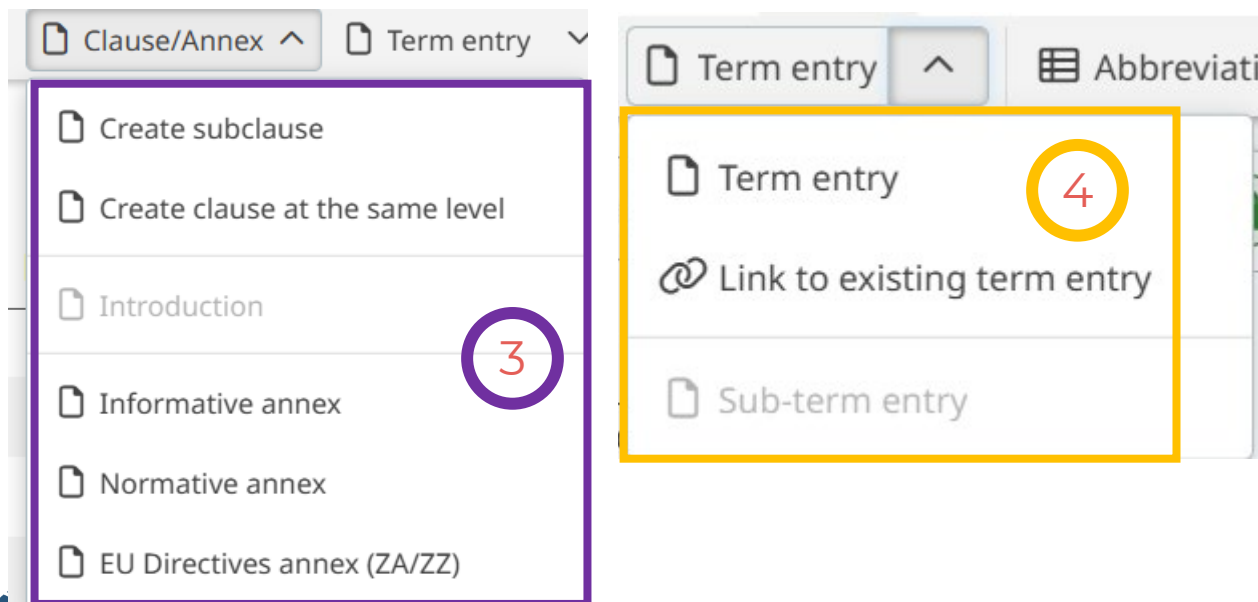
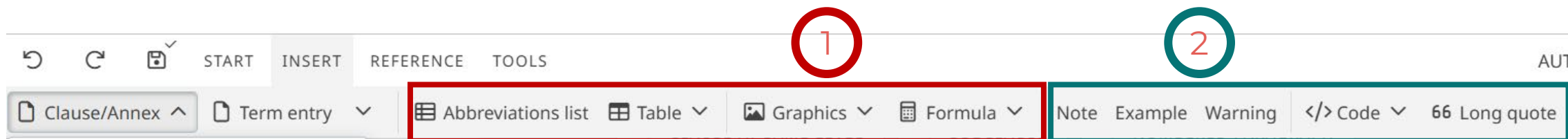
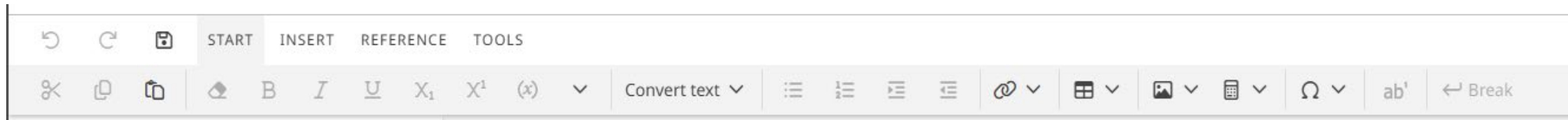
FULL Titre manque

Fullscreen editor

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ISTRUZIONI PIATTAFORMA OSD

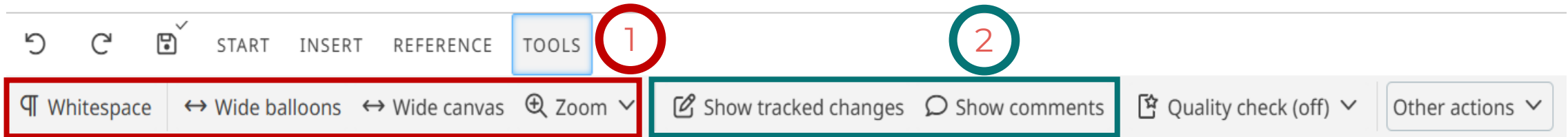
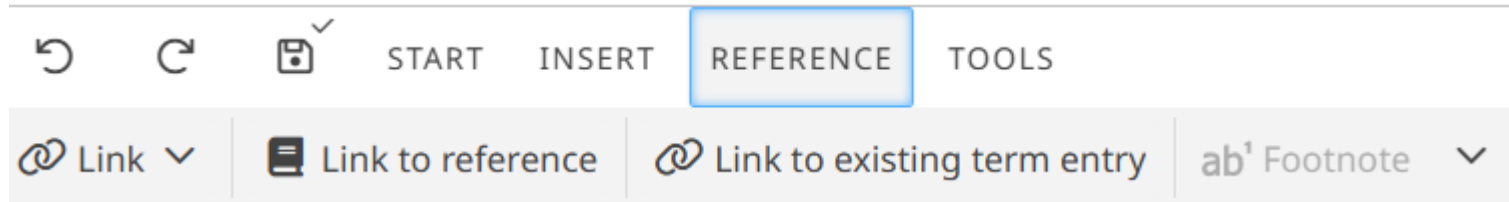
Interfaccia
utente



