

A standard for standards —

Part 3: Specification for structure, drafting and presentation

ICS 01.120

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Foreword

Ⓐ This part of BS 0 is published under the authority of the Standards Policy and Strategy Committee of the British Standards Institution (BSI). It supersedes BS 0-3:1991, which is withdrawn. Ⓐ

BS 0 is intended primarily for the use of BSI committees and staff, particularly chairmen and secretaries, and those providing first drafts. It was first published in 1974 and comprehensively revised in 1981 and 1991. The standard is now issued in three parts:

- *Part 1: Guide to the context, aims and general principles;*
- *Part 2: Recommendations for committee procedures;*
- *Part 3: Specification for structure, drafting and presentation.*

This revision of BS 0-3 has been prepared to reflect the current style and conventions of international and European standards publications. Many of its provisions reflect the ISO/IEC Directives, Part 2, 2001 although in certain matters, e.g. the wording of specifications, BS 0-3 gives more detailed provisions. Clause 4, Clause 5 and Clause 6 in particular reflect the content of the ISO/IEC Directives, Part 2.

Differences have been limited to:

Ⓐ Text deleted Ⓐ

- minor issues of presentation;
- additional information which is only relevant to British Standards.

Such additional material is indicated or will be self-evident by its nature. Where specific wording is cited, users of this standard should use “International Standard” or “European Standard” as appropriate to the circumstances.

Ⓐ NOTE The European Committee for Standardization and the European Committee for Electrotechnical Standardization have both adopted the ISO/IEC Directives, Part 3, 1997 for the preparation of European standards. A revised CEN/CENELEC Internal Regulations, Part 3 has been published, reproducing the ISO/IEC Directives, Part 3, with the common modifications necessary for European application integrated within the text. As a result of the 2001 revision of the ISO/IEC Directives it is expected that the Internal Regulations, Part 3 will shortly adopt the 2001 edition of the ISO/IEC Directives, Part 2 which has superseded the ISO/IEC Directives, Part 3, 1997.

Amendments to the three parts of BS 0 have been issued in 2002 mainly:

- a) to introduce changes resulting from reorganization and renaming of internal BSI committees;
- b) to update texts as a result of the 2001 revision of the ISO/IEC Directives;
- c) to provide information on “new deliverables” within the international, European and national environments;
- d) to revise the dating policy for BS adoptions of European standards.

Significant changes as a result of Amendment 1:2002 are indicated by tags (Ⓐ) Ⓐ in the text. Minor editorial changes are not tagged. Ⓐ

This publication does not purport to include all the necessary provisions of a contract. Users are responsible for its correct application.

Compliance with a British Standard does not of itself confer immunity from legal obligations.

Summary of pages

This document comprises a front cover, an inside front cover, pages i and ii, pages 1 to 71 and a back cover.

The BSI copyright notice displayed in this document indicates when the document was last issued.

1 Scope

This part of BS 0 specifies requirements for the structure, drafting and presentation of British Standards and other standards publications.

2 Normative references

A1) The following referenced documents are indispensable for the application 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.

BS 0-1:1997 including Amendment 1:2002, *A standard for standards — Part 1: Guide to the context, aims and general principles*.

BS 0-2:1997 including Amendment 1:2002, *A standard for standards — Part 2: Recommendations for committee procedures*.

BS 381C, *Specification for colours for identification, coding and special purposes*.

BS 1629, *Recommendations for references to published materials*.

BS 4148, *Specification for abbreviation of title words and titles of publications*.

BS 4422 (all parts), *Glossary of terms associated with fire*.

BS 5070-3, *Engineering diagram drawing practice — Part 3: Recommendations for mechanical/fluid flow diagrams*.

BS 5070-4, *Engineering diagram drawing practice — Part 4: Recommendations for logic diagrams*.

BS 5252, *Framework for colour co-ordination for building purposes*.

BS 5775 (all parts), *Specification for quantities, units and symbols*.

BS 8888, *Technical product documentation (TPD) — Specification for defining, specifying and graphically representing products*.

BS EN ISO 6433, *Technical drawings — Item references*.

BS EN ISO 3766, *Construction drawings — Simplified representation of concrete reinforcement*.

BS EN ISO 4157 (all parts), *Construction drawings — Designation systems*.

BS EN ISO 6284, *Construction drawings — Indications of limit deviations*.

BS EN ISO 7518, *Construction drawings — Simplified representation of demolition and rebuilding*.

BS EN ISO 8560, *Construction drawings — Representation of modular sizes, lines and grids*.

BS EN ISO 9431, *Construction drawings — Spaces for drawing and for text, and title blocks on drawing sheets*.

BS EN ISO 11091, *Construction drawings — Landscape drawing practice*.

BS ISO 999, *Information and documentation — Guidelines for the context, organization and presentation of indexes*.

IEC 60027-3, *Letter symbols to be used in electrical technology — Part 3: Logarithmic quantities and units*.

ISO 10241, *International terminology standards — Preparation and layout*.

PD 6578, *Guide to British, European and international graphical symbols, for use on equipment, for safety and fire safety, and for public information, in relation to ISO 7000 and IEC 60417*. **A1**

Shorter Oxford English Dictionary, 4th edition. Oxford: Oxford University Press, 1993.

Larousse Dictionary of Science and Technology. Edinburgh: Larousse, 1995.

3 Terms and definitions

For the purposes of this part of BS 0, the terms and definitions given in BS 0-1 and BS 0-2 and the following apply.

3.1

caution

instruction that draws attention to the risk of damage to the product, process or surroundings
[BS 4884-1:1992, definition 2.1]

3.2

warning

information that draws attention to the risk of injury or death
[BS 4884-3:1992, definition 3.24]

3.3

figure

illustration in the form of a diagram, sketch, perspective drawing, graph, chart, nomogram, photograph or one of a variety of engineering drawings, e.g. dimensional, detail, assembly

3.4 informative elements

A) 3.4.1

preliminary elements

elements that identify the document, introduce its content and explain its background, its development and its relationship with other documents
[ISO/IEC Directives, Part 2, 2001, definition 3.7.1]

3.4.2

supplementary elements

elements that provide additional information intended to assist the understanding or use of the document
[ISO/IEC Directives, Part 2, 2001, definition 3.7.2]

3.5

normative elements

elements that describe the scope of the document, and which set out provisions
[ISO/IEC Directives, Part 2, 2001, definition 3.6]

3.6

required element

element the presence of which in a document is obligatory
[ISO/IEC Directives, Part 2, 2001, definition 3.8]

3.7

optional element

element the presence of which in a document is dependent on the provisions of the particular document
[ISO/IEC Directives, Part 2, 2001, definition 3.9] **A1**

3.8

reference material

material or substance of which one or more properties are sufficiently well established to be used for the calibration of an apparatus or for the verification of a measurement method

3.9

type test

test of one or more products made to a certain design to show that the design meets certain specifications
[IEC 60050(411):1996, definition 411-53-01]

4 General principles

4.1 Objectives

The objective of a standard shall be to set out clear and unambiguous provisions that will facilitate national and international trade and communication. To achieve this objective a standard shall:

- a) be complete within the limits given in its scope clause;
- b) be consistent, clear and accurate;
- c) take full account of the state of the art;
- d) provide a framework for future technological development;
- e) be comprehensible to competent people.

4.2 Homogeneity

Each standard and each series of associated standards shall be uniform in structure, style and terminology. The structure and numbering of clauses in associated standards shall, as far as possible, be identical. Analogous wording shall be used for analogous provisions. Identical wording shall be used for identical provisions. (See also 6.6.1.3.)

4.3 Consistency

To ensure consistency throughout all British Standards, the text of each shall be in accordance with the relevant British Standards for:

- a) terminology;
- b) principles and methods of terminology;
- c) quantities, units and symbols;
- d) abbreviations;
- e) bibliographic references;
- f) technical drawings;
- g) graphical symbols;
- h) limits and fits;
- i) tolerancing of dimensions and uncertainty of measurement;
- j) preferred numbers;
- k) statistical methods;
- l) environmental conditions and associated tests;
- m) safety;
- [A1]** n) electromagnetic compatibility;
- o) quality and conformity. **[A1]**

NOTE A list of basic British Standards is included in the bibliography.

4.4 Planning

4.4.1 *Matters to be considered*

In the preparation of a standard or series of standards, all matters to be included shall be identified, and the title, scope, structure, division into parts and interrelations shall be established, before detailed drafting begins.

NOTE If a series of similar or related standards is to be issued, a model document should be agreed as the method of presentation to be followed to ensure consistency within the series.

Matters to be considered shall include:

- a) the area to be standardized;
- b) the group of people who will use the standard;
- c) the kinds of standard or series of different standards which are required to fulfil the need;
- d) the time and cost of implementing the standard;
- e) the relationship between a standard and other documents relevant to its use, such as regulations;
- f) BSI's duty of care (see BS 0-1).

4.4.2 *Division and subdivision*

A standard shall be divided into separately published parts if:

- a) some provisions only will be of particular interest to separate groups of users, e.g. health and safety, performance, quality assessment;
- b) some provisions in a product specification will be restricted to a single interface, e.g. between purchaser and supplier;
- c) different kinds of standard are needed, e.g. a specification and a code of practice;
- d) some of the work is international or European and some purely national;
- e) the subject is extensive and the time required to produce all the information in one document would be unacceptable.

NOTE At present some British Standards exist that are further subdivided into separately published Sections and Subsections. However, such further subdivision is now precluded as it is for international standards.

4.4.3 *Rules for preparation of standards*

This part of BS 0 shall be used to provide the framework for the development of a standard or series of standards from the planning of the work to its completion.

5 Structure

5.1 General

5.1.1 *Separate publications*

Every standard, whether issued on its own or as a part in a series of standards, shall apply to a single discrete subject.

Every standard shall have an identification number (see 10.11 and 11.2). If a standard is subdivided into separately published parts, each part shall be designated by an arabic numeral, e.g. "BS 0-3" for part 3 of BS 0.

5.1.2 *Division of content*

A standard shall be structured logically as shown in Table 1.

5.1.3 *Subdivision of the subject matter within a series of parts*

Where it is necessary to subdivide subject matter into a series of parts, one of the following methods shall be used.

- a) Each part deals with a specific aspect of the subject and can stand alone.

EXAMPLE 1

Part 1: Vocabulary

Part 2: Requirements

Part 3: Test methods

EXAMPLE 2

Part 1: Vocabulary

Part 2: Harmonics

Part 3: Voltage fluctuations

b) There are both common and specific aspects to the subject.

The common aspects shall be given in part 1. Specific aspects (which may modify or supplement the common aspects and therefore cannot stand alone) shall be given in individual parts.

EXAMPLE 3

Part 1: General requirements

Part 2: Thermal requirements

Part 3: Air purity requirements

Part 4: Acoustical requirements

NOTE 1 There are other ways of numbering for case b) which are used by IEC and CENELEC and which may then be reflected in any identical BS adoptions of those standards. See Examples 4 and 5.

EXAMPLE 4

Part 1: General requirements

Part 21: Particular requirements for electric irons

Part 22: Particular requirements for spin extractors

Part 23: Particular requirements for dishwashers

EXAMPLE 5

Part 1: General requirements

Part 2-1: Requirements for plasma displays

Part 2-2: Requirements for monitors

Part 2-3: Requirements for LCDs

Where the system described in b) is used, references from one part to another shall always be to the latest edition. This shall be achieved in one of the following ways.

- If reference is made to a particular element, the reference shall always be dated (see 7.3.8.3).
- Since the complete series of parts is normally under the control of the same technical committee, the use of undated references (see 7.3.8) is permitted, providing that corresponding changes are implemented simultaneously in all parts and that reference is not made to a particular element.

NOTE 2 The use of undated references requires a high degree of discipline by the technical committee responsible for the standard.

Each part of a multipart standard shall be drafted in accordance with the rules for an individual standard as specified in this part of BS 0.

5.2 Title of a standard


The title of a standard shall be composed of separate elements, each as short as possible, proceeding from the general to the particular, e.g.:

- a) an introductory element indicating the general subject, often based on the title of the committee responsible;
- b) a main element, indicating the principal subject treated;
- c) a complementary element, indicating the particular aspect of the principal subject or giving details that distinguish the document from other standards or parts of the same standard.

NOTE See Annex A for further details.

For a British Standard adoption of an international or European standard, the BS title shall be identical with the title of the international or European standard.

