



MINISTRY OF DEFENCE

**Secretariat General of Defence and National Armaments Directorate
Directorate of Air Armaments and Airworthiness**

**NATO AGS
RQ-4D AIR SEGMENT AND PILOT TRAINER
DEFINITION OF THE GENERAL REQUIREMENTS OF
INTERACTIVE ELECTRONIC TECHNICAL
PUBLICATIONS (IETP)**

LIST OF EFFECTIVES PAGES

ATTENTION: This regulation is valid if composed by the pages listed below and duly updated.

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| Page No. | Amend. No. |
|---------------------|-----------------------|
| Frontpage..... | 0 |
| A..... | 0 |
| I-II..... | 0 |
| 1-23..... | 0 |

TABLE OF CONTENTS

| | | |
|------------|---|----|
| 1. | INTRODUCTION | 1 |
| 1.1 | Scope..... | 1 |
| 1.2 | Reference | 1 |
| 1.3 | Applicability | 1 |
| 1.4 | Validity | 1 |
| 1.5 | Definitions | 1 |
| 2. | INTERACTIVE ELECTRONIC TECHNICAL PUBLICATIONS | 1 |
| 2.1 | Class “P” | 2 |
| 2.2 | Class “X” | 2 |
| 2.3 | Class “XP” | 2 |
| 3. | GENERAL REQUIREMENTS | 2 |
| 3.1 | IETP Title Page..... | 3 |
| 3.2 | IETP Identification Code | 3 |
| 3.3 | Identification Code of the Electronic Medium..... | 3 |
| 3.4 | Display of Initial Data / Screens..... | 3 |
| 3.5 | Electronic Storage Medium (ESM)..... | 4 |
| 3.5.1 | Media surface | 5 |
| 3.5.2 | Electronic Media Case and Back Cover..... | 6 |
| 3.5.3 | Instruction booklet..... | 6 |
| 3.5.3.1 | Instruction Booklet Cover | 6 |
| 3.5.3.2 | Installation Procedures | 7 |
| 3.5.3.3 | Minimum system requirements for correct display of the IETPs | 7 |
| 3.5.3.4 | Brief description of the functions..... | 7 |
| 3.5.3.5 | List of IETPs/information contained on the electronic medium | 7 |
| 3.5.3.6 | Form for recording SBs and RACs which are applicable and not yet inserted in the IETPs | 8 |
| 3.5.3.7 | List of SBs / RACs inserted compared to the previous version..... | 8 |
| 3.5.4 | Separation of information..... | 8 |
| 3.6 | Functions / Presentation | 8 |
| 4. | PECULIAR REQUIREMENTS FOR CLASS “P” IETP | 9 |
| 4.1 | Presentation..... | 9 |
| 4.2 | Rapid Action Changes | 10 |
| 4.2.1 | Overview..... | 10 |
| 4.2.2 | Presentation..... | 10 |
| 4.3 | Hypertext Links | 10 |
| 4.3.1 | Overview | 10 |
| 4.3.2 | Links between publications | 10 |
| 4.3.3 | Links to figures..... | 10 |
| 4.3.4 | Links in the IPC..... | 10 |
| 4.4 | Functions | 11 |
| 5. | PECULIAR REQUIREMENTS FOR CLASS “X” IETP | 11 |
| 5.1 | Structure of the IETP-X..... | 11 |
| 5.1.1 | Contents | 11 |
| 5.1.1.1 | Table of contents | 11 |
| 5.1.1.2 | Selection of Data Modules | 11 |
| 5.1.1.3 | Front matter | 11 |
| 5.1.1.3.1 | Title Page (IC 001)..... | 12 |

| | | |
|------------|--|-----------|
| 5.1.1.3.2 | List of Effective Data Modules (IC 002)..... | 12 |
| 5.1.1.3.3 | Change records (IC 003) | 12 |
| 5.1.1.3.4 | List of abbreviations (IC 005) | 12 |
| 5.1.1.3.5 | List of symbols (IC 007) | 12 |
| 5.1.1.3.6 | General warnings and cautions and related safety data (IC 012) | 12 |
| 5.1.1.3.7 | Introduction (IC 018) | 12 |
| 5.1.1.3.8 | List of applicable specifications and documentation (IC 00V) | 13 |
| 5.1.1.3.9 | Support equipment and tools (IC 061 - IC 062) | 13 |
| 5.1.1.3.10 | Consumables, materials and expendables (IC 070) | 13 |
| 5.1.1.3.11 | Technical standard record (IC 008) | 13 |
| 5.2 | Layout Specifications | 13 |
| 5.2.1 | Overview | 13 |
| 5.2.2 | Presentation..... | 13 |
| 5.2.3 | ETP-X Printing | 14 |
| 5.2.4 | Functions | 14 |
| 5.2.5 | Installation Procedure | 14 |
| 5.3 | IETP-X updates | 14 |
| 5.3.1 | Graphical representation for updates..... | 14 |
| 5.3.1.1 | Changes | 14 |
| 5.3.1.1.1 | Rapid action changes | 15 |
| 5.3.1.2 | Revisions | 15 |

LIST OF ILLUSTRATIONS

| | |
|--|----|
| FIGURE 1 - MODE FOR ASSIGNING THE IDENTIFICATION CODE OF THE EM | 16 |
| FIGURE 2 - MODE FOR ASSIGNING THE IDENTIFICATION CODE OF THE EM CONTAINING RACs | 17 |
| FIGURE 3 - EXAMPLE OF VALID MEDIA SURFACE | 18 |
| FIGURE 4 - EXAMPLE OF BACK COVER..... | 18 |
| FIGURE 5 - EXAMPLE OF "INSTRUCTION BOOKLET" COMPOSITION..... | 19 |
| FIGURE 6 - EXAMPLE OF IETP "INSTRUCTION BOOKLET" COVER..... | 20 |
| FIGURE 7 - EXAMPLE OF "FORM FOR RECORDING SBs AND RACs..... | 21 |
| FIGURE 8 - EXAMPLE OF A LIST OF INCORPORATED SBs..... | 22 |
| FIGURE 9 - EXAMPLE OF A LIST OF INCORPORATED RACs | 23 |

1. INTRODUCTION

1.1 Scope

The Technical Publications (TP) system recognized and therefore accepted by the DAAA is defined and regulated by TP AER(EP).0-0-2/RQ-4D.