- 1 Inserimento di elementi al documento
- 2 Inserimento di elementi al testo
- 3 Modifica alla struttura del documento
- 4 Inserimento termini e definizioni

ISTRUZIONI PIATTAFORMA OSD

Interfaccia
utente

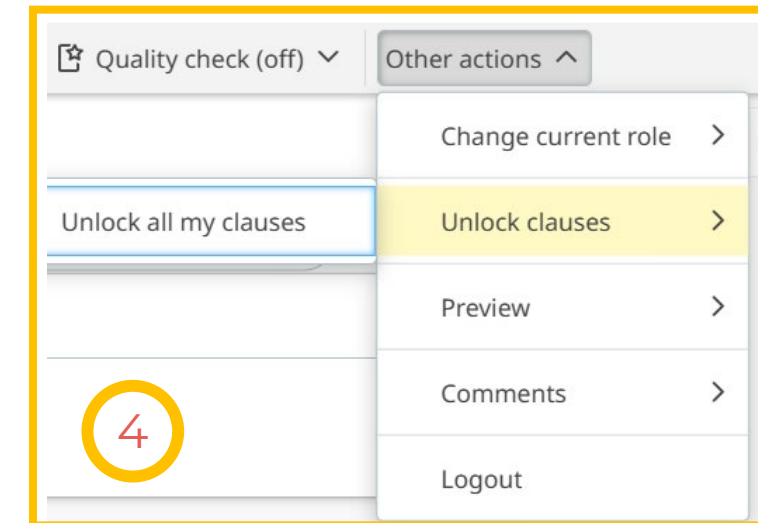
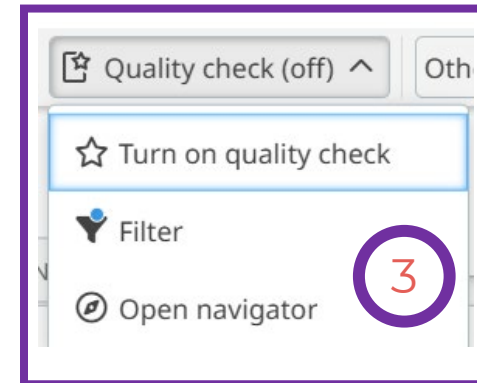


1 Aspetti grafici interfaccia

2 Funzione revisione

3 Controllo qualità

4 Altre azioni



ISTRUZIONI PIATTAFORMA OSD

Scrittura
testo

Documento diviso in sezioni in base ai punti dell'indice.

A differenza di Word, la rappresentazione in OSD non corrisponde a ciò che viene pubblicato come standard alla fine dell'elaborazione.

L'OSD si concentra sul contenuto e non sulla formattazione.

4

CLAUSE 2 Normative Reference section cannot be directly edited

NORMATIVE REFERENCES

Normative references

The following documents are referred to in the text in such a way that some or all of their content constitutes requirements of this document. For dated references, only the edition cited applies. For undated references, the latest edition of the referenced document (including any amendments) applies.

REFERENCE LIST

ISO/IEC 17025, *General requirements for the competence of testing and calibration laboratories*

CLAUSE 3

TERMS AND DEFINITIONS ...

Terms and definitions

For the purposes of this document, the following terms and definitions apply.

ISO and IEC maintain terminological databases for use in standardization at the following addresses:

- IEC Electropedia: available at <http://www.electropedia.org/>
- ISO Online browsing platform: available at <http://www.iso.org/obp/>

+ TERM ENTRY

+ ▼

TERM ENTRY 3.1

...