Table 1 — Typical arrangement of elements in a standard

Type of element	Arrangement of elements ^a in a standard	Permitted content ^a of elements in a standard
Informative preliminary	<i>Title page</i>	Title
	<i>Contents</i>	<i>Generated text</i> ^b
	Foreword	Text <i>Note(s)</i> <i>Footnote(s)</i>
	<i>Introduction</i>	<i>Text</i> <i>Figure(s)</i> <i>Note(s)</i> <i>Table(s)</i> <i>Footnote(s)</i>
Normative general	Title	Text
	Scope	Text <i>Figure(s)</i> <i>Table(s)</i> <i>Note(s)</i> <i>Footnote(s)</i>
	Normative references	<i>Reference(s)</i> <i>Footnote(s)</i>
Normative technical	Terms and definitions	Text
	Symbols and abbreviations	<i>Figure(s)</i>
	· · ·	<i>Table(s)</i> <i>Note(s)</i>
	Normative annexes ^c	<i>Footnote(s)</i>
Informative supplementary	<i>Informative annexes</i> ^{cd}	<i>Text</i> <i>Figure(s)</i> <i>Table(s)</i> <i>Note(s)</i> <i>Footnote(s)</i>
	<i>Bibliography</i>	<i>Reference(s)</i> <i>Footnote(s)</i>
	<i>Index</i>	<i>Generated text</i> ^b
^{a)} Bold type = required element; upright type = normative element; <i>italic type</i> = informative element.		
^{b)} The content of these elements shall be automatically generated from the electronic file, except in the case of indexes to descriptive text where professional indexing may be required.		
^{c)} See 5.3.4 for the arrangement of annexes.		
^{d)} Informative annexes shall not contain requirements unless these constitute optional provisions. For example, a test method that is optional may contain requirements. 		

5.3 Text

5.3.1 Clause

The text of each standard and each part of a standard shall be subdivided into clauses, the clause being the basic component in the subdivision of text. The clauses of the main text shall be numbered with arabic numerals, beginning with 1 for the scope clause and continuing up to, but excluding, any annexes.

Each clause shall have a title placed immediately after its number, on a line separate from the text that follows it.

5.3.2 Subclause

Subdivisions of a clause shall take the form of primary subclauses (e.g. “2.1”), divided, if necessary, into paragraphs (see 5.3.3) or secondary and tertiary subclauses. If further division is essential, it shall not exceed two further subdivisions. Subclauses shall be point-numbered as in the following example.

EXAMPLE

2.1

2.1.1

2.1.1.1 (recommended limit)

2.1.1.1.1

2.1.1.1.1.1

Text shall not be divided into subclauses unless there are at least two subclauses at the same level, e.g. a subdivision of text in “Clause 5” is not designated subclause “5.1” unless there is also a subclause “5.2”.

The use of titles for subclauses shall be uniform within the clause, i.e. if one subclause has a title, all subclauses at that level within the clause shall have titles. A subclause title shall follow the subclause number and be set as a heading, above the text.

NOTE Primary subclauses should have titles.

5.3.3 Paragraph

Although a clause or subclause may be divided into unnumbered paragraphs, hanging paragraphs, i.e. text between a heading and the first numbered subdivision, shall not be used (see Example showing correct and incorrect arrangement of paragraphs).

NOTE 1 Hanging paragraphs make accurate cross-reference difficult. In the incorrect part of the Example there is no simple way of referring to the hanging paragraphs as distinct from the rest of “Clause 5”. In the correct part of the Example the paragraphs are identified as 5.1.

NOTE 2 The opening sentence of the terms and definitions clause is not a hanging paragraph. It introduces a list of numbered definitions, not subclauses. Similarly in clauses listing reagents and apparatus any opening sentence should not be regarded as a hanging paragraph.

EXAMPLE

Correct	Incorrect
5 Designation	5 Designation
5.1 XXXXXXXXXXXX	
XXXXXX X XXXXXXXXXXXXXXXX	XXXXXX X XXXXXXXXXXXXXXXX
XXXXXXXXXXXXXXXXXXXXXXXXXX	XXXXXXXXXXXXXXXXXXXXXXXXXX
XXXXXX X XXXXXXXXXXXXXXXX	XXXXXX X XXXXXXXXXXXXXXXX
	} hanging paragraphs
5.2 Type A	5.1 Type A
XXXXXX X XXXXXXXXXXXXXXXX	XXXXXX X XXXXXXXXXXXXXXXX
5.3 Types B and C	5.2 Types B and C
XXXXXX X XXXXXXXXXXXXXXXX	XXXXXX X XXXXXXXXXXXXXXXX
XXXXXX X XXXXXXXXXXXXXXXX	XXXXXX X XXXXXXXXXXXXXXXX
XXXXXX X XXXXXXXXXXXXXXXX	XXXXXX X XXXXXXXXXXXXXXXX
6 Test report	6 Test report

5.3.4 Annex

Annexes shall follow the main text, arranged in the order in which they are first cited. They shall be identified by capital letters in alphabetic order, beginning with “A”. A single annex shall be designated “Annex A”. The annex designation shall be followed by “(normative)” or “(informative)” according to its status. The title shall follow on a separate line.

Annexes shall not be divided into clauses unless there are at least two clauses, e.g. a division of text in Annex A is not designated “A.1” unless there is also an “A.2”.

Numbers given to the divisions and subdivisions of an annex, including tables, figures and equations, shall be preceded by the letter designating that annex, e.g. “Figure A.1”.

5.3.5 Lists

In a list of items requiring individual identification in the text, each item shall be preceded by a lower-case letter followed by a single closing parenthesis, i.e. “a), b), c)”. If further subdivision of an item is necessary, each subdivided item shall be preceded by an arabic numeral followed by a single closing parenthesis, i.e. “1), 2), 3)” (see 6.4.5.2 for an example).

In a simple list in which the items do not require individual identification, each item shall be preceded by a dash or a bullet.

5.4 Informative preliminary elements

5.4.1 Inside front cover

The following information shall appear on the inside front cover in every British Standard:

- a) a reference to the committee responsible;
- b) the date of publication.

~~Text deleted~~

5.4.2 Contents

The list of contents (see 6.4.4), an optional element, shall appear immediately before the foreword or national foreword.

5.4.3 Foreword

The foreword, a required element, shall follow the contents list (if present). Neither the foreword nor its paragraphs shall be numbered.

A national foreword shall be added to every British Standard that is an identical adoption of an international standard or the national version of a European standard, i.e. a BS EN.

5.4.4 Introduction

The introduction, an optional element, shall follow the foreword.

It shall not be numbered unless there is a need to create numbered subdivisions within the introduction, in which case it shall be numbered **0** with subclauses numbered **0.1**, **0.2**.

A₁) Any footnotes, tables or figures within the introduction shall be numbered in the normal sequence as specified in 5.7.2, 5.8 or 5.9. **A₁**

5.5 Normative general elements

The title, a required element, shall appear on the front cover.

The scope clause, a required element, shall follow the foreword (or introduction, if included). The normative references clause (if present) shall follow the scope clause.

5.6 Normative technical elements

The normative technical elements (see Table 1) shall follow the list of normative references. Normative annexes shall appear (interspersed, where appropriate, with informative annexes) after the main text.

5.7 Informative supplementary elements

5.7.1 Elements that follow the main text

Informative annexes shall appear (interspersed, where appropriate, with normative annexes) after the main text.

The bibliography, an optional element, shall appear after the last annex.

The index, an optional element, shall appear as the last element of the standard.

5.7.2 Footnotes

Footnotes to the text shall be numbered in a single sequence of arabic numerals that runs throughout the document. A footnote shall be identified and referenced in the text by the appropriate numeral, set superscript and followed by a parenthesis, e.g. ¹⁾, ²⁾, ³⁾. If there is risk of confusing footnote reference numbers with other superscript numerals, one or more superscript asterisks (*, **, ***) or other appropriate symbols († ‡ § ¶) shall be used. The footnote shall be identified in other references as, for example, “footnote * to 5.7.2”.

NOTE In a printed standard, footnotes to the text appear at the foot of the page that contains a reference to it.

Footnotes in a table or figure shall be referenced by a superscript letter, e.g. ^a. A separate sequence shall be used for each table or figure.

5.7.3 Notes

Notes shall follow the relevant subject matter, or shall appear at the end of the relevant subclause, preceded by the word “NOTE”. If two or more notes appear (whether grouped together or not) within the same numbered subdivision of the text or table or figure, they shall be numbered “NOTE 1”, “NOTE 2”, etc. A separate numbering sequence shall be used within each numbered subdivision of the text or table or figure.

5.7.4 Examples

Examples shall follow the relevant subject matter or shall appear at the end of the relevant subclause, preceded by the word “EXAMPLE”. If two or more examples appear (whether grouped together or not) within the same numbered subdivision of the text or table or figure, they shall be numbered “EXAMPLE 1”, “EXAMPLE 2”, etc. A separate numbering sequence shall be used within each numbered subdivision of the text or table or figure.

5.8 Tables

Tables other than those in annexes shall be numbered with arabic numerals, in sequence beginning with 1, and shall appear in the order in which they are cited in the text. If there is a single table, it shall be designated "Table 1".

Tables in an annex shall be numbered in a separate sequence of arabic numerals, each numeral being preceded by the letter designating that annex, e.g. "Table A.1", "Table B.1".

A table shall not be divided into subsidiary tables.

5.9 Figures

Figures other than those in annexes shall be numbered with arabic numerals, in sequence beginning with 1, and shall appear in the order in which they are cited in the text. If there is a single figure, it shall be designated "Figure 1".

Figures in an annex shall be numbered in a separate sequence of arabic numerals, each numeral being preceded by the letter designating that annex, e.g. "Figure A.2", "Figure B.2".

A) One level of subdivision only is permitted. Subfigures shall be identified by a lower case letter, e.g. Figure 1 may be subdivided as a), b), c), etc. Other forms of identification of the subfigure, such as 1.1, 1.2, etc. shall not be used. (See also 7.5.1.) **A)**

5.10 Equations

Equations shall be numbered if necessary for ease of reference, as follows.

- a) In text other than in annexes, they shall be numbered with arabic numerals in parentheses, in sequence, beginning with 1.
- b) In annexes, they shall be numbered in a separate sequence of arabic numerals, each numeral being preceded by the annex letter designating that annex, e.g. "(C.3)".

6 Drafting

6.1 General

A standard shall be drafted in the form appropriate to its content, selected, at the outset of the work, from the forms described in Clause 10 and Clause 11.

6.2 Title of standard

The wording of the title shall be as concise as possible and consistent with the titles of other similar standards. It shall identify the subject of the standard in such a way as to distinguish it from that of other standards, without including unnecessary detail (see Annex A). Any necessary additional details shall be given in the scope clause.

6.3 Text

6.3.1 Clarity

6.3.1.1 A standard shall be written in a style designed to be intelligible to people who have knowledge and experience of the subject.

NOTE It is assumed in the drafting of a standard that the execution of its provisions is entrusted to appropriately qualified and competent people. If necessary, a statement to this effect should be included in the foreword.

6.3.1.2 Text shall be clear, succinct and logical. There shall be no contradiction between one passage of text and another. Requirements once specified shall not be varied or undermined by subsequent text. Requirements shall be expressed in terms consistent with the objectives of the standard as set out in the scope clause, for example a specification for a product shall specify the attributes of the product, not the actions of users.

NOTE Where possible, information should be given in tabular form. Figures may be used to illustrate principles where necessary.

6.3.1.3 The text shall state what requirements are to be satisfied before compliance with the standard can be claimed. An individual requirement shall be given either as an exclusive condition for conformity or in the form of a set of choices.

6.3.2 Terminology

The general wording of a standard shall be in terms that are in common use or self-explanatory. Technical terms shall be used in the sense defined in an appropriate dictionary or, if used in a special sense, included in the terms and definitions clause (see 10.6.2). Archaic and colloquial terms shall not be used.

NOTE For the use of trade names see 9.6.

6.3.3 Auxiliary verbs

6.3.3.1 Auxiliary verbs shall be used consistently throughout a standard and shall be in the form appropriate to the nature of the standard (see Clause 10).

6.3.3.2 The auxiliary “shall” shall be used for requirements, e.g. in specifications.

6.3.3.3 The auxiliary “should” shall be used for recommendations within main text in documents giving guidance, e.g. in codes of practice, and for recommendations in notes within all kinds of standard.

6.3.3.4 The auxiliary “may” shall be used only to express the permissibility, within the limits of a standard, of a specific course of action or, where appropriate, in notes in all kinds of standard. If there is risk of misunderstanding, “may” shall not be used.

6.3.3.5 The auxiliary “can” shall be used only for statements of possibility and capability.

6.3.3.6 In order to avoid confusion between the requirements of the standard and external statutory obligations, the auxiliary “must” shall not be used in British Standards. If there is need to state certain inescapable facts or requirements that are relevant to the scope of the standard but apply outside its provisions, they shall be referred to in notes, with the regulatory, safety or other reasons explained.