The purpose of this regulation is to define general requirements of Interactive Electronic Technical Publications (IETPs).

1.2 Reference

The latest applicable versions of the documents listed below shall be used:

- A. AER.0-0-2/RQ-4D NATO AGS RQ-4D AIR SEGMENT AND PILOT TRAINER. Definition and regulation of the DAAA system for handling technical publications
- B. NAGS2.2PL00395 NATO AGS Technical Publications Development Plan (TPDP)
- C. LW-G/2017/14/SI/si Life Cycle Technical Documentation Management Plan
- D. C-M(2002)49 NATO Security Policy

1.3 Applicability

This document applies to all DAAA Technical Manuals, as defined in AER(EP).0-0-2/RQ-4D.

1.4 Validity

This document enters into force from the date of its approval.

1.5 Definitions

Refer to Annex VI of the AER(EP).0-0-2/RQ-4D.

2. INTERACTIVE ELECTRONIC TECHNICAL PUBLICATIONS

Interactive Electronic Technical Publications (IETPs) are those TPs prepared in formats which can be viewed using an electronic tool and which permit direct access to the contained information using multimedia and/or hypertext navigation functions in accordance with (i.a.w.) their class.

The main purpose of an IETP is to facilitate access to and viewing of the information via use of an appropriate electronic tool; the information and navigation functions can be structured in different ways.

IETPs are divided into three classes of interactivity on the basis of the level of interactivity of each TP:

- Class P: Page Oriented;
- Class X: In XML format deriving from standard data structures and optimized for use on NATO AGS environment;
- Class XP: Combination of “P” and “X”.

2.1 Class “P”

They are IETPs whose on-screen presentation corresponds to the hardcopy versions and meets their same requirements. Class “P” are considered publications “Page Oriented”.

Para 3 (General Requirements) and para 4 (Peculiar Requirements for class “P” IETP) provide the requirements for Class “P” IETPs.

2.2 Class “X”

They are IETPs based on XML (eXtensible Markup Language) and structured in Data Modules (DMs); their hyperlinks are predefined by the author of the TP.

They are designed to be used in the NATO AGS environment, and are displayed through dedicated viewers.

This regulation acknowledges the requirements of ASD S1000D Issue 4.0.1, as tailored for NATO AGS (REF B. and C.).

Para 3 (General Requirements) and para 5 (Peculiar Requirements for class “X” IETP) provide the requirements for Class “X” IETPs.

2.3 Class “XP”

An IETP-XP is composed of:

- a. A collection of structured information in data modules, marked up in XML and extracted from a Common Source Data Base (IETP-X) i.a.w. the requirements established in para 3 and 5;

and/or

- b. A collection of unstructured information in PDF (IETP-P) i.a.w. the requirements established in para 3 and 4.

3. GENERAL REQUIREMENTS

Presentation of the information shall be i.a.w. the requirements of the standards of the related IETP class.

3.1 IETP Title Page

The opening page of each IETP shall show the Ministerial Title page released by DAAA i.a.w. AER(EP).0-0-2/RQ-4D.

Whenever an IETP is supplied exclusively as an electronic media (CD-DVD), and it is not possible to insert the DAAA Ministerial Title page, this shall be attached to the electronic media.

3.2 IETP Identification Code

The identification code of the IETP is assigned with the same methodology provided for hardcopy TPs and defined in AER(EP).0-0-2/RQ-4D.

3.3 Identification Code of the Electronic Media

The electronic media shall be identified by a code independent from the list of TPs contained in it and identified according to the methods indicated in Figure 1

Electronic media containing Rapid Action Changes (RACs) (Safety RACs or Operational RACs) which are inserted in the IETP via an automatic rapid action change process shall be coded i.a.w. Figure 2.

Whenever there are AER and CMM type IETPs on the electronic media, the electronic media shall be identified as AER.

The identification code of the electronic media shall be listed in the TP “List of Applicable Publications – LOAP”.

The LOAP shall contain a specific section where (in alphanumeric order) all electronic media belonging to the RQ-4D, with the corresponding date of edition shall be listed. The identification codes and corresponding date of edition of the IETPs contained on that media shall be listed next to it (in alphanumeric order).

3.4 Display of Initial Data / Screens

On the basis of specific requirements, the following screens may be displayed before the IETP itself:

- Login: when present, this is the first screen. It requires the user to enter its authentication credentials.
- Copyright a screen containing any limitations on the use of the browser and/or the content of the IETP may be displayed.
- Warnings a screen containing any general warnings which the user shall be aware of may be displayed.

- List of IETPs a screen, may be displayed, containing: the list of TPs making up the IETP itself, the number and date of edition, the SW version of the IETP, the logo, and any basic information that you want to highlight to the user.
- User Guide: a screen may be displayed containing a guide which presents the scope and methods for subdividing the content of the IETP, as well as any information required by the technical specification concerning the content. It may also contain the methods for Hypertext navigation, the description of the links, and an explanation of the revision symbols and how they are displayed.

3.5 Electronic Storage Media (ESM)

As described in AER(EP).0-0-2/RQ-4D, the DAAA also issues Ministerial Title Pages for electronic media containing the IETPs.