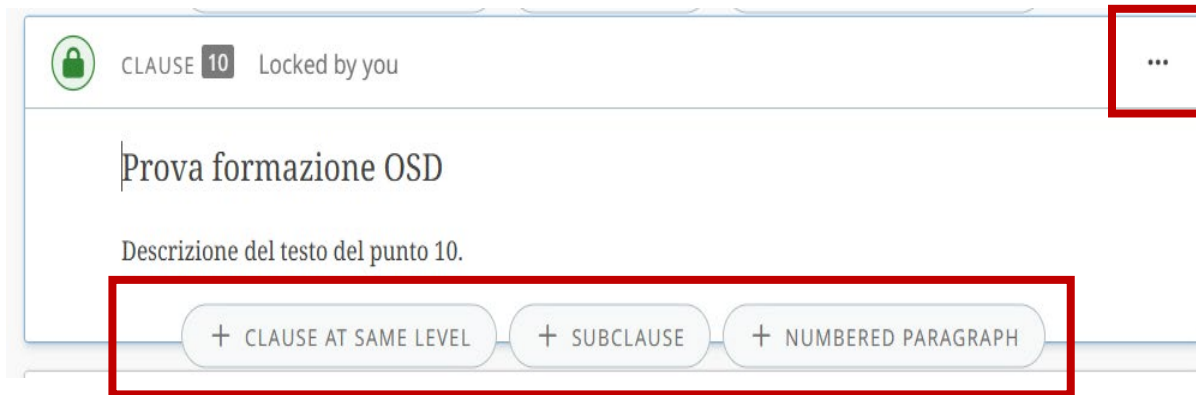
TERM

PREFERRED - FULL FORM 

calibration wind speed

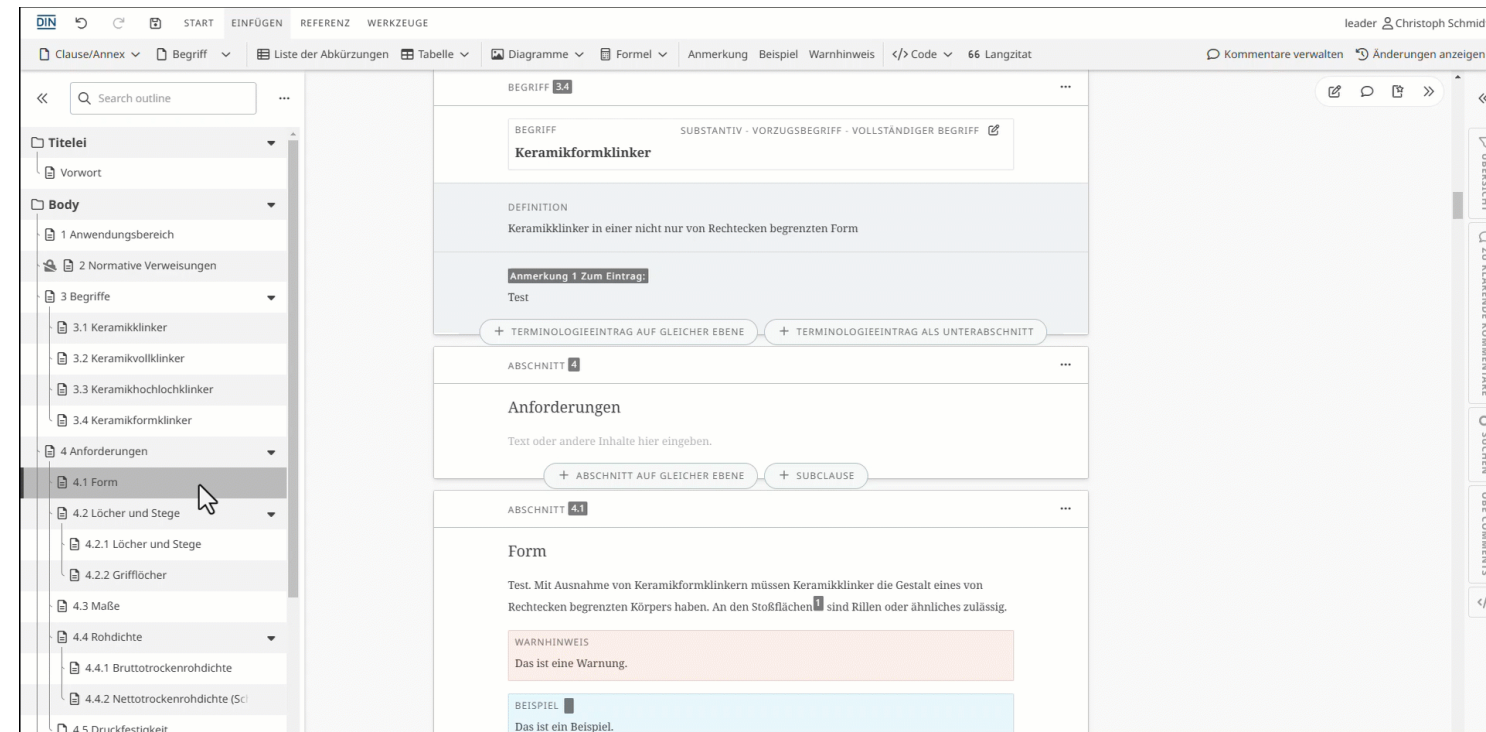
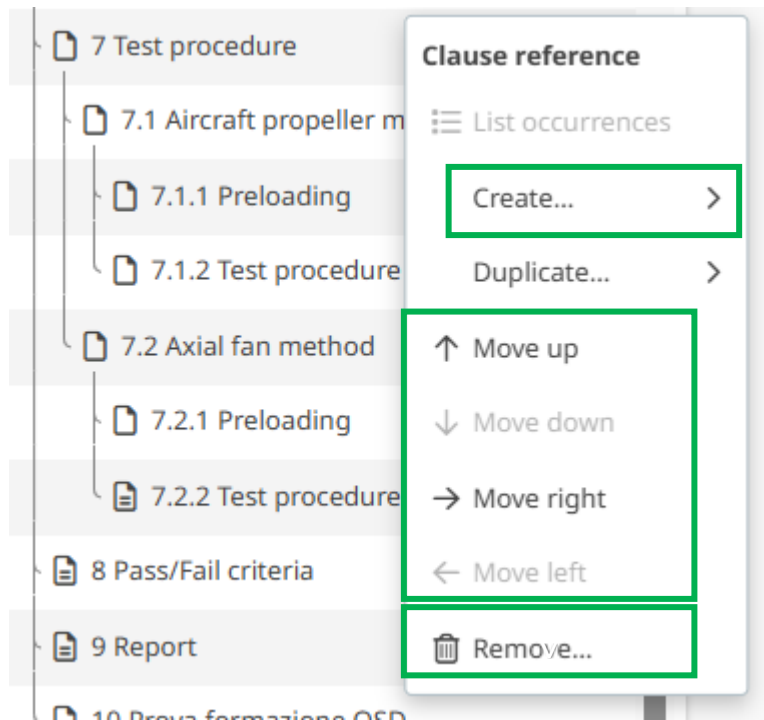
ISTRUZIONI PIATTAFORMA OSD