6.3.4 Imperative mood

The imperative mood shall be used in procedural instructions, e.g. in a method: “Put out the light” (see 10.2.1.2).

6.3.5 Description

The present tense shall be used if there is need for description, e.g. of apparatus in a method: “Four struts support the platform” (see 10.2.1.2).

6.3.6 Use of “comply” and “conform”

The wording “conform to” shall be used in provisions that require a characteristic of a product, material, process, service or system to be in accordance with a standard or its requirements. The wording “comply with” shall be used in provisions that relate to the action of a person or an organization in enabling conformity to be achieved.

NOTE *Conformity* of a characteristic of a product, material, process, service or system with a standard or its requirements results from *compliance* by a person or an organization with the standard or its requirements.

6.3.7 Spelling

Spelling shall be in the form given in *The Shorter Oxford English Dictionary*. Technical words that do not appear in that dictionary shall be in the form given in the *Larousse Dictionary of Science and Technology*.

In the case of sulphur, the International Union of Pure and Applied Chemistry (IUPAC) spelling, i.e. “sulfur”, shall be used.

The spelling and abbreviations of names of, for example, organizations or publishers shall be those by which they refer to themselves.

If the dictionary gives more than one form of spelling, the form that is given first shall be used except for verbs that can end in “-ize” or “-ise”, e.g. “standardize” or “standardise”. In this instance, the “z” form shall be used.

6.3.8 Hyphens

Hyphens shall be used consistently throughout a standard or series of related standards, in accordance with the following:

- a) where omission of hyphens would disguise the form of the word and make it less intelligible, e.g. “no-one” not “noone”;
- b) where awkward combinations of letters would result, e.g. “pre-arc-ing” not “prearc-ing”;
- c) where the hyphenated words differ in meaning from the unhyphenated, e.g. “3 day meetings”, i.e. three meetings of 1 day each, as opposed to “3-day meetings”, i.e. meetings lasting for 3 days each;
- d) where failure to use hyphens would cause ambiguity, e.g. “zinc-dust-painted steel”, “sprayed-metal and zinc-rich coatings”.

Hyphens shall not be used where the meaning is clear without them, e.g. “analytical reagent grade mercuric nitrate”.

6.3.9 Punctuation

Punctuation shall be used consistently, in accordance with accepted grammatical principles.

Double quotation marks shall be used for words or phrases quoted in the text.

If text in parentheses (round brackets) forms a complete sentence, the full point shall go before the closing bracket.

Dashes shall not be used as punctuation marks within running text, except in unnumbered lists (see 5.3.5). In tables, dashes shall only be used to indicate a range of values where the context is clear.

6.3.10 Cross-references

If cross-references are required, they shall be made to numbered elements of the text, e.g. “in accordance with Clause 7”, “see 4.3.2”, “as shown in Figure 5”.

6.3.11 Normative material from standards publications

If a standard can be made complete only by including material from another standards publication, the material shall, if it is long, be identified in a normative reference to the other publication. If it is short it shall be reproduced in full and its source acknowledged in a footnote. If reference to a specific edition is required, or whenever a clause or other subdivision of the text is cited, the standard’s number and year shall be given (see 7.3.8).

Reference to an unpublished standard shall not be made unless it is known to have received final approval and to be in preparation for publication.

NOTE In international and European standards a reference to a publicly available draft, e.g. a draft at the enquiry stage, is permitted. **NOTE**

6.3.12 Normative material from non-standards publications

6.3.12.1 If a standard requires the inclusion of material from a publication outside the issuing body’s jurisdiction, the necessary permission for its inclusion shall be obtained (see 9.7) and the material shall be reproduced in full or by normative reference under the conditions specified in 6.3.12.2.

NOTE In principle no standard should be so drafted as to be dependent on the requirements of a publication outside the issuing body’s jurisdiction.

6.3.12.2 If a technical committee considers that a standard requires normative material from a non-standards publication but that full reproduction of the requirements is impracticable, a normative reference shall be made provided that:

- a) the publication has wide acceptance and authoritative status;
- b) the publication is readily available to users of the standard;
- c) the source from which copies of the publication can be obtained is stated;
- d) the body responsible is informed of the intention to refer to the publication and is asked to notify the issuing body of any decision to amend, revise or withdraw it.

In addition, for projects of national origin the following conditions shall also be satisfied:

- a full bibliographic reference is given, including edition and date in accordance with BS 1629;
- the requirements do not depend on further reference to non-BSI publications;
- a master copy of the publication is held for reference in the BSI Library;
- the relevant government regulatory and enforcement authorities confirm that the reference is adequate for their purposes.

6.4 Informative preliminary elements

A1 6.4.1 *Publication date*

The following statement completed with the date of publication shall appear on the inside front cover:

“This British Standard, having been prepared under the direction of the ... [Sector Policy and Strategy Committee], was published under the authority of the Standards Policy and Strategy Committee on ...”

NOTE Unless otherwise indicated in the foreword (see 6.4.5.2), or national foreword, the publication date is also the effective date. **A1**

6.4.2 *Previous editions*

For standards of national origin, the dates of all previous editions shall be given on the inside front cover if the standard is a revision with the same BS number as its predecessor.

6.4.3 *Committees responsible*

For standards of national origin, the list of committees responsible, correct at the date of technical committee approval, shall be given on the inside front cover, with the following introductory wording.

“Committees responsible for this British Standard

The preparation of this British Standard was entrusted to Technical Committee .../..., [Committee title], upon which the following bodies were represented: ...”

Where appropriate, this wording shall also be given.

“The following bodies were also represented in the drafting of the standard through subcommittees and panels.”

If the preparation of the British Standard was delegated to a subcommittee, the following wording shall be used.

“The preparation of this British Standard was entrusted by Technical Committee .../..., [Committee title], to Subcommittee .../.../..., [Subcommittee title], upon which the following bodies were represented:”

Names of individuals or individual firms, apart from subscribing members of DISC, shall not appear in the lists; “co-opted member” shall be used instead.

6.4.4 *Contents*

The list of contents (see 5.4.2) shall give as many elements as are relevant, in the following order:

- committees responsible;
- foreword;
- introduction;
- clauses;
- annexes (with their status);
- bibliography;
- index;
- figures;
- tables.

NOTE Subclauses that have titles may also be included.

All the elements listed shall be cited with their full titles. Terms in the terms and definitions clause shall not be listed in the contents.

6.4.5 Foreword

AI) 6.4.5.1 The foreword shall not contain requirements, figures or tables. **AI)**

6.4.5.2 The foreword shall contain the following information:

- a) the designation of the committee under whose authority the standard was prepared;
- b) bibliographic details of any standards, including previous editions, that are now superseded and withdrawn;
- c) for a revision, a statement of the standard's relationship to and principal changes from the previous edition, particularly if the revision:
 - 1) does not entirely supersede the previous edition;
 - 2) has a different number;
 - 3) contains provisions that affect the interchangeability of products conforming to the previous edition;
- d) for all British Standards, prescribed wording concerning contractual and legal considerations, followed by any information regarding relevant statutory regulations (see **9.1**)¹⁾.

6.4.5.3 The foreword shall describe the standard's relationship to other national, international and foreign standards using the appropriate wording given in Annex B.

6.4.5.4 The foreword shall also include as many of the following as are appropriate:

- a) reference to relevant international work;
- b) acknowledgement of copyright material (see **9.7**);
- c) any problems in preparation, e.g. matters omitted because agreement could not be reached;
- d) reference to supporting data published elsewhere;
- e) reference to conformity attestation (see **10.1.3.6.3**, **10.1.3.6.4** and **10.1.3.6.5**)¹⁾;
- f) a statement to the effect that a standard is designed for use by appropriately qualified and competent people (see **6.3.1.1**)¹⁾;
- g) hazard warnings (see **8.3.4**)¹⁾;
- h) in a code of practice, reference to the possibility of confusion with a specification (see **10.3.4.1**)¹⁾;
- i) note of Health and Safety Executive (HSE) commendation (see **9.1.4**)¹⁾;
- AI)** j) the effective date of the standard if this is different from the publication date and the reasons for this difference.

NOTE 1 The committee may decide to postpone the effective date, for example, because the regulations referring to a superseded standard need first to be amended, or because time is needed to allow manufacturers, testing laboratories or certification bodies to put the new requirements into effect.

If the effective date is not known at the time of publication because, for example, legislation is pending, the statement "This standard comes into effect on a date to be announced" shall be included.

NOTE 2 When the effective date becomes known, it is announced by the issue of an amendment.

No standard dealing with the safety of consumer products shall include a deferred effective date.

NOTE 3 Such standards are relevant for the purposes of the Consumer Protection Act 1987 [1] and the General Product Safety Regulations 1994 [2] as soon as they are published. On publication, a standard dealing with safety issues is immediately available for the courts to take into account when assessing the safety of a consumer product for which it is relevant. A statement that the effective date has been postponed will therefore have no force in law. If a committee wishes to delay the coming into effect of such a standard, then publication of that standard will need to be delayed. **AI)**

¹⁾ Generally applicable only to standards of national origin.

A1) If acknowledgement of an exceptional personal contribution to drafting is required, it shall be in the following form:

“BSI Committee ..., whose constitution is shown in this British Standard, takes collective responsibility for its preparation under the authority of the Standards Policy and Strategy Committee. The Committee wishes to acknowledge the personal contribution of ...”

NOTE 4 Such acknowledgement is at the discretion of the committee chairman and subject to the agreement of the General Manager, Standards Development. **A1**

6.4.6 National foreword to a British Standard identical with an international standard

6.4.6.1 The wording of the national foreword shall be as given in **B.2.1**.

NOTE In the majority of cases no further wording will be required.

If, exceptionally, further information is necessary, it shall be included after the wording given in **B.2.1**.

NOTE Such information may be:

- a) any of the items listed in **6.4.5.4**;
- b) information relevant to British Standards in a related series.

6.4.6.2 If there is a need to give additional information other than that given in **6.4.5.4**, it shall appear under the heading “Additional information”.

EXAMPLE

“Additional information

This standard deals with equipment suitable for supply voltages between 100 V and 250 V. The standard voltage in the UK is 240 V.”

If there is a substantial quantity of additional informative material, it shall be given in an informative national annex (see **11.3**), with a reference to that annex being made in the national foreword.

6.4.6.3 Although it is not permissible to alter the text of an international standard, if errors are found, they shall be recorded at the end of the national foreword. Their treatment shall distinguish between technically significant errors which require notifying the relevant standards body and including specific wording in the foreword (see **B.2.2**) and obvious typographical errors.

6.4.7 National foreword to an adopted European standard

6.4.7.1 The wording of the opening paragraphs of the national foreword to an adopted European standard shall be as given in **B.3.1**. An additional paragraph as given in **B.3.3** shall be included where appropriate.

6.4.7.2 Information on any of the matters listed in **6.4.5.4**, if relevant, or information relevant to British Standards in a related series shall follow.

6.4.7.3 Although it is not permissible to alter the text of a European standard (EN), any significant error shall, in accordance with BSI’s duty of care, be brought to the attention of the users of the standard in the national foreword in the wording given in **B.3.2**.

6.4.8 Introduction

If an introduction to a standard is necessary because specific information, discussion or commentary on the technical content is required, it shall be purely informative and shall not contain requirements.

6.5 Normative general elements

6.5.1 Scope

6.5.1.1 The scope clause shall be drafted in precise detail once the objectives of the standard have been decided. It shall:

- a) give the objectives of the standard, identifying what is to be standardized and for whose benefit;
- b) define its content in sufficient detail to ensure that none of the normative elements falls outside the stated scope;
- c) state any limitations, e.g. that the standard applies to dimensions only;
- d) be sufficiently self-contained and inclusive to be taken as a definition of the function of the standard, suitable for use, if necessary, in the event of a dispute.

6.5.1.2 The scope clause shall not contain requirements but shall be worded as a series of statements of fact using introductory phrases such as the following:

This British Standard (This part of BS ...)

specifies	requirements for ... the characteristics of ... the dimensions of ...
describes	a method of ... the way in which ...
gives	recommendations for ... guidance on ...
establishes	the nomenclature for ... a system of ...
defines	terms for ...

6.5.2 Normative references

A1 If a standard includes normative references to other publications, the numbers, titles and, where relevant, dates of those publications shall be listed in the normative references clause, after the following introductory paragraph.

“The following referenced documents are indispensable for the application 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.”

NOTE 1 For informative references, see **6.7.3**.

NOTE 2 In the case of undated references it should be noted that the latest edition may be a British Standard with a new number. This is particularly in those cases where the British Standard adoption of a European standard, a BS EN, supersedes a previously purely national British Standard. See also Clause **11**. **A1**

6.6 Normative technical elements

6.6.1 Terms and definitions

6.6.1.1 **A1** Only those terms appearing in a standard and requiring definition (see **6.3.2**) shall be defined in its terms and definitions clause. **A1** Terms used in their normal dictionary sense shall not be included. Definitions shall not contain requirements and shall conform to **10.6.2**.

