



SIMPLIFIED TECHNICAL ENGLISH

Specification ASD-STE100

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

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PART 1 - WRITING RULES

Section 1 - Words

Summary of the rules

- RULE: 1.1 Choose the words from:
- Approved words in the Dictionary (Part 2)
 - Words that qualify as Technical Names (Refer to Rule 1.5)
 - Words that qualify as Technical Verbs (Refer to Rule 1.10).
- RULE: 1.2 Use approved words from the Dictionary only as the part of speech given.
- RULE: 1.3 Keep to the approved meaning of a word in the Dictionary. Do not use the word with any other meaning.
- RULE: 1.4 Only use those forms of verbs and adjectives shown in the Dictionary.
- RULE: 1.5 You can use words that are Technical Names.
- RULE: 1.6 Use a Technical Name only as a noun or an adjective, not as a verb.
- RULE: 1.6A Some unapproved words are used to complete Technical Names. Do not use these unapproved words unless they are part of a Technical Name.
- RULE: 1.6B You can use some unapproved words as Technical Names if they obey Rule 1.5.
- RULE: 1.7 Use the official name.
- RULE: 1.7A Do not use slang or jargon words.
- RULE: 1.7B Use only approved acronyms and abbreviations.
- RULE: 1.8 Do not use different Technical Names for the same thing.
- RULE: 1.9 If you have a choice, use the shortest and simplest name.
- RULE: 1.10 You can use words that are Technical Verbs.
- RULE: 1.11 Use Technical Verbs only as verbs, not as nouns (unless the noun form qualifies as a Technical Name). You can use the past participle of the verb as an adjective (refer to Section 3).
- RULE: 1.12 Once you choose the words to describe something, continue to use these same words (particularly Technical Names).
- RULE: 1.13 Make your instructions as specific as possible.
- RULE: 1.14 Use consistent spelling.

Which words can you use?

RULE: 1.1 Choose the words from:

- Approved words in the Dictionary (Part 2)
- Words that qualify as Technical Names (Refer to Rule 1.5)
- Words that qualify as Technical Verbs (Refer to Rule 1.10).

Simplified Technical English (STE) has a controlled general vocabulary with sufficient words to write any technical sentence. In addition to this general vocabulary, the writer can also use those words that belong to the categories of Technical Names and Technical Verbs.

Part of speech

RULE: 1.2 Use approved words from the Dictionary only as the part of speech given.

Each approved word in the Dictionary has a part of speech. Do not use it as another part of speech for which it is not approved. For example, if a word is given only as a noun, do not use it as a verb.

Example: “Test” is approved as a noun but not as a verb.

Non-STE: Test the system for leaks.

STE: Do the leak test for the system.

or

Do a test for leaks in the system.

Example: “Close” is a verb (and not an adverb).

STE: Close the access panel. (“close” is a verb here)

Non-STE: Do not go close to the test rig during the test. (“close” is an adverb here)

STE: Do not go near the test rig during the test.

Approved meaning

RULE: 1.3 Keep to the approved meaning of a word in the Dictionary. Do not use the word with any other meaning.

Example: “Follow” means “come after”. It does not mean “obey”.

Non-STE: Follow the safety instructions.

STE: Obey the safety instructions.

Forms of verbs and adjectives

RULE: 1.4 Only use those forms of verbs and adjectives shown in the Dictionary.

Examples:

BURN (v), BURNS, BURNED, BURNED

(This shows that you must spell the past participle “BURNED” not “burnt”, and that you must not use the “-ing” form. Also, refer to rule 3.1A.)

**SLOW (adj)
(SLOWER, SLOWEST)**

TACKY (adj)

(The other forms of this adjective, “tackier” and “tackiest”, are not permitted.)

Rules for Technical Names

RULE: 1.5 You can use words that are Technical Names.

Technical Names are words related to the categories listed below. Because there are many Technical Names, and because each manufacturer uses different names, there is not a complete list of Technical Names in the Dictionary. Instead, we give you below a list of categories, with some examples, to help you decide if a word can be a Technical Name. You can use unapproved words from the Dictionary as Technical Names or as part of Technical Names only if you can put them into one of the categories below (refer to Rule 1.6A).