Scrittura
testo



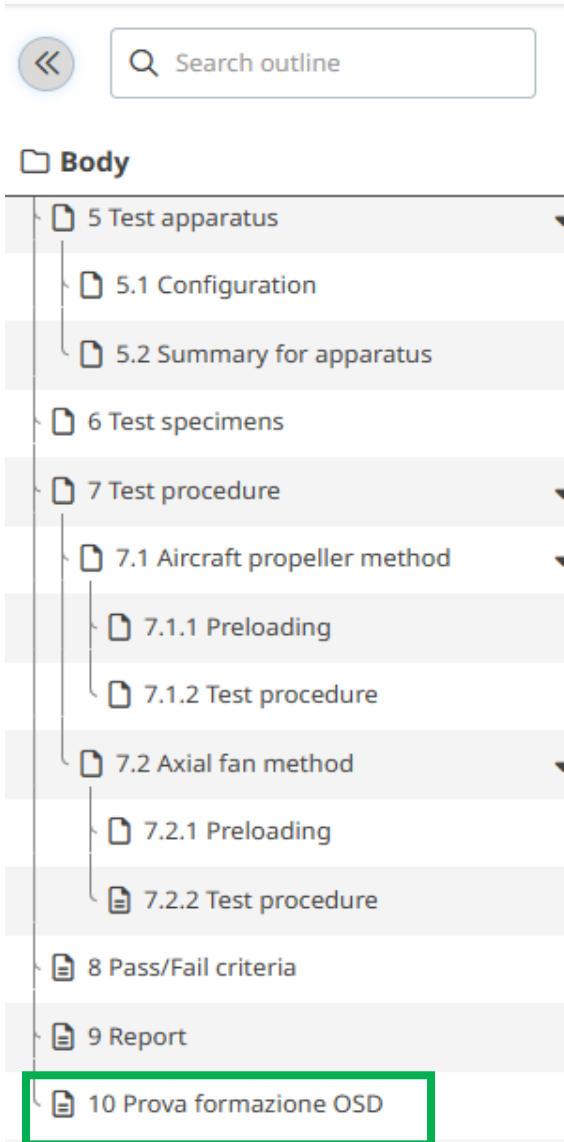
In un nuovo documento, le sezioni obbligatorie (titolo, scopo e campo di applicazione, riferimenti normativi e termini e definizioni) sono caricate automaticamente.

La numerazione è automatica.

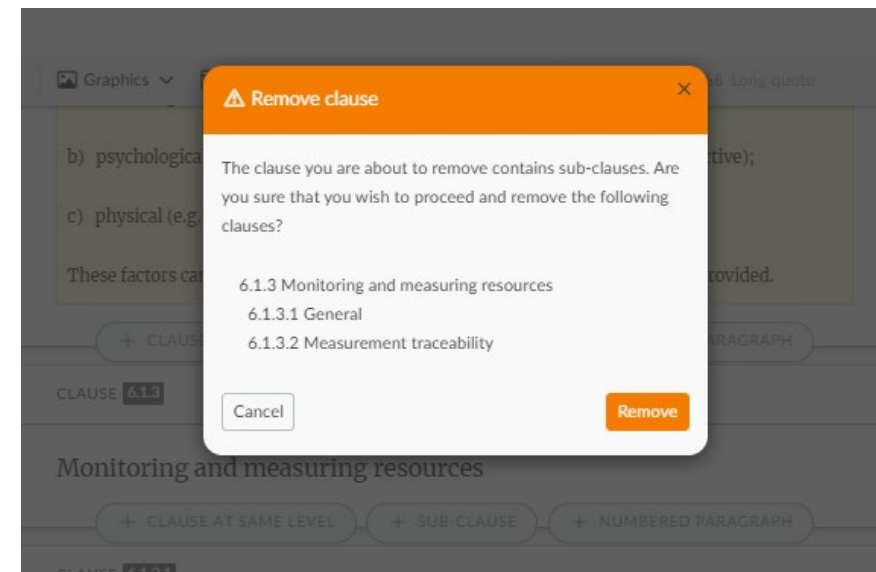


ISTRUZIONI PIATTAFORMA OSD

Scrittura
testo

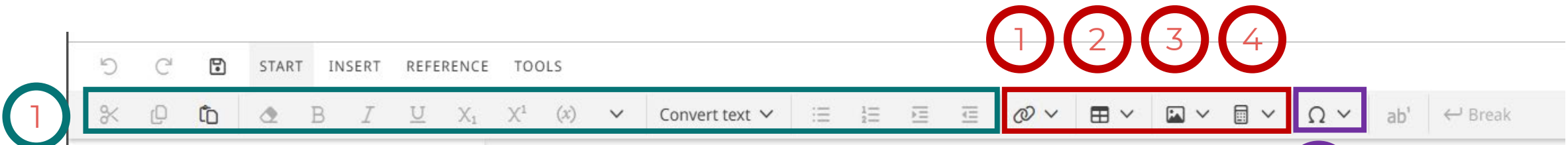


- Attenzione all'icona verde del lucchetto.
- Attenzione quando si elimina una sezione