6.6.1.2 A technical term shall be used in the sense defined in an appropriate standard vocabulary or, if it does not appear in a vocabulary, in the sense generally accepted by specialists in the subject. If some other more specialized or limited meaning is given to a term, the term and its concept shall be included in the terms and definitions clause.

6.6.1.3 The same term shall be used for the same concept throughout each standard or series of standards (see 4.2). Synonyms shall be avoided. If it is necessary to use a term for more than one concept, the different concepts shall be given in the terms and definitions clause.

6.6.1.4 The terms and definitions clause shall contain:

- a) reference to a standard vocabulary or any appropriate standard, with additional definitions, if required;
- b) numbered terms and definitions that require inclusion for the reasons given in 6.6.1.2 and 6.6.1.3.

If a) applies, the introductory sentence shall read: "For the purposes of this British Standard, the terms and definitions given in BS ... apply." (or "For the purposes of this British Standard the terms and definitions given in BS ... and the following apply.>").

If a) does not apply, the introductory sentence shall read: "For the purposes of this British Standard, the following terms and definitions apply."

A single definition shall be numbered.

6.6.2 Symbols and abbreviated terms

If required, a clause listing symbols and abbreviated terms, together with their meanings, shall follow the terms and definitions clause or shall be combined with it under an appropriate heading.

NOTE This clause is particularly useful for standards that contain a large number of equations or make repeated use of symbols (see also 6.11.1 and BS 5775).

Unless there is a need to list symbols in a specific order to reflect technical criteria, all symbols shall be listed in alphabetical order in the following sequence:

- upper case Latin letters followed by lower case Latin letters (*A, a, B, b*, etc.);
- letters without indices preceding letters with indices, and with letter indices preceding numerical ones (*B, b, C, C_m, C₂, c, d, d_{ext}, d_{int}, d₁*, etc.);
- Greek letters following Latin letters (*Z, z, Γ, γ, Δ, δ, ... Λ, λ*);
- any other special symbols.

6.6.3 Requirements and other provisions

The requirements clauses, optional elements, shall specify all characteristics of the product, process or service that are essential for compliance with the standard and are capable of verification. The methods by which conformity may be verified shall be given:

- a) by reference to separate British Standard methods;
- b) in annexes called up at the appropriate points in the text;
- c) in the main text itself.

Requirements shall be distinguished from statements included for information or guidance.

NOTE Further details relating to requirements within specifications and the provisions for other types of standard are given in Clause 10.

6.6.4 Sampling

The sampling clause, an optional element, shall specify the conditions and methods of sampling, as well as the method for the preservation of samples (see 10.1.3.4).

6.6.5 Test methods

The test methods clause, an optional element, shall describe procedures for determining the values of characteristics, for checking conformity to stated requirements and for ensuring reproducibility of results. It shall, if necessary, distinguish between type tests, routine tests, sampling tests, batch tests, etc. Instructions in test methods shall, where appropriate, be subdivided in the order given in 10.2.1.3.

6.6.6 Classification and designation

A classification and designation clause shall be included if it is necessary to establish a system of classification, designation²⁾ and coding of products, processes or services that conform to stated requirements.

6.6.7 Marking, labelling and packaging

A marking, labelling and packaging clause shall be included if it is necessary to specify the marking of a product, e.g. manufacturer's or vendor's trade mark, model or type number, with or without requirements for labelling and packaging (see 10.1.2.3 and 10.1.2.4). The symbols specified shall conform to appropriate standards.

NOTE Attention may need to be drawn to appropriate labelling regulations.

6.6.8 Normative annex

A normative annex shall contain information which forms an integral part of the standard but which is more appropriately presented separately from the main text. Its normative status shall be made clear in the reference to it in the text, in the contents list and in the heading of the annex itself.

6.7 Informative supplementary elements

6.7.1 Informative annex

Significant additional information shall be given in an informative annex. The annex shall not contain requirements. Its informative status shall be made clear in the reference to it in the text, in the contents list and in the heading of the annex itself.

6.7.2 Notes and footnotes

Notes and footnotes integrated in the text, both being informative, shall not contain requirements.

NOTE For notes and footnotes to tables and figures see 6.9.2 and 6.10.2.

Notes integrated in the text shall be used only for information that is important to the understanding of the document. The wording and location of a note shall show where it applies. If there is risk of uncertainty, e.g. if it might be unclear whether a note following three subclauses applies to the last one, the last two or all three, the note's precise application shall be made clear either in its heading, e.g. "NOTE to 6.7.2", or by inserting "(see Note)" at the appropriate point in the text.

6.7.3 Bibliography

If reference is made to any publication for background information or other informative purpose, bibliographic details of the publication shall be given in a separate element entitled "Bibliography".

A citation within the text shall be linked to the entry in the bibliography:

- a) for a standard, by its identifier, e.g. "BS EN 61187";
- b) for other documents, by arabic numerals in square brackets allocated in the order in which the documents are first cited.

NOTE 1 For further information see BS 1629.

NOTE 2 If a publication is referenced both normatively and informatively, it is listed only in the normative references clause.

6.7.4 Index

If an index is required, it shall be prepared in accordance with BS ISO 999. Reference shall be to numbered elements of the standard. Page numbers shall not be given.

²⁾ See ISO/IEC Directives, Part 2, 2001, Annex F.

6.8 Lists

6.8.1 Items of information shall be set out as a list, if it aids understanding and ease of reference. All items in one list shall be similar in form, e.g. the grammatical forms of items shown in the Examples in **6.8.2** and **6.8.3** shall not be mixed within a single list.

6.8.2 If a list is introduced by a grammatically incomplete statement, the statement shall be followed by a colon. The wording of each item shall form a complete sentence when read with the opening statement, even if the item is a complete sentence in itself (as, for example, in **6.3.12.2**). Each item shall begin with a lower-case letter and end with a semicolon, apart from the last item, which shall end with a full point.

EXAMPLE

Vibrations in the apparatus may be caused by:

- a) unbalance in the rotating elements;
- b) slight deformations in the frame;
- c) the rolling bearings;
- d) aerodynamic loads.

6.8.3 If the list is introduced by a complete sentence, the sentence shall end with a full point. Each item shall form a complete sentence and shall begin with a capital letter and end with a full point.

EXAMPLE

Line graphs have the following disadvantages.

- a) Users sometimes tend to interpolate and extrapolate wrongly from the data when discrete categories are represented along the x -axis.
- b) The message becomes obscure when the values of the data sets overlap.

6.9 Tables

6.9.1 *General*

Tables, which may be normative or informative, shall be used:

- a) to supplement, clarify, summarize or substitute for text;
- b) to avoid repetition;
- c) to compare differences or similarities.

Data shall be set out in a form that is simple and direct. The use of large, complex tables shall be avoided, e.g. by presenting the data in two or more simple tables.

NOTE For further information on the drafting of tables, see BS 7581.

Each table shall be introduced by a statement in the text that makes clear its relevance and status.

6.9.2 Notes and footnotes to tables

Notes to tables shall not contain requirements.

Any requirement relating to a specific item in the table shall be given in a footnote within the frame of the table, identified by a superscript letter, e.g. ^a. Any generic requirement that cannot be included in the main text shall be included as a paragraph within the table.

The order shall be paragraph, note, footnote, all within the frame of the table.

EXAMPLE

Dimensions in millimetres		
Type	Length	Inside diameter
A	l_1	d_1
B	l_1^a	d_2^{bc}
A paragraph containing a requirement.		
NOTE 1 First table note.		
NOTE 2 Second table note.		
^a Table footnote.		
^b Table footnote.		
^c Table footnote.		

6.10 Figures

6.10.1 Use

Figures, which may be normative or informative, shall be used, where appropriate, to give information that complements or substitutes for text.

[A] An informative figure, e.g. one that gives examples to illustrate provisions in the text, shall not restrict the options available for fulfilling requirements. **[A]**


Each figure shall be introduced by a statement in the text that makes clear its relevance and status.

6.10.2 Notes and footnotes to figures

Notes to figures shall not contain requirements. They shall be located above the title of the relevant figure and shall precede figure footnotes.

Any requirement relating to a specific item in the figure shall be given as a footnote, identified by a superscript letter, e.g. ^a. Any generic requirement that cannot be included in the main text shall be included as a paragraph appearing between the figure and its title.

EXAMPLE


A paragraph containing a requirement.
NOTE Figure note.
^a Figure footnote.
^b Figure footnote
Figure [number] — [Title]

6.10.3 Textual annotations

A1 **6.10.3.1** As a general rule, textual annotations to a figure shall be replaced by item references (see BS EN ISO 6433) the meanings of which are explained in an associated key. In graphs, labelling on the axes shall not be replaced by item references to avoid any possible confusion between the number representing an item reference and a number representing a value on the axis. Labelling to curves, lines, etc. shall be replaced by item references.

6.10.3.2 All details of presentation in technical drawings shall conform to BS 8888, which details the conventions in detail or refers to the appropriate BS adoption of an international or European standard, and, in the case of construction drawings, to those in BS EN ISO 3766, BS EN ISO 4157, BS EN ISO 6284, BS EN ISO 7518, BS EN ISO 8560, BS EN ISO 9431 and BS EN ISO 11091. Technical drawings shall also conform to standards that specify requirements particular to the subject, e.g. BS 4301 for optical elements and systems, BS EN ISO 6414 for laboratory glass apparatus.

For engineering diagrams, the conventions given in BS 5070-3 and -4 shall apply. All symbols used shall be subject to the requirements specified in the relevant standards, e.g. BS 3939-1 and BS EN 60617 for electrical and electronics engineering. **A1**

6.10.3.3 If a figure consists of a graph, nomogram or chart from which values are to be calculated, the degree of resolution that the printing process can achieve shall be taken into account (see **7.5.2**).

NOTE The originals of nomograms, etc. may not be suitable for reduction.

6.10.4 Figures from external sources

If a committee member or other external source provides original figures for reproduction without modification in a draft standard, the figures, before publication, shall be:

- a) checked by BSI's Business Publishing department which is responsible for ensuring that all figures are of a technically acceptable quality and conform to BS 0-3 and other relevant standards (see **6.10.3.2**);
- b) approved by the committee secretary, who is responsible for ensuring that copyright permission has been obtained (where necessary) and that the figures accurately reflect the provisions of the standard and the intentions of the technical committee, in both presentation and technical accuracy.

6.10.5 Use of colour

If the use of colour is contemplated, BSI staff shall be consulted at the earliest stage before any commitment to proceed with colour is made, for example:

- a) in drawings, diagrams or flowcharts to clarify, illustrate or emphasize, e.g. as in PD 5304 to illustrate the guarding of machinery;
- b) in drawings to illustrate the general nature of colours to be used and their application, e.g. as in BS 5378-1 in the specification for colour and design of safety signs;
- c) as the normative component of a standard specifying colours, e.g. as in BS 381C showing colours for identification, coding and special purposes, in BS 1710 showing colours for identification of pipelines and services and in BS 4800 showing paint colours for building purposes.

NOTE 1 Colour printing requires particular processes that add to the production time and cost.

NOTE 2 The colour rendering of subjects with a wide chromatic range is not uniformly successful. There is no assurance that the colour values of an agreed specimen printing can be repeated without fluctuation throughout a print run, even of moderate length. If colour has to be shown visually, and accuracy is vital, stringent and expensive control methods are required. The provision of comparison specimens can be a useful but expensive adjunct to a standard.

6.10.6 Photographs

Photographs shall only be used if it is impossible to convert them to line drawings. BSI staff shall be consulted at the earliest stage if the use of photographs is contemplated.

NOTE The following points should be taken into account if photographs are to be used:

- a) copyright considerations;
- b) for high precision photographs, the need to use high quality paper to ensure accurate reproduction;
- c) the increased computer storage capacity necessary to accommodate photographs;
- d) the high degree of resolution required for the electronic reproduction of photographs.

6.11 Equations

6.11.1 Equations shall be dimensionally balanced. In standards that contain a large number of equations, making repeated use of several symbols, these symbols shall be explained at the outset in a “symbols and abbreviated terms” clause (see **6.6.2**). In other standards, the meaning of the symbols used in an equation shall be explained in a formal, consistent style immediately below the equation in which they appear.

Descriptive terms, e.g. “safe working load”, or names of quantities shall not be arranged in the form of an equation.