The information shall be provided in the same language of the IETPs contained on the electronic media.

Where applicable, for distribution only “read-only” electronic media shall be used (e.g.: CD-ROM, DVD-ROM etc...).

Regardless of the formats of the cases in which the electronic media are distributed and the different programs that can be used to create these Ministerial Title Pages, DAAA issue the Ministerial Title Page containing the essential information for correct identification of the IETP, specifically:

- Identification code of the electronic media, composed as in Figure 1 or as in Figure 2 for those containing RACs;
- Date of edition of the electronic media;
- Logo and caption:



- RQ-4D for the Air Segment or P/N which identifies the specific type of material for stand-alone External publications, to which the TPs contained on the electronic media apply;
- Indication of the highest security classification i.a.w. NATO policies, and the information contained in the electronic media;
- Reference of the DAAA acceptance letter.

The Company shall be responsible for transferring this information onto the Ministerial Title Page in the appropriate format, adding the other information provided for (e.g. Company logo, manufacturer code, list of manuals, minimum system requirements etc.).

The Ministerial Title Page of the electronic media is generally composed of three parts:

- Media surface;
- Case with back cover;
- Instruction booklet.

All information contained in the Ministerial Title Page of the electronic media is detailed in the following sections.

3.5.1 Media surface

The side of the surface of the electronic media which is not used for recording of data shall contain the following information written indelibly:

- Identification code of the electronic media, composed as in Figure 1 or as in Figure 2 for those containing RACs;
- Date of edition of the electronic media;
- Logo and caption:



- RQ-4D for the Air Segment or P/N which identifies the specific type of material for stand-alone External publications, to which the TPs contained on the electronic media apply;
- Image or drawing of the aircraft (not applicable for Air Ground Equipment, AGE);
- Company logo and code;
- Indication of the highest security classification i.a.w. NATO policies, and the information contained in the electronic media;
- Reference of the DAAA acceptance letter.

Figure 3 provides an example of media surface.

The above figures apply both to AER and CMM type IETPs.

The Company requesting the Ministerial Title Pages is responsible for transferring all requested data to a light brown or white cover to be then apply it on the surface of the electronic media before proceeding according to the provisions of the contract.

3.5.2 Electronic Media Case and Back Cover

The electronic media shall be supplied with a hard case, which shall contain both, the back cover and the instruction booklet.

The back cover is an integral part of the case, it shall be visible on three sides from the outside of the case.

The following information shall be included and visible on the largest side:

- Identification code of the electronic media, composed as in Figure 1 or as in Figure 2 for those containing RACs;
- Indication of the highest security classification i.a.w. NATO policies, and the information contained in the electronic media;
- List of manuals/information contained in the electronic media.

Figure 4 provides an example of the back cover.

3.5.3 Instruction booklet

The instruction booklet, which shall be inserted in the electronic media case, contains the following basic information:

- Cover;
- Installation procedure;
- Minimum system requirements for correct display of the IETPs;
- Brief description of the functions;
- List of IETPs/RACs and/or information contained in the electronic media;
- Form for recording the Service Bulletins (SBs) and RACs which are applicable and not yet inserted in the IETPs;
- List of SBs / RACs added to with reference to the previous version.

The instruction booklet shall be composed of a series of folded sheets, contained between the upper and lower cover of the booklet itself.

The sheets shall be bounded with staples in the center of the fold (as with normal commercial booklets).

Figure 5 gives an example of the composition of the instruction booklet.

3.5.3.1 Instruction Booklet Cover

An upper cover, containing the contents of the Ministerial Title Page of the electronic media, and a lower cover of the instruction booklet shall be prepared.

The following data are included on the upper cover:

- Identification code of the electronic media, composed as in Figure 1 or as in Figure 2 for those containing RACs;
- Date of edition of the electronic media;

- Logo and caption:



- RQ-4D for the Air Segment or P/N which identifies the specific type of material for stand-alone External publications, to which the TPs contained on the electronic media apply;
- Image or drawing of the aircraft (not applicable for AGE);
- Company logo and code;
- Indication of the highest security classification i.a.w. NATO policies and the information contained in the electronic media;
- Reference of the DAAA acceptance letter.

Figure 6 provides an example of the cover of the instruction booklet.

The above is also applicable to the electronic media which contains RACs inserted in IETP.

3.5.3.2 Installation Procedures

It shall be included complete and detailed procedures for installation of both: the viewing software and the contents of the electronic media, with the assistance of step-by-step instructions.

If they can be installed on different operating systems, a procedure shall be prepared for each operating system.

3.5.3.3 Minimum system requirements for correct display of the IETPs

A brief description containing information on the minimum requirements for the electronic tool on which it is possible to correctly view IETPs shall be prepared.

3.5.3.4 Brief description of the functions

A brief description of all viewing software functionalities and methods of navigating inside an IETP shall be prepared.

3.5.3.5 List of IETPs/information contained on the electronic media

A list of the IETPs and/or information contained on the electronic media shall be prepared.

The list, organized by alphanumeric code, shall be divided into two parts: one dedicated to the IETPs, and the other to the information.

3.5.3.6 Form for recording SBs and RACs which are applicable and not yet inserted in the IETPs

In order to allow to record the identification data of the issued SBs and/or RACs not yet included in the electronic media, a dedicate form filled i.a.w. the indications given in Figure 7 shall be provided.

3.5.3.7 List of SBs / RACs inserted compared to the previous version

A list with identification elements of the SBs and/or RACs included in the electronic media compared to the previous version shall be provided.

3.5.4 Separation of information

As a general rule, in order to facilitate information consultation, TPs with the same security classification should be included on the same electronic media.

For security classifications above “Restricted”, separate media shall be provided for each TP.