Words or symbols qualify as Technical Names if they are in one of these categories:

1. **Names in the official parts information** (for example, Illustrated Parts Catalog or engineering drawing):
Bolt, cable, clip, conductor, contact, engine, filter, hatch, indicator, logo light, oil seal, pipe, propeller, retractor link, screw, switch, transceiver
2. **Names of locations on machines, vehicles and equipment:**
Airframe, cabin, fuselage, overhead panel, wing, wing root
3. **Names of tools or equipment:**
Access ladder, brush, cap, chock, clamp, cover, file, hardware, jack, label, loop clamp half, rigging pin, roller, rope, tag, torque wrench
4. **Names of materials, consumables, and unwanted matter:**
Acid, adhesive, ammunition, compound, detergent, dirt, disinfectant, dust, foam, fuel, grease, oil, paint, penetrant spray, primer, sealant, sealing, soap, tape, waste, water, wire
5. **Names of facilities and infrastructure:**
Airport, apron, building, hangar, service bay
6. **Names of circuits or systems, their parts and locations in them:**
Amplifying circuit, armament, audio, aural warning system, computer, exhaust, gain, hardware, inhibiting signal, injection, inlet, input frequency, latch, pump, vent

PART 2 - DICTIONARY

Introduction

General

The Dictionary shows all the words that are approved for use in Simplified Technical English (STE), except Technical Names and Technical Verbs (refer to Part 1, Section 1). It also shows examples of their usage. A selection of not approved words is also included, with examples to show how you can write around them.

All the words in this Dictionary are from maintenance technical manuals. But not all the words used in these manuals are listed. If a word is not in the STE Dictionary, it is not approved (unless it is a Technical Name or a Technical Verb).

NOTE: If you think it is necessary to include other words, you can send a Change Form. (Refer to the General Introduction to the Specification) But do not use these words, until they are listed in the next issue of the Specification.

How to use the dictionary

The Dictionary has four columns:

- The keyword and the part of speech
- The definition or alternatives for each keyword
- Approved examples
- Not approved examples.

Column 1: Keyword (part of speech)

All keywords are in **bold** typeface.

A keyword in **UPPER CASE** letters shows that you can use this word (it is approved).

Examples:

ABOUT, ABOVE

A keyword in **lower case** letters shows that you must use another word or a different construction.

Example:

rapidly

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Keyword (part of speech)	Approved Meaning/ ALTERNATIVES	APPROVED EXAMPLE	Not Approved
A (art)	Function word: indefinite article	A FUEL PUMP IS INSTALLED IN ZONE XXXX.	
abaft (pre)	AFT OF	THE CONTROL UNIT IS INSTALLED AFT OF THE FLIGHT COMPARTMENT.	The control unit is installed abaft the flight compartment.
abandon (v)	STOP	STOP THE ENGINE START PROCEDURE.	Abandon engine start.
abate (v)	DECREASE	WHEN THE WIND SPEED DECREASES TO BELOW 30 KNOTS, YOU CAN OPEN THE CARGO DOOR.	When the wind abates to below 30 knots, you can open the cargo door.
ability (n)	CAN (v)	ONE GENERATOR CAN SUPPLY POWER FOR ALL THE SYSTEMS.	One generator has the ability to supply power for all the systems.
able (adj)	CAN (v)	IF YOU CAN START THE ENGINE, DO A BITE TEST.	If you are able to start the engine, do a BITE test.
abnormal (adj)	UNUSUAL, INCORRECT	LISTEN FOR UNUSUAL NOISES.	Check for abnormal noises.
		IF YOU FIND THAT THE QUANTITY OF AIR FROM THE VENT MAST IS INCORRECT, DO A SYSTEM TEST.	If abnormal air escape from the vent mast is noted, do a system test.
abnormality (n)	DEFECT (TN)	EXAMINE THE CANOPY SEAL FOR DEFECTS.	Inspect the canopy seal for abnormalities.
ABOUT (pre)	“Concerned” with <u>NOTE</u> : For other meanings, use: APPROXIMATELY, AROUND.	FOR DATA ABOUT THE LOCATION OF CIRCUIT BREAKERS, REFER TO THE WIRING LIST.	
		DRAIN APPROXIMATELY 2 LITERS OF FUEL FROM THE TANK.	Drain about 2 liters of fuel from the tank.
		TURN THE SHAFT AROUND ITS AXIS.	Rotate the shaft about its axis.