EXAMPLE

The minimum calculated shell thickness, t , expressed in millimetres (mm), is given by the equation:

$$t = \frac{pd_i}{2fJ - p}$$

where

p is the design pressure in megapascals (MPa);

d_i is the inside diameter of the shell in millimetres (mm);

f is the design stress in newtons per square millimetre (N/mm²);

J is the joint factor.

6.11.2 A space shall not be inserted between symbols that together represent a product of the individual symbols. A space shall be used on each side of a mathematical sign.

6.11.3 When the resultant value to be calculated from an equation is expressed in terms of a unit of measurement or a percentage, this shall be explained in the sentence that introduces the equation, to avoid risk of confusing the unit symbol with the content of the equation.

EXAMPLE

Correct:

The value of F in newtons (N) is calculated from the equation: $F = ma$

The value of d as a percentage (%) is calculated from the equation: $d = (a/b) \times 100$

Incorrect:

The value of F is calculated from the equation: $F = ma\text{N}$

The value of d is calculated from the equation: $d = (a/b) \times 100 \%$

6.11.4 A solidus shall not be used if there is any possibility of ambiguity.

A double solidus shall not be used, e.g. $a/b/c$ shall be expressed as a/bc or ac/b , whichever is intended.

6.12 Expression of numerical values and quantities

6.12.1 **A1** A number that is not associated with a unit symbol shall be spelt out if it forms the first word of a sentence. **A1**

6.12.2 If a value less than one is written in decimal form, the decimal marker shall be preceded by a zero, e.g. “0.66”. A fraction that is spelt out shall have a hyphen, e.g. “two-thirds”.

6.12.3 A number that is associated with a unit symbol shall be expressed in numerals separated from the unit symbol by a space, e.g. “14 mm”.

6.12.4 A number that is associated with an algebraic symbol or a symbol for a physical quantity shall be expressed in arabic numerals and shall not be separated from the symbol by a space, e.g. “10 b ”.

6.12.5 In a number that is associated with a unit symbol, the decimal form shall be used in preference to a fraction, e.g. “2.75 N”.

6.12.6 When more than one value is given in association with a unit, the unit symbol shall be repeated after each value, e.g. “4 mm to 10 mm”, “6 mm \times 12 mm”, except in a list of more than three values, e.g. 3, 5, 7, 9, 11 mm.

6.12.7 A value followed by a tolerance shall be presented in one of the following forms:

80 mm ± 2 mm

(80 ± 2) mm

80_{-2}^{+3} mm

80_0^{+2} mm



80 mm $_{-25}^{+50}$ μm

NOTE 1 No sign is used for a zero tolerance.

In order to avoid misunderstanding, a tolerance on a percentage shall be expressed in the following form:

(85 ± 2) %

The form “85 ± 2 %” shall not be used.

NOTE 2 Reference should be made to  BS 8888  for the correct form of expressing numerical values and tolerances in engineering drawings.

6.12.8 In a compound unit, the individual unit symbols shall be separated from each other by a raised point to indicate multiplication, e.g. “10 N·m”.

A multiplication sign (×), not a raised point, shall be used to indicate multiplication of numerical values, e.g. “1.8 × 10⁻³”.

6.12.9 In accordance with international practice, the comma shall be used as the decimal marker in British Standards derived from international and European standards. Standards of national origin shall use the full point on the baseline as the decimal marker.

6.12.10 Each group of three digits reading to the left or to the right of the decimal sign shall be separated by a space from preceding digits or following digits respectively.

EXAMPLE (using decimal comma)

23 456; 2 345; 2,345; 2,345 6; 2,345 67

6.13 Quantities, units and symbols

The International System of units (SI) shall be used for units of measurement, including those additional units that are recognized internationally for use with SI. Symbols for units shall conform to BS 5775.

Symbols for logarithmic quantities used in electronics (i.e. decibels and nepers) and their usage shall be in accordance with IEC 60027-3.

NOTE In order to avoid the introduction of non-standard symbols, if there is any doubt about the correct symbol for a particular quantity or unit, BSI staff should be consulted.

To avoid ambiguity in the use of the term “weight” with units, the text shall make clear whether force, expressed in newtons, or mass, expressed in kilograms is intended.

Abbreviated terms such as “ppm” for “parts per million” shall not be used.

EXAMPLE

Write “the mass fraction is 4.2 μg/g” or “the mass fraction is 4.2 × 10⁻⁶” and not “the mass fraction is 4.2 ppm”.

6.14 Graphical symbols

In the preparation of standards that include graphical symbols for public information, equipment or electrotechnical equipment, safety and fire safety, the technical committee shall consult PD 6578 in order to ensure that new symbols do not conflict with or duplicate symbols or sets of symbols that have already been standardized.

NOTE 1 If a committee encounters any difficulty in following the provisions of a standard for symbols, it should inform the committee responsible for PD 6578 (PH/8).

NOTE 2 See also ISO/IEC Guide 37.

A) NOTE 3 Reference should also be made to ISO/IEC 80416-1 for basic principles in the creation of graphical symbols for equipment. **A)**

6.15 Colour

BS 5252 shall serve as the source for all British Standards concerning colours for the building and related industries (see **6.10.5**). Colours derived from BS 5252 in ranges for particular materials and products shall be specified only for those materials and products (see BS 4800 for paint colours and BS 4901 for plastics colours).

BS 381C shall serve as the source for surface colours for identification, coding and other special purposes and for standards for signs, symbols and other coding systems.

7 Presentation

7.1 Standard

The layout and typography of printed British Standards shall be in the style used in this part of BS 0. The text shall be set on A4-size pages.

7.2 Title and BS number

The title (see **5.2** and **6.2**) and BS number of the standard (see **10.11** and **11.2**) shall appear, with the date, on the front cover. The BS number and date (or EN number and date, where appropriate) shall appear on the top outer corner of each subsequent page.

7.3 Text

7.3.1 *Initial capitals*

Initial capitals shall be used only for:

- a) proper names;
- b) the first word of a heading or a title;
- c) words in cited publications that traditionally have initial capitals;
- d) names of organizations as used by the organization, e.g. "Department of Trade and Industry".

7.3.2 *Italic type*

7.3.2.1 Italic type shall be used for:

- a) tertiary subclause headings in text;
- NOTE Secondary subclause headings are presented in bold italic.
- b) emphasizing a word or phrase;
 - c) titles of publications cited within the text;
 - d) specialist subjects in accordance with the conventions of that subject.

7.3.2.2 Italic type shall be used for symbols representing physical quantities. Symbols used as subscripts representing physical quantities shall also appear in italic type.

EXAMPLE

Compare

V_t representing volume V at temperature t

with

V_t representing volume V of test piece t

Italic type shall not be used for unit symbols, mathematical operators and chemical elements (see BS 5775). It shall not be used for symbols representing mathematically defined constants, i.e. π (ratio of a circle's circumference to its diameter), e (root of natural logarithms) and i or j (square root of -1).

7.3.3 Bold type

Bold type shall be used in British Standards:

- a) for headings as shown in this part of BS 0;
- b) for references to clause and subclause numbers within the text;
- c) in specialized scientific and mathematical notation, e.g. \mathbf{a} representing vector \mathbf{a} ;
- d) in vocabularies to denote, at each occurrence in the text, words and phrases defined elsewhere in the vocabulary.

7.3.4 Notes and footnotes

In printed text, notes and footnotes shall be set in a smaller type to distinguish them from the main text.

NOTE In drafts, notes may be either inset from the margin or in smaller type.

7.3.5 Word division

If division is unavoidable, e.g. in the headings of columns in a table, words shall be divided:

- a) after a prefix, e.g. “re-appear”, “trans-form”;
- b) before a suffix, e.g. “achieve-ment”, “loud-ness”;
- c) between two identical consonants, e.g. “neces-sary”, “excel-lent”;
- d) between two different consonants if separately sounded, e.g. “imper-fect”, “pris-tine”.

Word division shall not be used:

- if it alters pronunciation or meaning, e.g. “leg-end”;
- in one-syllable words or their plurals;
- in abbreviations;
- in groups of numerals and associated units of measurement;
- in dates expressed in numerals;
- in hyphenated words except at the hyphen;
- in references to clauses etc. or to publication identifiers.

7.3.6 Abbreviated terms

7.3.6.1 If an abbreviated term is used in a British Standard, the complete word or phrase shall be given in full at its first appearance, followed by the abbreviated term in parentheses, e.g. “International Organization for Standardization (ISO)”. Thereafter the abbreviated term shall be used throughout the standard.

7.3.6.2 Full points shall not be used in:

- a) unit symbols, e.g. “mm”, “kg”, “min” (see **6.13**);
- b) abbreviated forms of names of organizations, e.g. “BSI”;
- c) acronyms, e.g. “NATO”;
- d) abbreviated terms and forms conventionally presented with capital letters, e.g. “PVC”.

7.3.6.3 Full points shall be used in abbreviated terms and forms using lower case letters, e.g. “a.c.”, “r.m.s.”, “min.” and “max.”.

A1 If used at the beginning of a sentence, all the letters of the abbreviated term shall be in capital letters, e.g. A.C. **A1**

7.3.6.4 Any abbreviated titles of periodicals shall be in accordance with BS 4148.

7.3.7 References to elements of text

A1 Initial capital letters shall be used for references to elements of the text. **A1** Bold shall be used for the identification numbers of clauses and subclauses including those in annexes, but not for the identification of annexes, figures, tables and equations.

Forms of citation shall be:

- a) for a complete clause or annex: “Clause **3**”, “Annex **B**”;
- b) for a point-numbered subdivision of the text: “**3.2**”, “**9.3.3b**”, “**A.1.2**”;
- c) for a table or figure: “Table 1”, “Figure 2”;
- d) for a note: “Note 2 to **5.1**”.

7.3.8 References to other standards publications

7.3.8.1 Other standards shall be cited by their serial numbers, e.g. “BS 5454”, “ISO 2797”. If a standard is issued in parts, the part number shall be given in the reference, e.g. “BS 4884-1”.

7.3.8.2 If a reference to a standard applies only to a particular edition of that standard, the date of publication shall be included in the reference, e.g. “BS 4884-1:1992”.

NOTE 1 Any subsequent amendments to or revisions of the cited standard will not apply unless the reference is changed.

NOTE 2 If it is intended that any subsequent amendments and revisions may also apply without specific reference being made to them, the date need not be included.

7.3.8.3 If reference is made to a specific subdivision or other numbered element of the text of another standard, the date shall be included, e.g. “BS 4884-3:1993, Figure 1”.

7.3.9 References to non-standards publications

7.3.9.1 Normative references shall be cited by the identifier or title as appropriate.

7.3.9.2 Informative reference to non-standards publications shall be in accordance with the numeric system of reference given in BS 1629, using arabic numerals within square brackets to identify references in the order in which they are first cited in the text and appear in the bibliography.

7.4 Mathematical style

7.4.1 The following points shall be borne in mind in the presentation of mathematical material:

- a) the ease and expense of typographic composition;
- b) the constraints imposed by computer storage and printout;
- c) the need to use simple forms of notation and layout to achieve the joint objectives of clarity and economy;
- d) the need to avoid constructions that require elaborate vertical building of expressions.

NOTE See also Annex C.

7.4.2 Series of equations shall be indented consistently and aligned wherever possible on the “equal to” sign. Columns of numerical values shall be aligned on the decimal marker. Plus, minus, multiplication and equal to signs shall align horizontally. All superscripts and subscripts shall similarly align and be of consistent size.

If it is necessary to break an equation the break shall be made at one of the following points:

- a) after $= > \approx$ and similar signs;
- b) after $+ - \times \div$ signs;
- c) between adjacent brackets, a multiplication sign being inserted at the end of the first line.

EXAMPLE

$$f(x) = s \left[1 + \frac{1}{PD} \left\{ E_1(b + x_2) - E_2(b - x_2) \right\} \times \right. \\ \left. \left\{ 4E_2(1 - x_3) - 4E_3(1 + x_4) \right\} \right]$$

7.5 Figures

7.5.1 All figures shall have titles centred below the figure.

A1) The following Example illustrates the layout of elements for subdivided figures.

NOTE Frames have been added only for clarity of the layout.