3.6 Functions / Presentation

The functions, types of data and methods of displaying the information shall be developed i.a.w. the IETP class requirements.

The guidelines applicable to all IETP classes are indicated below:

- The choice of program used to display the IETPs is a consequence of the operational system in use.
The program shall not allow modification of the information.
- The IETP may be used either by being read directly from the electronic media or after installation on the hard disk of the Information Technology (IT) system in use.
- When required, viewing IETPs may occur in multi-user mode on “client” computers connected by a network to the “server” on which the IETPs are stored.
- The system shall initially display on the screen the data listed in section 3.4 of this document, and subsequently display the list of IETPs contained.
- A help function shall be provided for to guide the user through the operational and administrative instructions for using the display software.
- Navigation / display functions shall be provided for i.a.w. the IETP class.

In any case, the base functions are:

- Page up / down
- Scroll bar
- Show/Hide TOC
- Zoom and/or re-seizing;

- Navigation between links and / or multimedia
- Forward/Back
- Find/Search.
- Print
- The printed page of the IETP shall bear the following additional information:
 - Print the current date;
 - The identification code of the electronic media;
 - The date of edition of the electronic media;
 - The caption: “WARNING – THIS PAGE WILL NOT BE KEPT UPDATED”;
 - All function buttons provided for shall be implemented in such a ways as to highlight any change of state (enabled / disabled), and there shall also be a brief self-explanatory description provided via tooltip function on mouse over (when a PC is used);
 - At least the minimum requirements for hypertext / multimedia links, as specified in the various classes, shall be satisfied;
 - All hypertext / multimedia links shall be sensitive to mouse over, with the cursor itself changing state;
 - The text contained in a hypertext / multimedia link shall be highlighted with a change of color, or enclosed in a rectangle with colored edges;
 - Indices or Lists in which all references are hypertext / multimedia links can alternatively be highlighted just with a change of state of the cursor.
- The IETP text shall normally be displayed in black typeface on a white background.

4. PECULIAR REQUIREMENTS FOR CLASS “P” IETP

4.1 Presentation

- a. The first page displayed for the publication selected from the table of contents shall be the Ministerial Title Page.
- b. There shall be a window in which the table of contents for the active publication is always available, with hypertext links.
- c. The on-screen presentation of the pages shall be such as to allow optimum reading.
- d. It shall be possible to move all dialog boxes (e.g. Find, Print etc.) with the mouse or finger (for touch-enabled devices).
- e. There shall be a function which allows two consecutive pages of the same manual to be displayed side by side without having to open two different application windows.

4.2 Rapid Action Changes

4.2.1 Overview

Whenever IETP-Ps contain RACs (see AER(EP).P-104/RQ-4D for the definition of RACs), the area affected by the RAC shall include a hyperlink and/or other method for highlighting their existence and allowing the RAC to be read.

4.2.2 Presentation

The area affected by the RAC shall be highlighted in a different manner/color.

Selecting the highlighted area shall display the first page of the corresponding RAC.

When printing, the page shall bear the following note: "ATTENTION: THIS PAGE HAS A RELEVANT RAC".

4.3 Hypertext Links

4.3.1 Overview

All references in the publication shall be connected via hyperlinks (e.g. table of contents, tables, figures etc.). Specifically, an IETP-P shall contain, as a minimum, the hyperlinks specified in the following para.

The minimum hyperlink requirement for Illustrated Parts Catalogue (IPC) is for references to parts replaceable at Intermediate Level Maintenance (ILM).

4.3.2 Links between publications

IETP-P shall contain hyperlinks referring to information inside other IETP-Ps included in the same package.

4.3.3 Links to figures

IETP-P shall contain hyperlinks to the figure and not to the individual parts.

4.3.4 Links in the IPC

Hyperlinks in the IPC shall be highlighted in a different color/manner. When navigating via hyperlink from the graphical section to the associated text, the selected reference shall be highlighted in a different color/manner than the others.

References selected from the index to the text section of the figure shall be highlighted in the same way.

4.4 Functions

In addition to the functions at para 3.6, the following specific functions shall be provided for IETP-P:

- Open File
- Next Page
- Previous Page
- First Page
- Last Page.

5. PECULIAR REQUIREMENTS FOR CLASS “X” IETP

5.1 Structure of the IETP-X

5.1.1 Contents

5.1.1.1 Table of contents

The Table of contents shall display the structure (e.g.; chapters and/or sections) of the IETP-X until DM level.

5.1.1.2 Selection of Data Modules

The list of DMs comprising an IETP-X shall be defined on the basis of the content requirements defined in the NATO AGS S1000D Business Rules (REF B.).

5.1.1.3 Front matter

Each IETP-X shall contain the following front matter DMs:

- Title page;
- List of effective data modules;
- Change records;
- List of abbreviations;
- List of symbols;
- General warnings and cautions and related safety data;
- Introduction;
- List of applicable specifications and documentation;
- Special support equipment and tools;
- Standard support equipment and tools;
- Consumables, materials and expendables;
- Technical standard record.

5.1.1.3.1 Title Page (IC 001)

The title page of each IETP-X shall contain the DAAA Ministerial Title Page specified in AER(EP).0-0-2/RQ-4D.

5.1.1.3.2 List of Effective Data Modules (IC 002)

For every publication a List of Effective Data Module (LOEDM) shall be established.

The list shall include the following information:

- DM title;
- DM code;
- Issue date;
- Applicability.

All new or modified data modules shall be marked with N for new data modules or C for changed data modules.

5.1.1.3.3 Change records (IC 003)

Change records data module shall be used.

This DM shall contain:

- The revision history of the DM;
- The DM code; and
- The Reason For Update (RFU).

5.1.1.3.4 List of abbreviations (IC 005)

A DM shall be prepared containing a list of all abbreviations contained in the IETP, with corresponding definitions.