ISTRUZIONI PIATTAFORMA OSD

Formattazione
testo



1 Formattazione testo: grassetto, corsivo, tabulazioni, ecc.

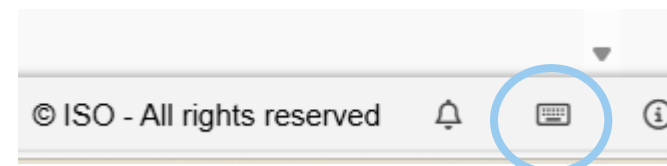
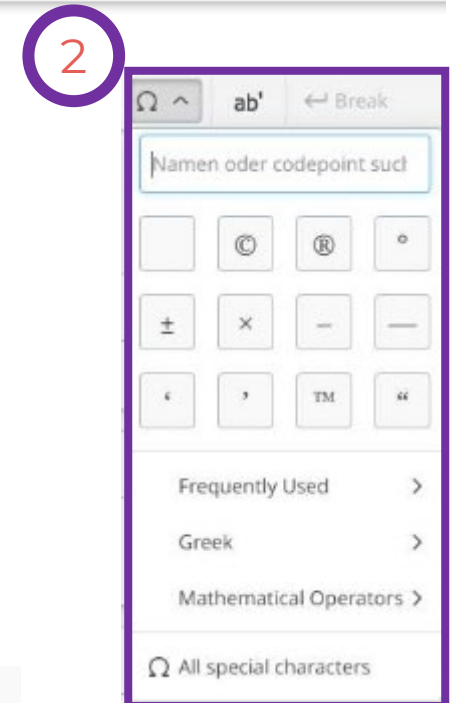
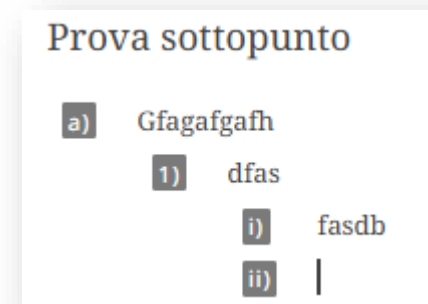
3 Inserisci caratteri speciali

1 Inserisci collegamento ipertestuale

2 Inserisci Prospetto

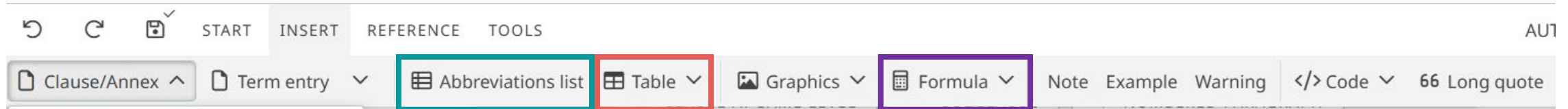
3 Inserisci Figura

4 Inserisci Formula



ISTRUZIONI PIATTAFORMA OSD

Formattazione
testo



DEFINITIONS TABLE

type the abbreviation or symbol	type the description
---------------------------------	----------------------

Table with title >

Table without title >

3 columns x 8 rows

Insert table...

TABLE 1

TITLE

type the title

	A	B	C	D
1				
2				
3				
4				

TABLE WRAP FOOTER

insert your notes or footnotes here

Insert formula

$2+2=\frac{16}{\sqrt{16}}>3$

Cancel Save

FORMULA (1)

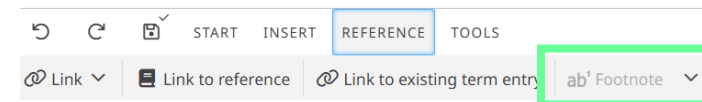
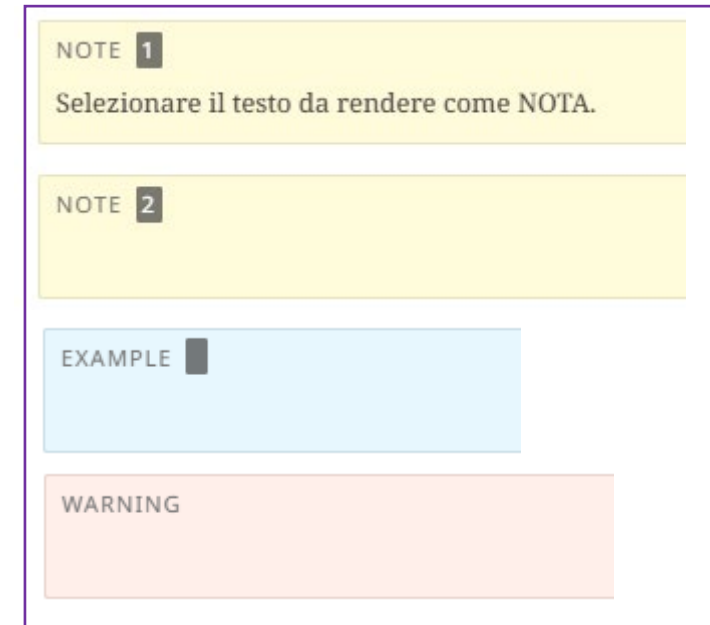
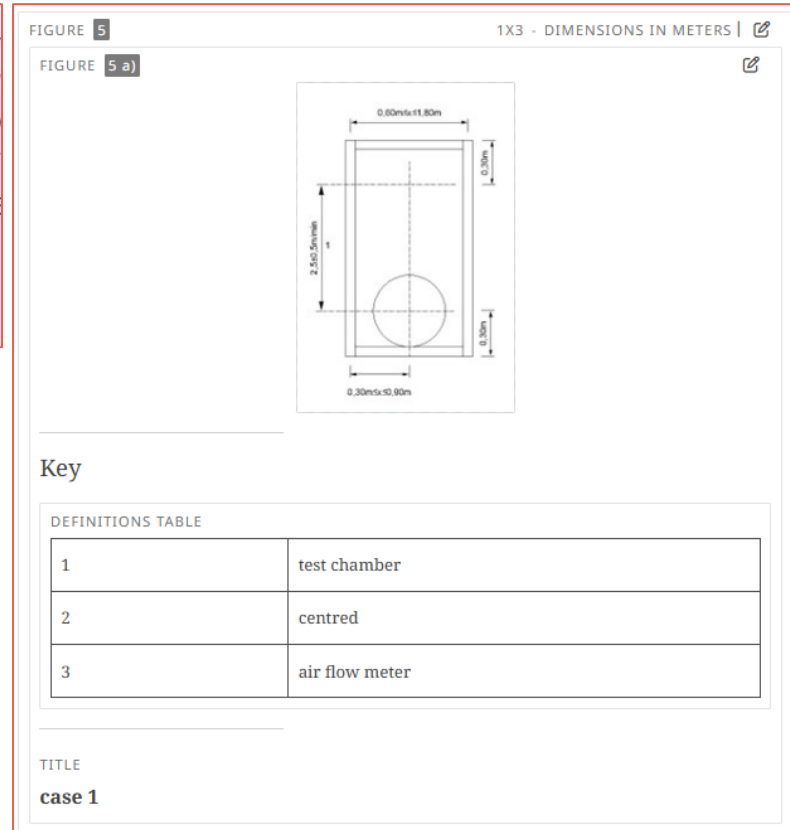
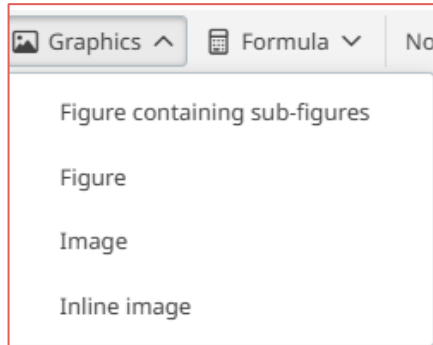
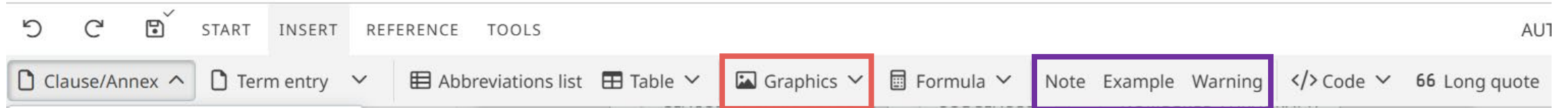
$2+2=\frac{16}{\sqrt{16}}>3$