EXAMPLE

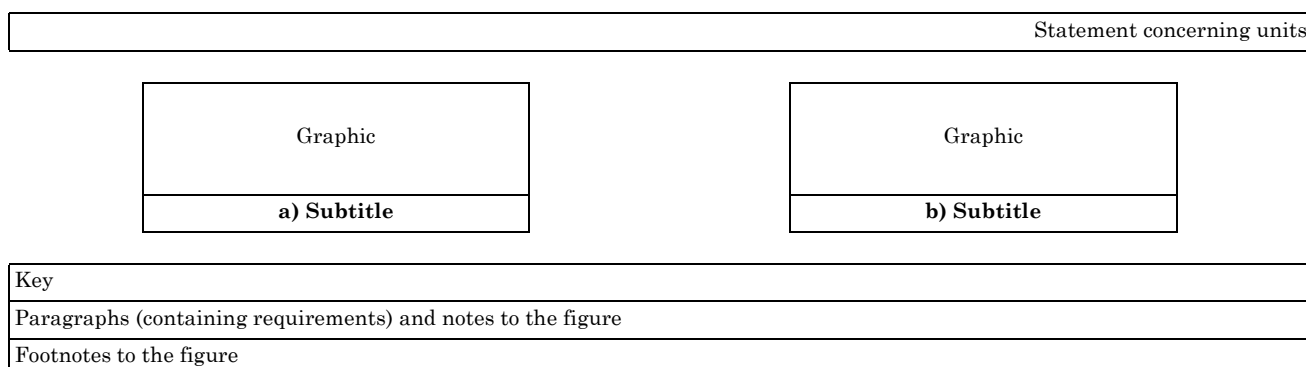


Figure [number] — [Title]

Separate keys rather than a common key may be required, in which case each key shall appear above the subfigure designation and shall have an independent numbering sequence. **A1)**

7.5.2 Figures shall fit onto an A4 page, portrait or landscape. If a larger figure is essential it shall be prepared as a separate product and a reduced version shall be printed in the standard for reference purposes.

7.6 Tables

7.6.1 All tables shall have titles centred above the table:

Table [number] — [Title]

7.6.2 In a table, the first word in the heading of each column or row shall begin with a capital letter. The units used in a column shall be given in the column heading, except that if the same units are used throughout a table, this shall be stated in the top right-hand corner of the table.

EXAMPLE 1

Type	Linear density kg/mm	Inside diameter mm	Outside diameter mm

EXAMPLE 2

Type	Linear density	Inside diameter	Outside diameter

Dimensions in millimetres

Diagonal lines shall not be used in column headings (see Example 3); such tables shall be presented as shown in Example 4.

EXAMPLE 3

Type	A	B	C
Dimension			

EXAMPLE 4

Dimension	Type		
	A	B	C

8 Safety considerations³⁾

8.1 Consumer safety

8.1.1 Any standard that may have relevance for the safety of consumer products shall bear an advisory statement in the foreword. This shall point out that where that standard is not made mandatory under specific product regulations, it is likely to be used along with other matters in assessing whether, for the purpose of the General Product Safety Regulations 1994 [2], the general safety requirement has been met.

If a standard is a relevant national standard under one of the New Approach (Article 100A) Directives (see BS 0-1:1997, including Amendment 1:2002, **7.4.4** and BS 0-2:1997, including Amendment 1:2002, **B.2.2**), this shall be stated in the national foreword (see **B.3.3**).

8.1.2 In making provision for user instructions in manufacturers' literature, a consumer product specification shall require appropriate safety warnings to be given in the interests of safety. Requirements for product information shall be so worded as to encourage realistic expectations on the part of the user in relation to the safety and reliability of the product. Such instructions shall not be seen as an alternative to improvements in product design.

NOTE 1 Making a false claim about a product can constitute an offence under the Trade Descriptions Act 1968 [3].

NOTE 2 For advice on the inclusion of a reference to the Control of Substances Hazardous to Health Regulations 1994 [4], see **8.3.1**.

³⁾ This clause applies primarily to standards of national origin; health and safety regulations vary from one country to another. However, the general principles are appropriate for all standards environments.

8.1.3 A consumer product specification shall make it clear that instructions for the consumer shall use simple words and phrases, with figures to increase effectiveness.

NOTE For general guidance on the provision of instructions for the use of products of consumer interest, see ISO/IEC Guide 37.

8.1.4 Standards dealing with safety in use shall include requirements for the provision of information in the following areas, as appropriate.

a) *Assembly and installation.* If an appliance needs to be installed or assembled by an expert, this shall be clearly stated. If expert installation is not required, any risks associated with assembly or installation shall be emphasized and clear step-by-step instructions given.

b) *Instructions for use.* A full description of the proper application of an appliance shall be given, together with, if appropriate:

- 1) an indication of its limitations;
- 2) a list of “dos” and “don’ts”;
- 3) a description of the risks of misuse with particular emphasis on unexpected or concealed hazards and instructions for safe use;
- 4) a note of any additional risks likely to arise from use or misuse by young children, the aged or the disabled;
- 5) a note on the importance of adequate lighting.

c) *Appliances not in use.* Recommendations shall be given for ensuring the safety of appliances when they are not in use, including the importance of switching off and unplugging electrical appliances and of storing products out of reach of children.

d) *Maintenance and servicing.* In appropriate cases, the dangers of the “do-it-yourself” approach and the importance of proper maintenance and servicing to ensure the continued safety of appliances shall be emphasized. This shall include, if necessary, a statement that it is vital to leave all maintenance work to a suitably competent person. If it is reasonable to envisage “do-it-yourself” maintenance for simple aspects, the standard shall require that the product be so designed as to make this practicable.

e) *Disposal.* Instructions on a safe method of disposal of a product shall be given where there is risk of injury to the user or other persons, or of causing harm to the environment.

NOTE For guidance on the preparation of technical manuals, see BS 4884.

8.2 Fire

8.2.1 References to fire in British Standards shall not suggest, explicitly or implicitly, that compliance with a standard will ensure the fire safety of a product, material, structure or system. Terminology shall conform to BS 4422. Terms that imply fire safety, e.g. “non-combustible”, “fireproof”, shall not be used.

NOTE Misleading information and misrepresentation of product capability can lead to prosecution under consumer protection, trading standards or health and safety legislation.

8.2.2 A warning shall be included in all British Standard methods involving fire tests (see **8.3.2** and **8.3.3**). It shall be of a general or specific nature, as appropriate, on taking precautions to safeguard the health of personnel conducting the tests against the risks of fire or inhalation of smoke and toxic products of combustion.

8.3 Hazard warnings in standards

8.3.1 A committee, when drafting or approving a standard involving hazardous materials, equipment or procedures, shall study the safety aspects systematically, using the appropriate techniques of hazard and risk analysis. The reduction of risks to a reasonable level shall be used as one of the criteria when choosing one component or procedure in preference to another.

A standard shall include, as appropriate:

- a) warning of any hazard that may arise from the application of its provisions;
- b) specific hazard warnings that relate to any product, material, process or system the standard applies to;
- c) reference to the Control of Substances Hazardous to Health Regulations 1994 [4], or other health and safety regulations, for products, materials, processes or systems, the use of which could cause a health risk, whether immediate or delayed, arising from exposure to such hazardous substances as benzene; chlorinated solvents, e.g. carbon tetrachloride; strong acids, e.g. sulfuric acid; and strong alkalis, e.g. sodium hydroxide. (For hazard warnings on consumer products, see 8.1.2.)

8.3.2 Guidance on specific hazards that occur, e.g. in a test method, shall appear at appropriate places in the text, prefaced by the word “CAUTION” (see 3.1) or “WARNING” (see 3.2).

8.3.3 If a general warning applies to a whole standard or several clauses of a standard, e.g. for a method involving the use of a hazardous substance or process, appropriate guidance shall be given at the start, either in the foreword or in a special clause or subclause referenced in the foreword. If necessary, emphasis shall be given to the need to employ only trained staff and to ensure adequate supervision.

8.3.4 The following general wording shall be included in the foreword of any British Standard that describes or relies upon tests that are considered dangerous or that involve the use of substances constituting a health hazard:

“This British Standard calls for the use of substances and/or procedures that may be injurious to health if adequate precautions are not taken. It refers only to technical suitability and does not absolve the user from legal obligations relating to health and safety at any stage.”

NOTE Attention may then be drawn to individual hazards, in a list that does not purport to be exhaustive, with reference, if appropriate, to any authoritative publication, from an official, industrial or professional source, that defines good practice in relation to safety procedures.

9 Legal, contractual and intellectual property considerations

9.1 Legal considerations

9.1.1 The following statement shall appear in all British Standards in bold type at the end of the foreword:

“Compliance with a British Standard does not of itself confer immunity from legal obligations.”

9.1.2 In British Standards that are accorded statutory recognition as a means of complying with specific legal requirements, the statement given in 9.1.1 shall be qualified by wording such as:

“... Nevertheless, compliance with this British Standard is cited in/under ... as a means of compliance with the ... Act/Regulations.”

See also B.3.3.

9.1.3 Attention shall be drawn to any statutory regulations that are invoked in the standard, or of which users of the standard should be aware. The responsible regulatory authorities shall be consulted. A list of any such regulations (see 8.3.1) shall follow the text given in 9.1.1 or 9.1.2, introduced by:

“Attention is drawn to the following statutory regulations:”

9.1.4 Informative reference shall also be made to any official publications, such as those of the Health and Safety Executive (HSE), of which users of the standard need to be particularly aware.

NOTE Such reference should appear in the foreword or in a note to the text.

The information shall not purport to be an exhaustive or comprehensive set of official references.

HSE may specifically commend the use of certain British Standards to those who have duties under the Health and Safety at Work etc. Act 1974 [5]. Where a note of commendation is to be included in a standard, a written request shall be made to HSE for a suitable statement. The wording as provided by HSE shall be inserted in the foreword.

9.1.5 Clauses that specifically require compliance with legal requirements shall not be included in a British Standard, since standards users are expected to obey the law regardless of whether or not they comply with standards.

NOTE Where appropriate, legal requirements relating to the application of the standard, e.g. with regard to CE marking (see Note 2 to 10.1.3.6.1), may be cited in informative annexes.

9.1.6 A British Standard shall not give exclusive advantage to the product or service of any individual supplier.

9.2 Contractual considerations

The following statement shall appear in the foreword of all British Standards immediately preceding the compliance statement given in 9.1.1.

Ⓐ) “This publication does not purport to include all the necessary provisions of a contract. Users are responsible for its correct application.” Ⓐ)

If, in the use of a British Standard method or code of practice, the possibility of confusion with a British Standard specification is likely to arise, a statement of its status shall be given in the foreword (see 6.4.5.4, 10.2.1.2 and 10.3.4.1).

NOTE It is the responsibility of contracting parties to invoke standards in such a way that their provisions can be enforced between them.

9.3 Reference materials

9.3.1 If a test method needs to rely upon a reference material because the property or characteristic cannot be described in terms of the system of units of measurement being used (see 6.13), the reference material shall be called up as such.

NOTE 1 The material should preferably be specified as a certified reference material, i.e. accompanied by, or traceable to, a certificate stating the property value concerned, issued by an organization that is generally accepted as technically competent.

NOTE 2 For guidance on the contents of certificates of reference materials see ISO Guide 31.

9.3.2 The technical committee shall satisfy itself that samples of the reference material of consistent quality will be readily available to all enquirers from an identified source at a reasonable price, and that the material will be in adequate supply in relation to the estimated life of the standard. Information on sources of supply shall be given as indicated in 10.1.3.3.1.

9.4 Patents

9.4.1 If a patented invention is to be included as the sole means of compliance with a standard (see BS 0-2:1997, including Amendment 1:2002, 8.6.6), and the technical committee is satisfied regarding the patent and its endorsement “licences of right” or, in the case of a pending application, equivalent pre-grant terms, the following note shall be included at the appropriate point in the standard.

“NOTE Attention is drawn to the fact that it is claimed that ... is the subject of British patent (application for a patent) no. ... , copies of which can be obtained from the Sales Branch, The Patent Office, Cwmfelinfach, Cross Keys, Newport, NP1 7HZ.

BSI takes no position as to the validity of the patent or whether it is still in force. The patent is (will from the date of grant be) endorsed “licences of right” under Section 46 of the Patent Act 1977⁴⁾, which states:

“(3) Where such an entry is made in respect of a patent —

a) any person shall, at any time after the entry is made, be entitled as of right to a licence under the patent on such terms as may be settled by agreement or, in default of agreement, by the Comptroller on the application of the proprietor of the patent or the person requiring the licence.”

Licence details may be obtained from the registered proprietor of the patent.”

9.4.2 If a technical committee wishes to use a patented invention as an illustration of a product that conforms to the requirements of a standard and will be of value in understanding and applying the standard, the owner of the patent shall be asked to give permission for the illustration’s inclusion. The illustration in the standard shall be accompanied by the following note.

“NOTE It is claimed that the invention shown in this illustration is the subject of a British/other patent. Reproduction of this illustration and making products from it may infringe that patent. Details of the owner of the patent (from whom licences under the patent may be sought) may be obtained by contacting the BSI Library, British Standards House, 389 Chiswick High Road, London, W4 4AL.”

⁴⁾ Or Section 35(2)(a) of the Patents Act 1949 if applicable.

9.5 Registered Designs

9.5.1 A standard shall not rely on the use of a Registered Design but shall specify requirements in such a way as to allow for alternative methods of claiming compliance.