5.1.1.3.5 List of symbols (IC 007)

The list of symbols shall be used to identify the symbols used in the applicable publication and the definition for non-standard symbols.

5.1.1.3.6 General warnings and cautions and related safety data (IC 012)

This DM shall contain general warnings, cautions, and related safety data.

5.1.1.3.7 Introduction (IC 018)

Each IETP-X shall include an introduction which presents the scope and methods for subdividing the content of the IETP, as well as any information required by the technical specification concerning the content. It shall also contain the hypertext navigation methods, a description of the active hyperlinks and an explanation of the revision symbols.

5.1.1.3.8 List of applicable specifications and documentation (IC 00V)

The List of Applicable Specifications and Documentation (LOASD) shall list all external references referenced within the publication including Commercial Off-The-Shelf (COTS), Software User Manual (SUM), and general maintenance or standard repair manuals.

5.1.1.3.9 Support equipment and tools (IC 061 - IC 062)

Support equipment will be included in a Special support equipment and tools (IC 061) or Standard support equipment and tools (IC 062) DM.

5.1.1.3.10 Consumables, materials and expendables (IC 070)

Supplies shall be provided in an information code 070 Consumables, materials and expendables DM.

5.1.1.3.11 Technical standard record (IC 008)

A DM shall be prepared containing a "list of incorporated SBs" (example in Figure 8) and a "list of incorporated RACs" (example in Figure 9) in the publication.

This layout shall be present from the publication's first edition even if there are no SBs and/or RACs to list, and shall be updated when necessary upon each revision/new edition of the publication.

5.2 Layout Specifications

5.2.1 Overview

If the IETP-XP is stored on an Internet site it shall be possible to view it using a browser on-line.

If the IETP-XP is distributed on physical storage media or locally downloaded, the viewer required to display it shall be distributed with the data.

5.2.2 Presentation

- There shall be an initial LOGIN window for consultation of the IETP-P via Internet; whenever it has been decided to consult the IETP-XP in Intranet mode, i.e. loaded from a local server, this window may not be necessary.
- An initial screen may be displayed containing any general warnings/cautions which the user shall be aware of. It shall be necessary to acknowledge the notification before proceeding.
- The first page displayed of the selected publication shall be the Ministerial Title Page.
- There shall be a window in which the table of contents for the active publication is always available, with hyperlinks.

- It shall be possible to move all dialog boxes (e.g. Find, Print etc.) with the mouse.

5.2.3 ETP-X Printing

Publications covered by this regulation are designed to be viewed exclusively on screen, therefore eliminating the traditional concept of hardcopy publication.

However, it shall be possible to print off the contents of the publication for temporary use.

The printed pages shall reflect the contents of the individual active Data Modules, i.e. those displayed on the screen.

5.2.4 Functions

In addition to the functions at para 3.6, the following specific functions shall be provided for IETP-X:

- Help;
- Navigation history;
- Comment form i.a.w. AER.0-0-8/RQ-4D.

5.2.5 Installation Procedure

This section applies only in the event that the IETP-X is distributed on CD / DVD media or is available for download from an Internet or Intranet location. The procedure shall provide for correct installation both of the viewing software and the contents of the electronic media, with the assistance of step-by-step instructions.

If the Client can be installed on different operating systems, a procedure shall be prepared for each individual operating system.

5.3 IETP-X updates

Updates to a publication shall be recorded in the Change Records DM (IC 003) that is generated automatically by the RFU element in the modified DM. All front matters DMs affected by the update shall be also modified accordingly (e.g.; Technical standard record DM (IC 008) for the lists of RACs and SBs, List of Effective Data Modules (IC 002) for the list of valid DMs).

5.3.1 Graphical representation for updates

5.3.1.1 Changes

Modified text, tables and graphical elements shall be highlighted with a vertical bar displayed on the right-hand side of the screen with appropriate dimensions in order for it to be immediately recognizable.

5.3.1.1.1 Rapid action changes

The RAC identifier shall be presented in a different color at the top of the Table of Contents (TOC) for clear identification.

The affected pages/DMs shall also be accessible through the TOC and the affected TOC entry will be displayed in a different color (i.e. red).

The RAC shall be presented as per the AER(EP).P-104/RQ-4D template.

If a new pages/sections/DMs are introduced with a RAC, the new pages/sections/DM will not be displayed as part of the TOC, but it will only be accessible through the RAC.

5.3.1.2 Revisions

Modified text, tables and graphics are not highlighted in revised DMs.