Formula

- List occurrences
- Add formula...
- Add note
- Add legend
- Copy
- Remove...

ISTRUZIONI PIATTAFORMA OSD

Formattazione
testo

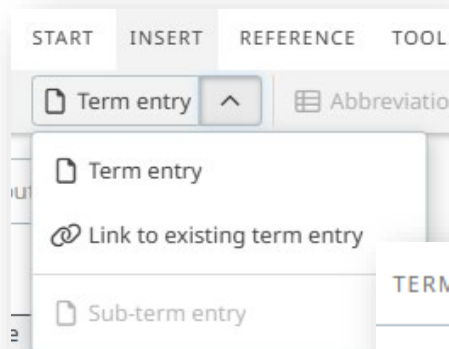


ISTRUZIONI PIATTAFORMA OSD

Formattazione
testo

Termini e definizioni

- Un termine può essere aggiunto solo nella Sezione 3 "Termini e Definizioni"
- I termini sono elencati nell'ordine in cui sono stati creati, ma possono essere riordinati secondo necessità.
- Una definizione può contenere più di un termine.



TERM ENTRY 3.1

TERM PREFERRED - FULL FORM

calibration wind speed

DEFINITION

average wind speed at the calibration point as shown in **Annex A** and **Annex B**

[+ TERM ENTRY AT SAME LEVEL](#) [+ SUB-TERM ENTRY](#)

Wortart	Numerus (Anzahl)	Normative authorization	Begriffsart
☐ Not set	☒ Not set	☒ Vorzugsbegriff	☒ Vollständiger Be...
☒ Substantiv	☐ Einzahl	☐ Anerkannt	☐ Kurzform
☐ Verb	☐ Mehrzahl	☐ Veraltet	☐ Symbol
☐ Adjektiv			☐ Chemische Formel
☐ Adverb			

Speichern

...

List occurrences

Add... >

Duplicate... >

Release lock

Remove...

Add term

Add subject field

Add definition

Add example

Add note to entry

Add source

...

Figure

- Inserire solo immagini in formato PNG. Non supporta il TIFF.
- Numerazione automatica, da inserire il titolo
- Può essere immessa una legenda e le note
- La figura è elencata nella directory delle immagini
- Possono essere inserite figure numerate, con un secondo livello di numerazione (a, b, ecc.)
- Si può inserire una figura senza titolo, ma non viene salvata nella directory figure
- Si può inserire una figura senza titolo e numero (inline image), ma non viene salvata nella directory figure

ISTRUZIONI PIATTAFORMA OSD

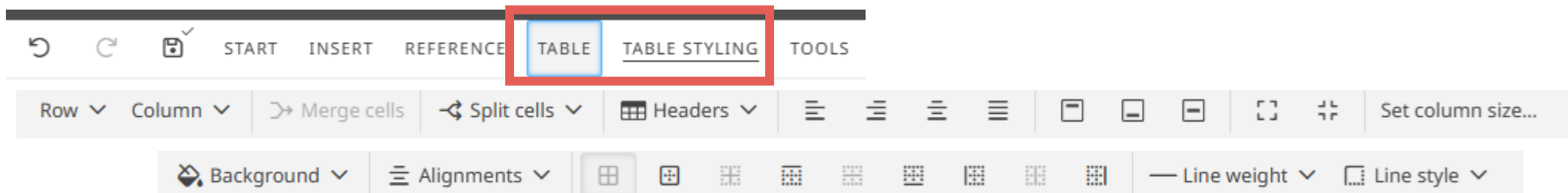
Formattazione
testo

The screenshot displays the OSD platform interface, which is used for creating and managing technical documents. The interface is divided into several sections:

- Top Bar:** Contains navigation tabs (DIN, START, EINFÜGEN, REFERENZ, WERKZEUGE) and user information (leader Christoph Schmidt).
- Left Sidebar:** A search bar and a tree view of the document structure. The tree view shows a hierarchy of sections, with '4 Anforderungen' expanded to show sub-sections like '4.1 Form', '4.2 Löcher und Stege', etc. A red circle with a question mark is placed over the bottom of the sidebar.
- Main Content Area:** Displays the content of the selected section. It shows a table of contents-like structure with sections like 'Anforderungen', 'Form', 'Löcher und Stege', and 'Löcher und Stege'. Each section has a 'Durch Sie gesperrt' (locked by you) status. The 'Form' section contains a paragraph of text and a footnote. The 'Löcher und Stege' section contains a table with the title 'Lochungsarten, Löcher und Stege'.
- Right Sidebar:** Contains navigation links for 'ÜBERSICHT', 'ZU KLÄRENDE KOMMENTARE', 'SUCHEN', and 'OBE COMMENTS'.

Prospetti

- Prospetti con titolo:
 - Numerata automaticamente
 - È elencata tra i prospetti del documento nel riepilogo
 - Può essere inserita come riferimento ipertestuale
 - Può includere note a piè di pagina e annotazioni
 - La prima riga viene automaticamente formatta come intestazione della tabella
- Prospetti senza titolo:
 - Usati come tabelle semplici (ad esempio organizzazione del testo)
 - Non sono numerate, né inserite nell'elenco dei prospetti
 - Non si possono usare come riferimento incrociato



ISTRUZIONI PIATTAFORMA OSD

Formattazione
testo

The screenshot displays the OSD platform interface. At the top, a navigation bar includes tabs for DIN, START, EINFÜGEN, REFERENZ, and WERKZEUGE. A user profile for 'leader Christoph Schmidt' is visible on the right. Below the navigation bar, a search bar and a list of document sections are shown. The left sidebar contains a tree view of the document structure, with '4.2.2 Grifflöcher' selected. The main content area shows the text of section 4.2.2, which is locked. The text describes the placement and dimensions of handle holes (Grifflöcher) in ceramic products. A table reference 'Tabelle 1' is mentioned. The right sidebar contains icons for overview, comments, and search.

Navigation bar: DIN, START, EINFÜGEN, REFERENZ, WERKZEUGE. User: leader Christoph Schmidt.

Search bar: Search outline. Document sections: Clause/Annex, Begriff, Liste der Abkürzungen, Tabelle, Diagramme, Formel, Anmerkung, Beispiel, Warnhinweis, Code, Langzeit.

Left sidebar (Tree view):

- Titelei
 - Vorwort
- Body
 - 1 Anwendungsbereich
 - 2 Normative Verweisungen
 - 3 Begriffe
 - 3.1 Keramikklinker
 - 3.2 Keramikvollklinker
 - 3.3 Keramikhochlochklinker
 - 3.4 Keramikformklinker
 - 4 Anforderungen
 - 4.1 Form
 - 4.2 Löcher und Stege
 - 4.2.1 Löcher und Stege
 - 4.2.2 Grifflöcher
 - 4.3 Maße
 - 4.4 Rohdichte
 - 4.4.1 Bruttotrockenrohddichte
 - 4.4.2 Nettotrockenrohddichte (Sci)

Main content area (Section 4.2.2):

WRAPPER FÜR TABELLENUMBRUCH

a	Text	↑
b	Lagerfläche = Länge Breite des Klinkers	↑
c	Dabei ist k die kleinere Seitenlänge bei rechteckigen, d der Durchmesser bei kreisförmigen und d' der kleinere Durchmesser oder die kleinere Diagonale bei ellipsenförmigen oder rhombischen Lochquerschnitten.	↑
d	etwaige Grifflöcher nach 4.2.2	↑

ABSCHNITT 4.2.2 Durch Sie gesperrt

Grifflöcher

Grifflöcher sind nur dort anzuordnen, wo sie zur Handhabung erforderlich sind. Die Querschnittsfläche eines einzelnen Griffloches darf 50 cm² nicht überschreiten. Die Grifflöcher (Daumenlöcher) sind mittig anzuordnen, unter Beachtung der Minstdicken der Außenwandungen nach **Tabelle 1**.

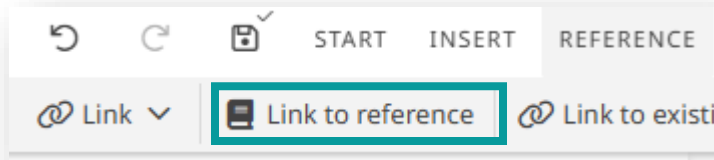
ABSCHNITT 4.3

Maße

ISTRUZIONI PIATTAFORMA OSD

Formattazione
testo

Riferimenti normativi e bibliografia



Select or add a reference

+ Add new Select from existing

Type of reference

- ☒ ISO/IEC/CEN/CENELEC standard
- ☐ Other standard
- ☐ Other

Insert as

- ☒ Normative reference
- ☐ Bibliographic reference

Browse catalogue

Cancel Insert

- 1 Scegliere tra nuovo o già esistente
- 2 Tipologia di riferimento: norma o altro
- 3 Si può fare una ricerca dal catalogo ISO/CEN

Prova punto 10.2

Riferimento in conformità alla EN 13501-1:2007

Normative references

The following documents are referred to in the text in such a way that they constitute requirements of this document. For dated references, only the edition cited applies. For undated references, the latest edition of the referenced document (including any amendments) applies.