NOTE For the purposes of registration under the Registered Designs Act 1949 [6] as amended by Schedule 4 of the Copyright, Designs and Patents Act 1988 [7], “design” has a limited meaning and is defined as:

“features of shape, configuration, pattern or ornament applied to an article by an industrial process, being features which in the finished article appeal to and are judged by the eye, but does not include:

- a) a method or principle of construction; or
- b) features of shape or configuration of an article which:
 - 1) are dictated solely by the function which the article has to perform; or
 - 2) are dependent upon the appearance of another article of which the article is intended by the author of the design to form an integral part.”

9.5.2 If a technical committee wishes to use a Registered Design as an illustration of a product that conforms to the requirements of a standard and will be of value in understanding and applying the standard, the owner of the Registered Design shall be asked to give permission for the inclusion of the illustration.

NOTE Advice on matters concerning Registered Designs can be obtained from BSI Legal Services.

If the illustration is included in the standard, it shall be accompanied by the following note.

“NOTE It is claimed that this illustration is the subject of a Registered Design. Reproduction of this illustration and making products from it may infringe that Registered Design. Details of the owner of the Registered Design (from whom licences under the Registered Design may be sought) may be obtained by contacting the BSI Library, British Standards House, 389 Chiswick High Road, London, W4 4AL.”

9.6 Trade names

9.6.1 Unless the use of a trade name cannot be avoided, the generic name of a product shall be used, e.g. “petroleum jelly” not “Vaseline”.

9.6.2 Where the use of a trade name is unavoidable, it shall be identified as a trade name. In addition where the trade name is a registered trade mark, the symbol ® shall be displayed with the mark, e.g. “... ABC trade name®”. In all cases the name of the trade mark owner shall be given in a footnote (see Examples in **9.6.3** and **9.6.4**).

NOTE Advice on the legal aspects of identifying the trade mark and its owner can be obtained from BSI Legal Services.

9.6.3 If it is known that only one product is currently available that is suitable for the successful application of the standard, the trade name of the product may be given in the text of the standard but shall be associated with a footnote as shown in the following Example.

EXAMPLE

“¹⁾ ... [trade name of product] ... is a trade mark owned by [name] [address] and is the trade name of a product supplied by ... [supplier] ... This information is given for the convenience of users of this standard and does not constitute an endorsement by BSI of the product named. Equivalent products may be used if they can be shown to lead to the same results.”

9.6.4 If it is considered essential to give an example of commercially available products suitable for successful application of the standard because the product characteristics are difficult to describe in detail, trade names shall be given in a footnote, as shown in the following Example.

EXAMPLE

“¹⁾ ... [trade name(s) of product(s)] ... is (are) a trade mark(s) owned by [name] [address] and is (are) an example(s) of a suitable product(s) available commercially. This information is given for the convenience of users of this standard and does not constitute an endorsement by BSI of this (these) products.”

9.7 Copyright

9.7.1 Material that is held in copyright by a third party shall not be included in a draft for public comment or a British Standard unless the written permission of the copyright owner has been obtained and is acknowledged in the foreword.

NOTE 1 Advice on the legal aspects of copyright can be obtained from BSI Legal Services.

NOTE 2 In preparing standards, committee members accept that BSI will, in the public interest, protect the copyright in the material they have provided (see BS 0-1:1997, including Amendment 1:2002, 6.7). Committee records identify significant contributors.

9.7.2 As copyright may subsist in a product made to a copyright drawing, and the copyright in the drawing will be infringed if any product, or a significant part of one, is made in the shape shown in the drawing, any drawings that show the shape of a product, as distinct from diagrams, shall be used only if essential. When used by way of illustration they shall be accompanied by the following Note.

“NOTE Copyright is claimed in this illustration. Reproduction of this illustration and making products from it may infringe that copyright. Details of the copyright owner (from whom any permission to use this illustration may be sought) may be obtained by contacting the BSI Library, British Standards House, 389 Chiswick High Road, London W4 4AL.”

9.7.3 If it is necessary for a British Standard to include copyright drawings as a requirement in specifying the shape of a product, or any significant part of one (e.g. when products from different manufacturers have to fit together), the owners of the copyright in all drawings of the existing product that show the relevant shape shall be asked:

- a) to make a legally enforceable undertaking to BSI to grant copyright licences to all who wish to work to the British Standard for as long as the material represents the current requirement;
- b) to empower BSI to appoint arbitrators to settle disputes within a fixed time in the event of an applicant considering the terms proposed for the granting of a copyright licence to be unreasonable or discriminatory.

9.7.4 Requests to reproduce copyright material shall be referred to the Copyright and Licensing Manager, British Standards House, 389 Chiswick High Road, London W4 4AL.

10 Standards, Drafts for Development and Published Documents

10.1 Specification

10.1.1 General

10.1.1.1 *Function and scope*

10.1.1.1.1 A specification shall set out detailed requirements, using the prescriptive “shall”, to be satisfied by a product, material, process or system and the procedures for checking conformity to these requirements.

10.1.1.1.2 Information or guidance on matters appropriate to contractual agreement that are related to but outside the scope of the specification shall be:

- included in the form of an informative checklist (see **10.1.1.2.2**); or
- issued as a British Standard method of specifying (see **10.2.2**), which standardizes a particular way of setting down requirements for contractual purposes.

10.1.1.1.3 Every requirement of a British Standard specification shall be written with regard to the interface, typically purchaser and supplier, stated in or implied by the scope. If there is risk of ambiguity, the interface shall be stated. Although a requirement may convey information to other parties, the form of words shall be appropriate to one interface only, i.e. a specification aimed at a manufacturer shall not place requirements on the purchaser.

10.1.1.1.4 For ease of reference and implementation, a technical committee shall consider issuing a separate standard for each separate interface if a succession of interfaces is involved.

10.1.1.1.5 If a single comprehensive specification is preferred for the requirements for a sequence of processes or operations that are individually incomplete but collectively directed to the completion of a definable task or the construction of a discrete product or installation, the separate interfaces involved shall be identified in the scope, and the requirements and references to methods of verifying conformity applicable at each interface shall be grouped together within the specification.

10.1.1.2 Normative and informative elements

10.1.1.2.1 All applicable requirements of a specification shall be satisfied if compliance is to be claimed. These requirements shall be stated in the clauses that form the normative elements of the specification. The methods by which conformity may be verified shall be given:

- by reference in the main text to separate methods (see **10.2.1.1**); or
- in annexes called up at the appropriate points in the main text; or
- in the main text itself.

10.1.1.2.2 Information or guidance shall not be given in the normative elements, but shall be given in the informative elements of a specification, i.e. in the foreword, in notes or in informative annexes.

10.1.1.3 Grades and options

10.1.1.3.1 If a specification gives several grades of product, or ranges of values and multi-choice characteristics, from which the purchaser selects when ordering, e.g. the three grades of petrol specified in BS 4040, the practicability of arranging the requirements into a range of suitably coded types or grades shall be considered at the earliest stage and appropriate wording included in the scope clause.

NOTE 1 “Grade” is defined in BS EN ISO 9000:2000, Clause 3 as an indication of the degree of refinement of a material or product. It is distinct from “quality level”, which indicates the extent of departure from the ideal.

NOTE 2 Where “grade” is denoted numerically, the highest grade is usually designated as 1, with the lower grades extending to 2, 3, 4. Where “grade” is denoted alphabetically it is recommended that the highest grade is designated as A with the lower grades extending to B, C, D. Where “grade” is denoted by a symbol, e.g. a star, the lowest grade usually has the least number of symbols.

10.1.1.3.2 If manufacturers will not necessarily make all the grades of product given in a specification, any marking clause shall emphasize the need to ensure that claims of compliance are made only for the relevant grades of product.

10.1.1.4 Additions

If a British Standard specifies a set of basic requirements with optional extras, the requirements for those extras shall be specified in clauses introduced by words such as “If provided ...” or “If fitted ...”.

10.1.1.5 Preferences

Statements of preference for particular sizes, forms, techniques, etc. shall be given only in notes or annexes as items of information or guidance (see **10.1.1.2.2**). Such statements shall be justified by their benefits to users of the standard, and shall not confer commercial advantage on any one supplier (see **9.1.6**).

10.1.1.6 Values

Values shall be specified as one of the following:

- maximum;
- minimum;
- subject to stated tolerances;
- nominal.

10.1.1.7 Means of verifying conformity

10.1.1.7.1 The wording of a specification shall enable conformity to its requirements to be verified equally by a first party (e.g. supplier), a second party (e.g. purchaser) or an independent third party. Criteria for claiming compliance shall be stated in such a way as to ensure that, however the claim is made and supported, exactly the same requirements are satisfied (see also **10.1.3**). Requirements shall be drafted from the point of view of a third party called upon to verify conformity.

NOTE It is important to distinguish the various forms of conformity which are:

- a) conformity of each and every item;
- b) conformity of a product or material specified in quantity;
- c) conformity of a process;
- d) conformity of a management system.

10.1.1.7.2 If additional advice on means of verifying conformity is needed, it shall be sought initially from within the sector of industry or commerce concerned. Where appropriate, third-party certification bodies, inspection bodies and testing laboratories shall be asked to:

- provide guidance to committees on the drafting of requirements in specifications related to their experience;
- draw immediate attention to any reasons that preclude objective verification of conformity to a specification as drafted, suggesting amendments if possible.

10.1.1.7.3 The relevant BSI committee reporting to the Sector Policy and Strategy Committee for Management Systems shall be asked, where appropriate, to advise on standard quality control systems, sampling schemes and reliability.

10.1.2 Specification for products

10.1.2.1 Function and scope

10.1.2.1.1 Specifications shall lay down the characteristics of a product in terms of its size, shape, materials, etc. or the functions it has to perform, such as carrying loads or resisting the passage of sound. Specifying performance in relation to conditions of use offers greater freedom for innovation within the specification but may require more elaborate methods of test than are generally needed in descriptive specifications. (See also BS 0-2:1997, including Amendment 1:2002, **8.6.4**.)

10.1.2.1.2 A performance specification shall give the level of performance required for each function and a method of verification for establishing whether the required level has been achieved.

NOTE Any aspect of performance that is not quantifiable will be subject to agreement between the purchaser and supplier, and therefore outside the scope of the specification.

10.1.2.2 Classification and coding

A specification that gives a range of types, sizes or grades of a product (see **10.1.1.3**) shall incorporate a systematic classification and a suitable marking requirement to inform the standard's user of the range that is standardized and to aid identification of products and claims of compliance. The coding shall be capable of extension to accommodate new grades, etc.

NOTE 1 The term "Type QX" is not used in British Standards because of a Ministry of Defence requirement that it is specifically reserved to indicate material of a type compatible with explosives.

NOTE 2 The ISO/IEC Directives, Part 2, 2001, Annex F describes systems for the designation of standardized items.

10.1.2.3 Product marking

10.1.2.3.1 When a product specification contains a marking clause, the clause shall require the product to be marked, labelled or documented with the BS number and year, and means of identifying the manufacturer, with an indication of any rating, grade, type or size, if appropriate. (See **10.1.1.3** and **10.1.3.1.2**.)

10.1.2.3.2 A marking clause shall specify the following, where applicable:

- a) any marking to be used to signify the British Standard product;
- b) the means of presentation of such marking;
- c) the location of the marking on the product or package.

10.1.2.3.3 The distinction between unilateral claims of compliance and third-party certification (see **10.1.3.6.3**, **10.1.3.6.4** and **10.1.3.6.5**) shall be included in a footnote to the marking clause worded as follows.

"Marking BS [number]:[year] on or in relation to a product represents a manufacturer's declaration of conformity, i.e. a claim by or on behalf of the manufacturer that the product meets the requirements of the standard. The accuracy of the claim is solely the claimant's responsibility. Such a declaration is not to be confused with third-party certification of conformity."

10.1.2.3.4 In the case of British Standards adopting European standards containing a marking clause without a similar associated footnote, it shall be included in the national foreword beginning with the words "Marking EN [number]:[year] ... on ...".

10.1.2.4 *Informative labelling*

10.1.2.4.1 Where it is helpful to the purchaser or final user of a product to bring out salient characteristics, a form of informative labelling (point-of-sale information) shall be specified, with other relevant information, such as instructions for installation, use or maintenance of a product (see 8.1.4), hazard warnings (see 8.1.2), date of manufacture or shelf-life.

10.1.2.4.2 Requirements for informative labelling shall be so worded as to encourage realistic expectations on the part of the product user in relation to the properties of the product (see the Trade Descriptions Act 1968 [3]), i.e. based on the principle that claims about the product's properties should be clear, relevant and supportable, and that useful information should not be obscured by specious, trivial, confusing or misleading matter.