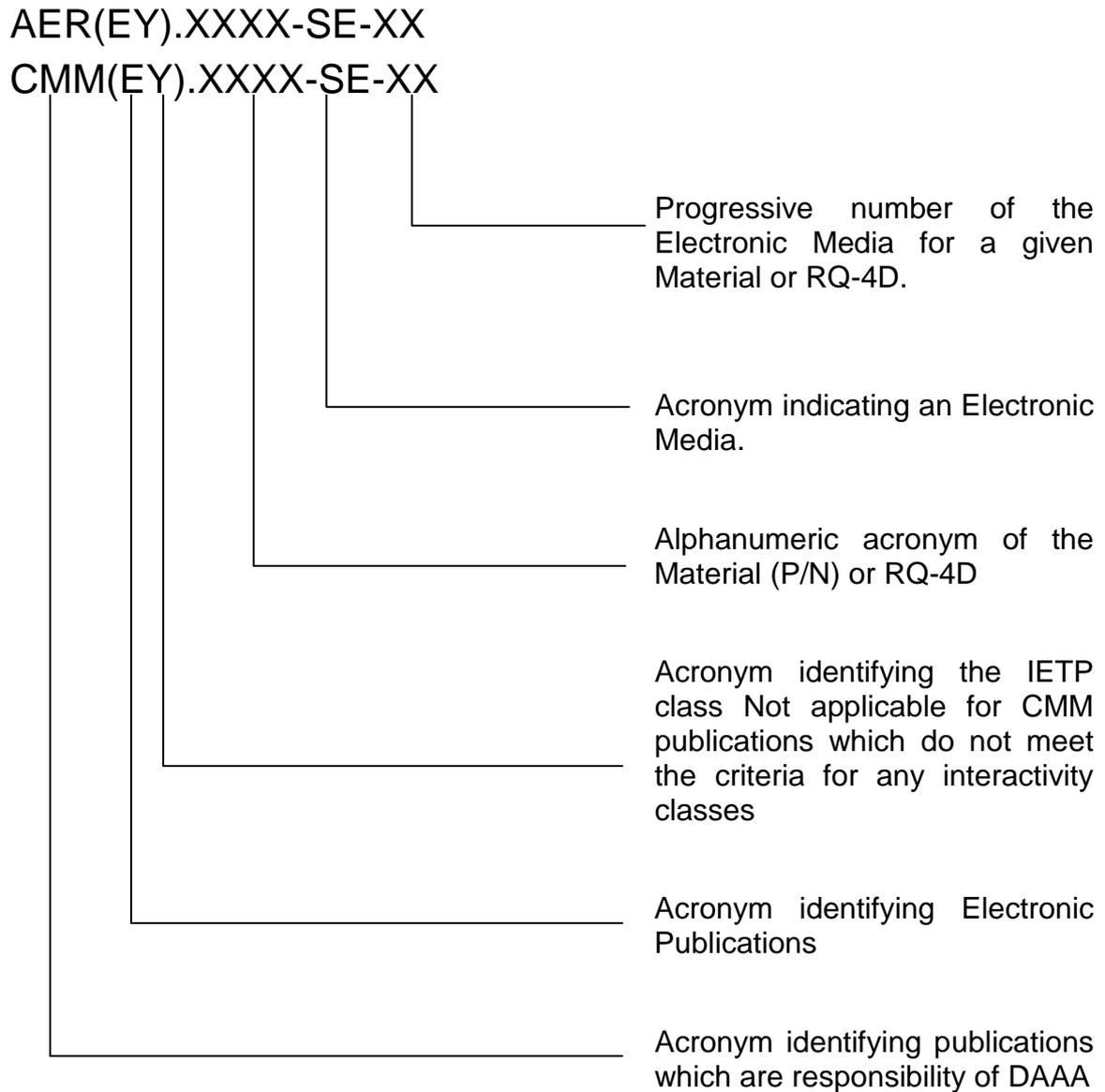


Figure 1 - Mode for assigning the Identification Code of the EM

For example:

AER(EX).RQ-4D-SE-13

13th Electronic Media in the collection for RQ-4D

AER(EY).XXXX-SE-XX/YYY-ZZZ

CMM(EY).XXXX-SE-XX/YYY-ZZZ

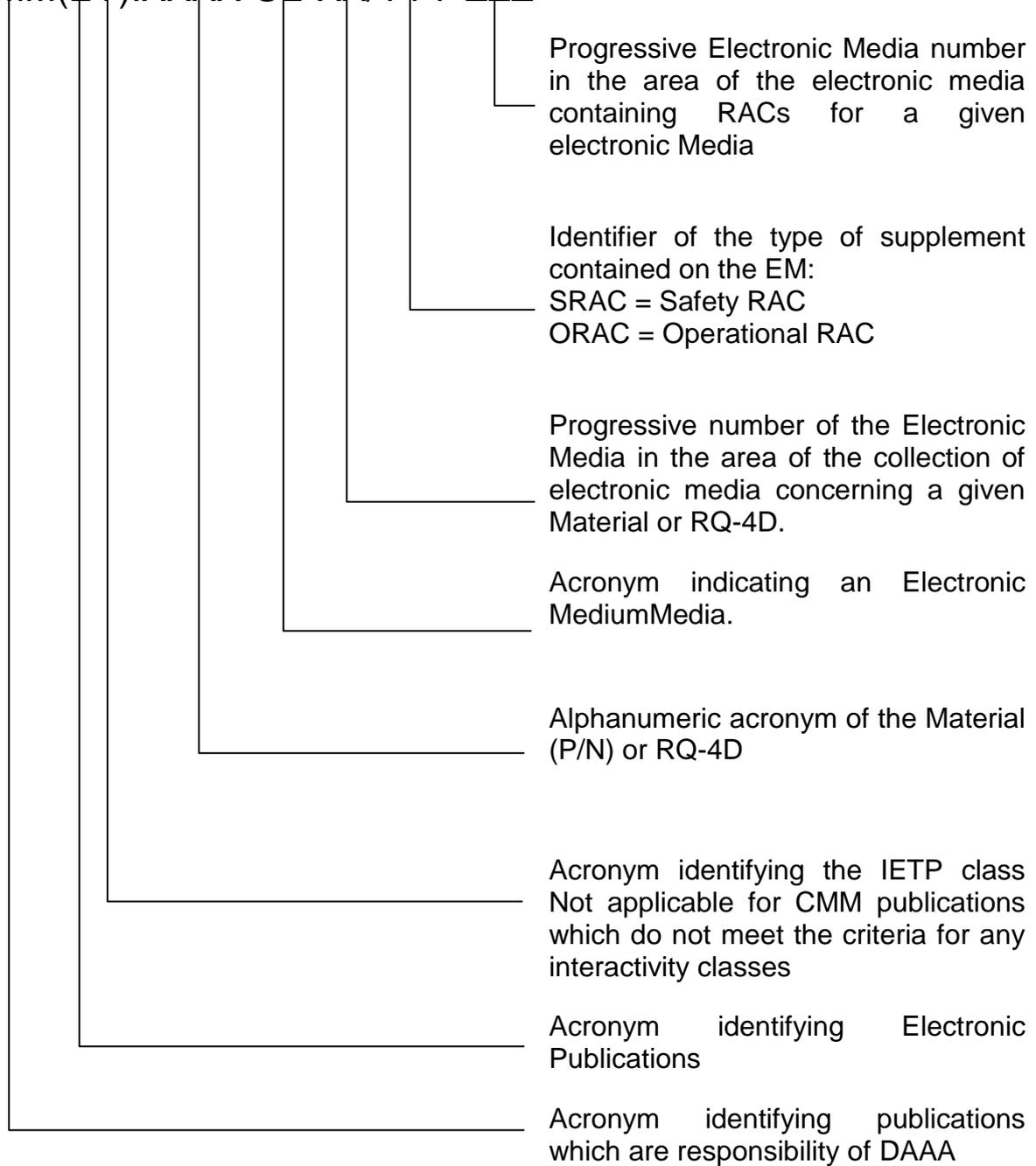


Figure 2 - Mode for assigning the Identification Code of the EM containing RACs

For example:

AER(EX).RQ-4D-SE-13/SRAC-001

1st Media containing SRAC of the 13th Electronic Media in the collection for RQ-4D

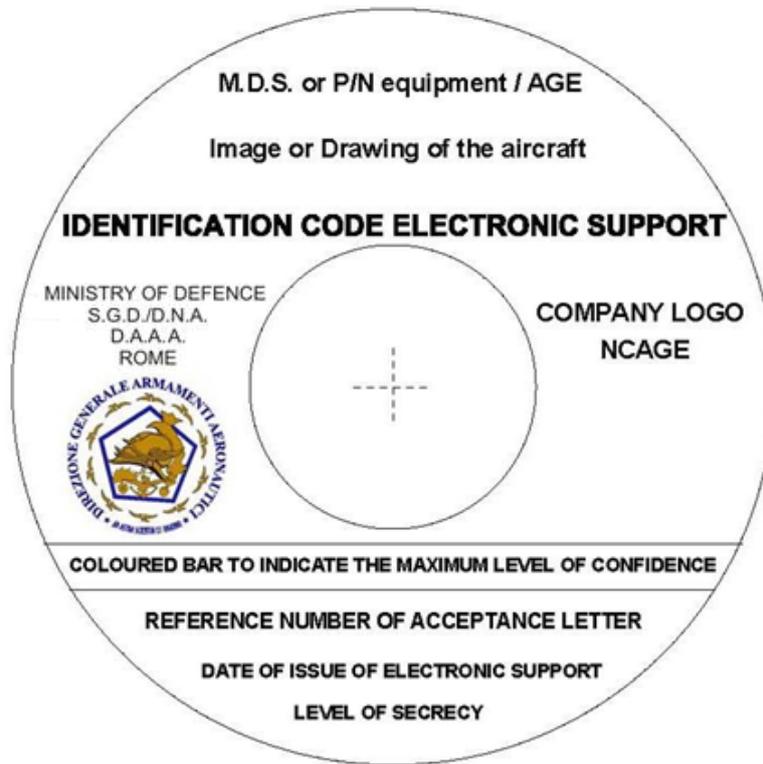


Figure 3 – Example of valid media surface

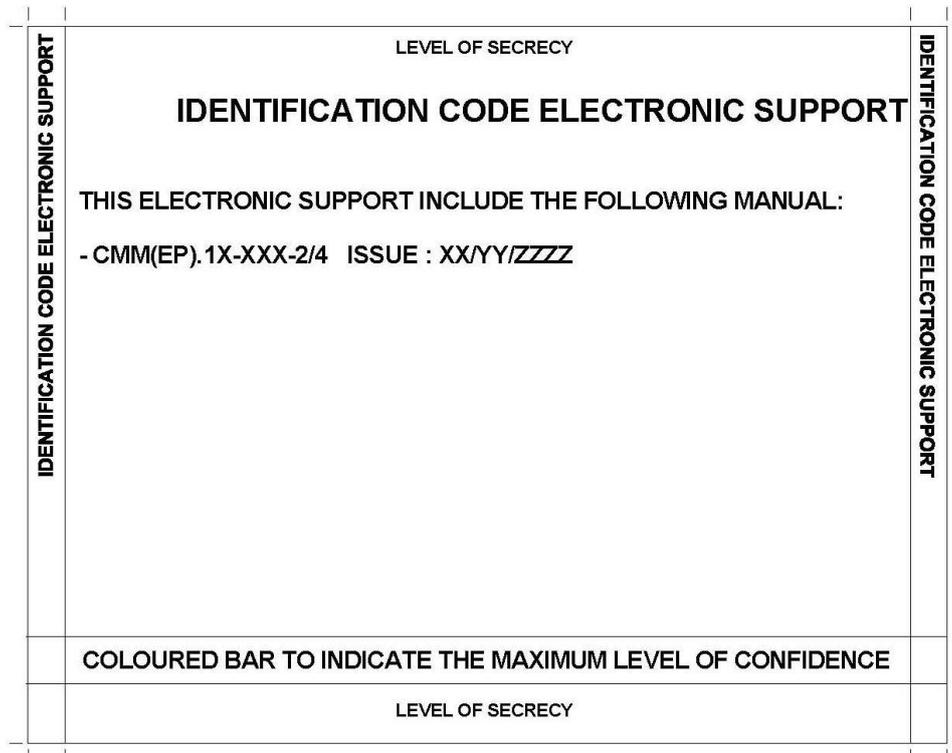


Figure 4 – Example of back cover

NOTE: This figures serves purely as an example. The dimensions shall be adapted to the surfaces of the media/ back cover used