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Keyword (part of speech)	Approved Meaning/ ALTERNATIVES	APPROVED EXAMPLE	Not Approved
ABOVE (pre)	In (or to) a position farther up than something <u>NOTE:</u> For other meanings, use: MORE THAN.	LIFT THE CYLINDER ABOVE ITS INSTALLED POSITION.	
		THE PRESSURE VALUE MUST BE MORE THAN 800 kPa.	The pressure value must be above 800 kPa.
ABRASIVE (adj)	That can remove material by friction (TN)	DUST, WHEN MIXED WITH OIL, HAS AN ABRASIVE EFFECT.	
abrupt (adj)	SUDDEN, SUDDENLY (adv)	THE DAMPER PREVENTS SUDDEN MOVEMENT OF THE CONTROL.	The damper prevents abrupt movement of the control.
		IF THE ROTORS STOP SUDDENLY, EXAMINE THE INTAKE FOR UNWANTED MATERIAL.	If the rotors come to an abrupt stop, examine the intake for unwanted material.
absence (n)	NONE (pn), NOT (adv), NO (adj)	IF NONE OF THE BRACKETS ARE DAMAGED, CONTINUE THE PROCEDURE.	In the absence of damage to the brackets, continue the procedure.
		IF THE BRACKETS ARE NOT DAMAGED, CONTINUE THE PROCEDURE.	In the absence of damage to the brackets, continue the procedure.
		IF THERE IS NO CONTAMINATION IN THE FUEL SAMPLE, CONTINUE THE PROCEDURE.	In the absence of contamination in the fuel sample, continue the procedure.
absent (adj)	MISSING, NO	IF ONE OR MORE BLADES ARE MISSING, MAKE AN ENTRY IN THE ENGINE LOGBOOK.	If one or more blades are absent, make an entry in the engine logbook.
		IF THERE IS NO CONTAMINATION IN THE FUEL SAMPLE, CONTINUE THE PROCEDURE.	If contamination is absent from the fuel sample, continue the procedure.

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Keyword (part of speech)	Approved Meaning/ ALTERNATIVES	APPROVED EXAMPLE	Not Approved
absolutely (adv)	FULLY	MAKE SURE THAT THE LATCH IS FULLY ENGAGED.	Ensure the latch is absolutely engaged.
ABSORB (v), ABSORBS, ABSORBED, ABSORBED	1. To “take” up or into 2. To decrease the effect of	ABSORB THE FLUID WITH A CLEAN CLOTH. THE SHOCK MOUNT ABSORBS THE VIBRATION.	
absorption (n)	ABSORB (v)	MEASURE THE TIME NECESSARY FOR THE SILICA GEL TO ABSORB THE MOISTURE.	Measure the rate of absorption of the moisture by the silica gel.
abundant (adj)	LARGE	CLEAN YOUR SKIN WITH A LARGE QUANTITY OF CLEAN WATER.	Clean your skin with abundant clean water.
abut (v)	TOUCH	THE BIN TOUCHES THE FORWARD HINGE SURFACE.	The bin abuts the forward hinge surface.
accelerate (v)	INCREASE, FASTER (adj)	A HIGHER TEMPERATURE INCREASES THE SPEED OF EVAPORATION. TO MAKE THE CURING PROCESS FASTER, APPLY HEAT TO THE COMPOUND.	Evaporation is accelerated by temperature rise. The curing process of the compound can be accelerated by heating.
ACCEPT (v), ACCEPTS, ACCEPTED, ACCEPTED	To make a decision that something is satisfactory	ACCEPT THE RELAY IF IT IS SERVICEABLE.	
acceptable (adj)	PERMITTED, SATISFACTORY, SERVICEABLE	A VALUE OF 2 mm IS PERMITTED. REPLACE THE CAP IF ITS CONDITION IS NOT SATISFACTORY. BEFORE INSTALLATION, MAKE SURE THAT THE UNIT IS SERVICEABLE.	A value of 2 mm is acceptable. Replace the cap if its condition is not acceptable. Before installing, ensure that the unit is acceptable.