REFERENCE LIST

ISO/IEC 17025, *General requirements for the competence of testing and calibration laboratories*

EN 13501-1:2007, *Fire classification of construction products and building elements - Part 1: Classification using data from reaction to fire tests*

Reference removed

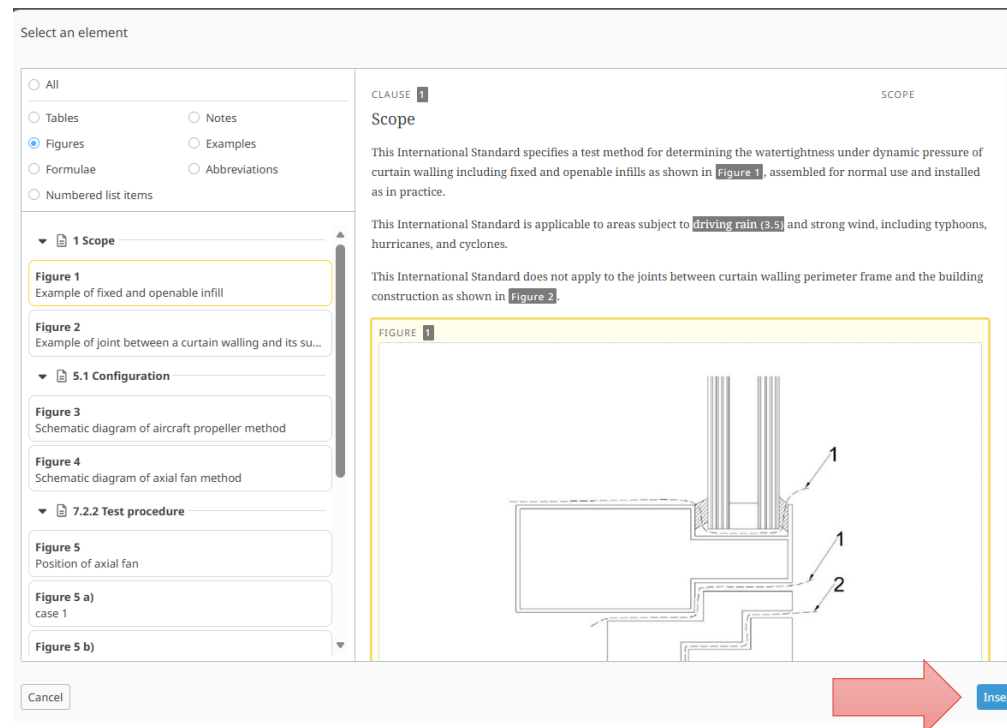
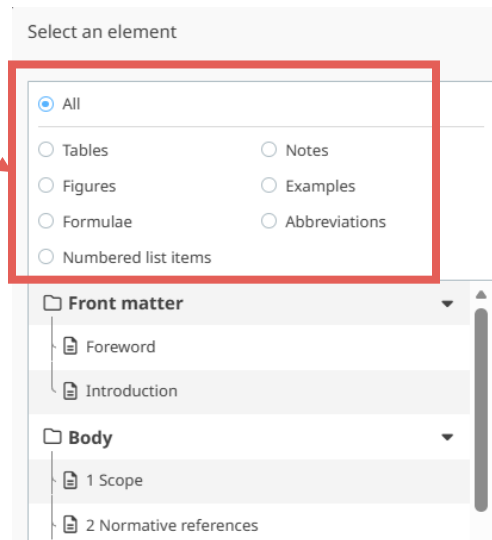
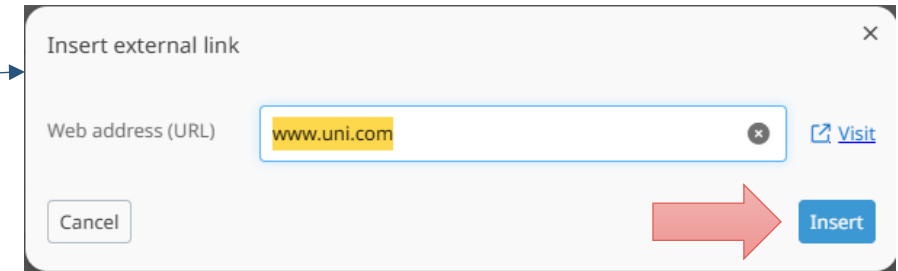
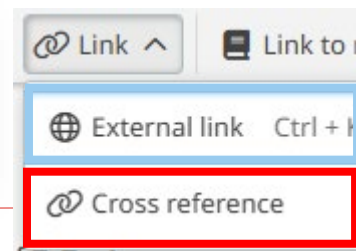
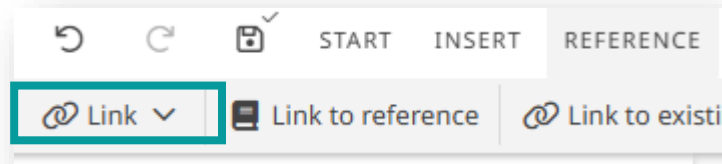
You removed the last link to EN 13501-1:2007 Fire classification of construction products and building elements - Part 1: Classification using data from reaction to fire tests, as a result the reference is removed from the list.

MONDO FATTO BENE

ISTRUZIONI PIATTAFORMA OSD

Formattazione
testo

Riferimenti incrociati





uni

UN MONDO FATTO BENE



normeUNI



@normeUNI



normeUNI

www.uni.com

Grazie per l'attenzione

chiara.pia@uni.com
marco.degregorio@uni.com