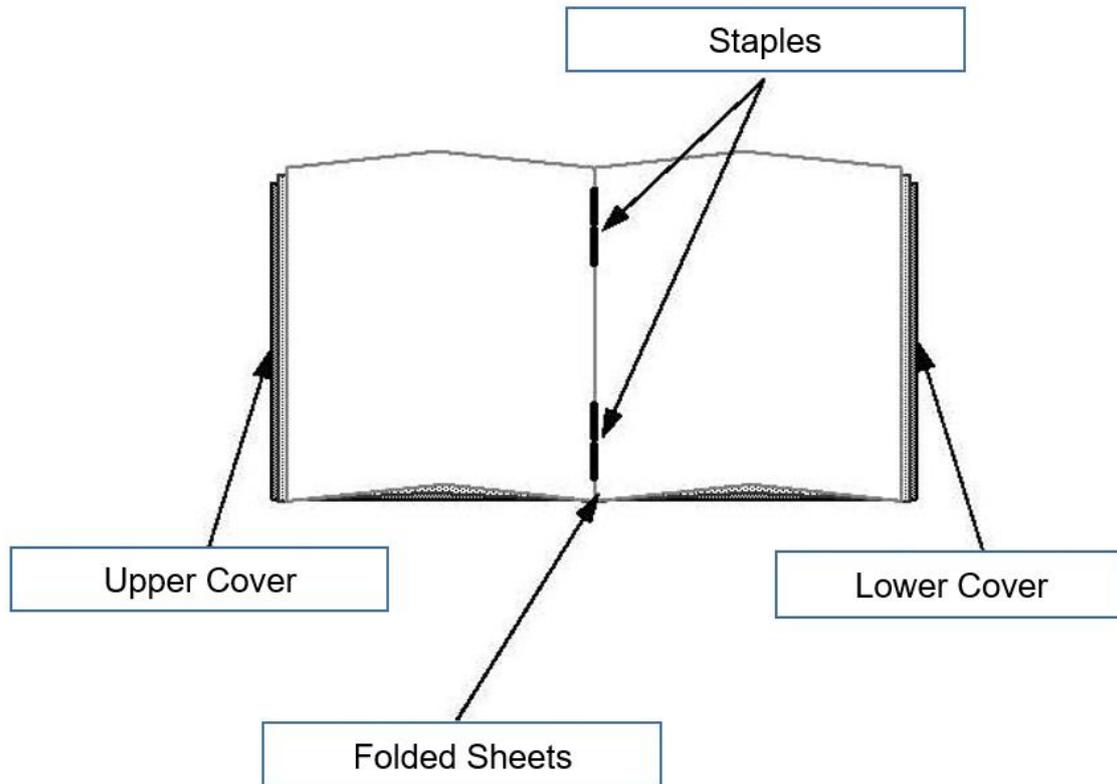


Figure 5– Example of “Instruction Booklet” composition

NOTE: This figure is an example. The dimensions shall be adapted to the usable surface area of the instruction booklet supplied with the electronic media.

| | |
|--|---|
| <p style="text-align: center;">LEVEL OF SECURITY</p> | <p style="text-align: center;">LEVEL OF SECURITY</p> <p style="text-align: center;">IDENTIFICATION CODE ELECTRONIC SUPPORT</p> <p style="text-align: center;">MINISTRY OF DEFENCE S.G.D./D.N.A. D.A.A.A. ROME</p> <p style="text-align: right;">COMPANY LOGO NCAGE</p>  <p style="text-align: center;">M.D.S. or P/N equipment / AGE</p> <p style="text-align: center;">Image or Drawing of the aircraft</p> <p style="text-align: center;">REFERENCE NUMBER OF ACCEPTANCE LETTER</p> |
| <p style="text-align: center;">COLOURED BAR TO INDICATE THE MAXIMUM LEVEL OF SECURITY</p> | <p style="text-align: center;">COLOURED BAR TO INDICATE THE MAXIMUM LEVEL OF SECURITY</p> |
| <p style="text-align: center;">LEVEL OF SECURITY</p> | <p style="text-align: right;">DATE OF ISSUE OF ELECTRONIC SUPPORT</p> <p style="text-align: center;">LEVEL OF SECURITY</p> |

Figure 6– Example of IETP “Instruction Booklet” cover

NOTE: This figure is an example. The dimensions shall be adapted to the available surface area of the instruction booklet supplied with the electronic media.

| NATO UNCLASSIFIED | | AER(EP).XXXXXX-SE-13 | |
|--|----------------------|----------------------|--------------------|
| STATUS OF SBs AND RACs | | | |
| <p>1) Purpose: This page is issued for recording the identification elements of Service Bulletins (SB) and Rapid Action Changes (RAC) whose contents have not yet been entered in the relevant IEPT contained electronic media AER(EP).XXXXXX-SE-13 dated xx-xxx-xxxx.</p> <p>2) Recording: Once a SB or RAC has been received, the user shall enter the identification elements in this Form. Meanwhile this IETP will be used in conjunction with its SB and RAC recorded in this status list.</p> <p>3) Updates: Once the new issue of the IETP has been received, the user shall verify that all items listed in the previous status list (SBs and RACs) are included in the new IETP issue and in case that one SB or RAC is not included, the relevant identification item shall be recorded in the appropriated status list.</p> | | | |
| IETP Code and Date | SB/RAC Code and Date | Title | Signature and Date |
| | | | |
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| NATO UNCLASSIFIED | | Page ... of ... | |

Figure 7 – Example of “Form for recording SBs and RACs

NOTE: This figure is example. The dimensions shall be adapted to the usable surface area of the instruction booklet supplied with the electronic