10.1.2.4.3 If a label is required to be attached to the product or its package, the standard shall specify the nature of the label and the means of attachment.

10.1.3 *Principles relating to the evaluation and attestation of product conformity*

10.1.3.1 *Requirements*

10.1.3.1.1 Requirements shall be expressed using wording such as: "When tested as described in Annex A, the product shall ...", implying in this case that if the test were performed, the product would have to pass in order to establish its conformity.

NOTE 1 An annex (or separate standard) that gives a test method may include a clause on interpretation of results, provided that the requirements establish how a product is deemed to pass or fail the test.

NOTE 2 Subjective or ambiguous qualitative descriptions such as "After tests a, b, c the item shall show no signs of deformation when examined visually" should not be accepted as performance criteria.

10.1.3.1.2 Testing provisions shall be aligned with the scope of the standard and with the way in which the requirements are expressed.

NOTE The relationship between requirements and tests will have a bearing on whether the standard's number is more appropriately marked on individual items or on packages of items or is referred to only in contract documents.

10.1.3.1.3 If more than one test method is provided for a given characteristic, the reference method shall be identified to preclude dispute.

10.1.3.2 *Provisions for testing*

10.1.3.2.1 Whenever practicable, the testing conditions shall reflect the conditions in which the item under test will be used. The following questions shall be considered.

- a) Is the test equipment required readily available? (See 10.1.3.3.1.)
- b) Is the cost of the test equipment, and the cost of the test as a whole, commensurate with the role of the test in verifying conformity?
- c) Is the time taken to complete the test excessive?
- d) Is the method as simple as is practicable and consistent with providing the required degree of accuracy?

NOTE 1 See BS ISO 5725-1 to -3 for guidance on the determination of repeatability and reproducibility of a standard test method.

NOTE 2 Type tests should be carried out before routine production begins. In many cases the specification includes no other kinds of test.

10.1.3.2.2 If a product specification includes tests to be carried out regularly as production proceeds, the tests shall either repeat all or some of the type tests or be designed specially for production purposes. Tests on production shall be carried out on representative samples (see 10.1.3.4) or, if so specified, on each individual item of production.

Where appropriate, the following publications shall be consulted:

- a) for quality or process control at the place of manufacture through sampling and testing during the different phases of the process of manufacture, British Standards for appropriate control chart techniques (e.g. BS 2564, BS 5700, BS 5701 and BS 5703);
- b) for acceptance inspection (the testing commonly applied to a sample drawn from the production batch), British Standards for application of sampling inspection by attributes or by variables (e.g. BS 6000, BS 6001 and BS 6002).

NOTE Tests on production may involve the application of one, or a combination of the techniques identified in a) and b).

10.1.3.2.3 A test method shall state the manner in which specimens for testing are selected. In the case of bulk materials, if it is necessary to ensure a representative result, the method shall require that test samples be made up from a number of specimens drawn from different parts of a batch or consignment.

NOTE Guidance may be provided on the disposal of tested items that have undergone partially destructive tests.

10.1.3.3 *Equipment for measurement and testing*

10.1.3.3.1 Wherever possible, readily available equipment shall be specified. If minor modifications are required, sufficient detail shall be given for the modifications to be made. If it is necessary to develop purpose-built apparatus, at least two, preferably more, laboratories working independently shall test the apparatus for reproducibility and ease of operation, before it is written into a standard. The standard shall give sufficient detail for any special equipment to be manufactured. If the use of a particular material or product that is not generally available, or has to be specially made, is essential, e.g. inspection gauges or special chemicals, the following footnote shall be included.

A1) “¹⁾ For information on the availability of ..., contact BSI Customer Services, British Standards House, 389 Chiswick High Road, London W4 4AL.” **A1)**

A1) **10.1.3.3.2** As a general principle it is expected that the calibration of the test equipment used to verify conformity to requirements is traceable to a national or international standard of measurement (see PD 6461) but where measurements are critical, the standard shall specify that the calibrations of the instruments used for such measurements “shall be traceable to national or international standards of measurement which, in the UK, are the responsibility of the National Physical Laboratory (NPL).” **A1)**

NOTE 1 Assurance that any such calibrations are traceable to national standards is provided by using laboratories that have demonstrated compliance with BS EN ISO/IEC 17025. The United Kingdom Accreditation Service (UKAS) accredited calibration laboratories meet this requirement.

NOTE 2 For requirements and guidance on measurement and calibration systems, see BS EN 30012-1.

10.1.3.4 *Sampling procedures* (see also BS 0-2:1997 including Amendment 1:2002, Annex A)

10.1.3.4.1 For products specified in quantities or in bulk, the standard shall, if necessary, require the application of standard sampling procedures for quality control and/or acceptance inspection purposes.

10.1.3.4.2 The absence of sampling provisions from a specification shall not imply that every item of production is to be tested, unless this is stated. It shall be left to the parties concerned, outside the scope of the specification, to provide for appropriate testing to meet contractual and commercial demands.

NOTE Most sampling schemes relate sample size to batch size on account of the need to ensure a representative sample.

10.1.3.4.3 Sampling provisions shall not create difficulties for those responsible for the enforcement of safety legislation (see BS 0-2).

NOTE 1 As a general principle, consumer safety legislation requires each and every consumer product to be safe. It will therefore seldom be appropriate to include sampling provisions as requirements in standards for consumer products.

NOTE 2 Sampling may be appropriate for certain consumer products where:

- a) the product is normally supplied to the consumer in bulk;
- b) the use of test methods results in the destruction of the product.

If sampling provisions are included in a standard for a consumer product as a single item, they shall be given in an informative annex.

10.1.3.5 Comparison of actual and required results

10.1.3.5.1 In order to compare results and assess whether conformity has been achieved, the accuracy of a test result shall be evaluated, taking account of the two main factors that govern accuracy:

- a) uncertainty of a single measurement due to inherent limitations of the test equipment and/or materials employed and the method in which they are used;
- b) variability due to the inhomogeneity of the samples tested.

A method of test shall seek to make the magnitude of a) insignificant when compared with b), so that the difference between results is governed essentially by the variation between samples. Methods shall be stated precisely and in sufficient detail for laboratories to be able to adopt identical procedures.

NOTE All methods should be validated by at least two laboratories before being included in a standard.

10.1.3.5.2 If it is necessary to specify the limits of permitted variability, the limits shall be expressed in terms of repeatability and reproducibility (see BS ISO 5725 for further details).

10.1.3.6 Conformity attestation

10.1.3.6.1 No new or revised British Standard specification, howsoever derived, shall include in its normative text an exclusive requirement for third-party attestation of:

- a) the conformity of the product in question (or any component thereof); or
- b) the capability of the manufacturer's or supplier's quality system;

unless the Standards Policy and Strategy Committee finds reason to authorize derogation from this requirement in some exceptional case.

NOTE 1 This reflects the principle and long-established policy in the UK that certification should be a voluntary option, available in the market place as a service to manufacturers and purchasers, but not in any way imposed upon them.

NOTE 2 It is recognized that, in some cases, the provision of EC Directives, or decisions by the official standing-committees responsible for their implementation, may require elements of third-party involvement as a precondition for the correct application of the CE marking needed to demonstrate compliance with the essential requirements in question. In these cases, it is important to remember that third-party certification or other activity involved is a requirement of the law. The relevant standards will acknowledge the existence of such a requirement in an informative annex, but such indication should not be confused with the specification of the standard itself.

10.1.3.6.2 No product specification shall be written in such a way as to make product conformity dependent on quality management system requirements, e.g. make normative reference to BS EN ISO 9000 series standards.

NOTE The effect of such a requirement would be reliance on third-party assessment of system capability as a method of test, contrary to the principles set out in **10.1.3.6.1**.

10.1.3.6.3 If a technical committee considers independent attestation of conformity to a specification desirable, the following statement shall be included in the foreword or appear as a note at an appropriate point in the text.

“Product certification/inspection/testing. Users of this British Standard are advised to consider the desirability of third-party certification/inspection/ testing of product conformity with this British Standard. Appropriate conformity attestation arrangements are described in ... [appropriate ISO/IEC Standard or Guide or equivalent European standard]. Users seeking assistance in identifying appropriate conformity assessment bodies or schemes may ask BSI to forward their enquiries to the relevant association.”

NOTE In choosing which ISO/IEC Guide or EN 45000 series standard to mention, the technical committee should take appropriate advice, if necessary, from the technical committee which, under the Management Systems Sector Policy and Strategy Committee, develops such conformity attestation standards.

10.1.3.6.4 If a technical committee considers independent assessment of quality systems desirable, a statement as follows shall be included in the foreword or appear as a note at an appropriate point in the text.

“Assessed capability. Users of this British Standard are advised to consider the desirability of quality system assessment and registration against the appropriate standard in the BS EN ISO 9000 series by an accredited third-party certification body.”

10.1.3.6.5 If Government makes a legal requirement of a specific form of third-party certification to a standard, a statement as follows shall be included in the foreword.

“Certification requirement. Attention is drawn to the fact that the ... Regulations require ... to be certified as conforming to this British Standard. The designated certification mark is Details of this certification service are given on the inside back cover.”

10.1.4 Other kinds of specification

10.1.4.1 Specification providing for documented and agreed requirements

10.1.4.1.1 If a specification depends upon the definition of particular characteristics or parameters by the purchaser or by agreement between the contracting parties, it shall provide for the documentation of these requirements in such a way as to ensure that conformity to them may be verified as objectively as conformity to any other requirement.

NOTE Within the scope of the specification, the purchaser has the necessary technical knowledge to agree his precise requirements with the supplier. This kind of specification is one in which certain characteristics are fixed and others depend upon the context of its application, but both are necessary and inseparable from one another within the same document. Examples are specifications for operations such as welding, lining of vessels for the process industries, construction or erection of structures or installations, and for certain materials, processes and individually designed and manufactured products.

10.1.4.1.2 The scope clause shall include the following statement.

“In addition to the definitive requirements, this standard also requires the items detailed in Clause ... to be documented. For compliance with this standard, both the definitive requirements and the documented items have to be satisfied.”

10.1.4.1.3 The first clause of the requirements, i.e. the clause that follows the clauses for scope, references, definitions, symbols, etc., shall be entitled “Information and requirements to be agreed and documented”, and shall contain subclauses detailing:

- a) all the items of information to be supplied by the purchaser;
- b) all the requirements that are specified throughout the standard as the subject of agreement.

10.1.4.1.4 Information to be supplied by the purchaser shall be given in a subclause, introduced by the following:

“The following information to be supplied by the purchaser shall be fully documented. For compliance with the standard both the definitive requirements specified throughout the standard and the following documented items shall be satisfied.”

10.1.4.1.5 If options are specified at various points throughout the standard, a checklist of them (see **10.1.1.3**) shall be provided as a subclause or in an annex, introduced by the following:

“If the purchaser wishes to take up any of the optional requirements given in this standard (see ...), such requirements shall be specified and documented at the time of the enquiry and/or order. In the absence of such information, the manufacturer shall supply in accordance with the following.”

10.1.4.1.6 Items for agreement shall be given in another subclause, introduced by the following:

“The following items to be agreed between the contracting parties are specified in the clauses referred to and shall be fully documented. For compliance with the standard both the definitive requirements specified throughout the standard and the following documented items shall be satisfied.”

Each of the items for agreement shall conclude with a cross-reference to the clause or subclause that specifies details of what has to be agreed.

10.1.4.1.7 The main text shall comprise one of the following:

- a) definitive requirements;
- b) requirements for characteristics to be agreed between the contracting parties;
- c) some of a) and some of b).

For clarity, type c) clauses shall distinguish definitive requirements from those that rely on supplementary documentation by putting them into separate subclauses or series of subclauses within the clause.

Requirements stipulated as the subject of agreement shall not undermine requirements previously specified. For example, it shall not be acceptable to specify “The materials shall be a, b or c” and then to state “The use of other materials shall be by agreement ...”.

NOTE In such a situation, the use of any material would have to be the subject of agreement, possibly with supplementary guidance being given in an annex to facilitate the selection of an agreed material.

10.1.4.2 *Specification for materials*

Specifications for materials, whether natural or synthetic, shall be considered as product specifications with, where necessary, emphasis on defining limits for individual properties and on sampling and acceptance testing (see 10.1.3.4).

10.1.4.3 *Specification for processes*

10.1.4.3.1 A process specification shall prescribe the steps to be taken in the manufacture of a product.

10.1.4.3.2 A process specification shall place emphasis on detailed stages of manufacture and the conditions under which they are to be performed, with regard, where appropriate, to specified characteristics of the product to be manufactured. It shall also place emphasis on testing during the process, production control and the maintenance of manufacturer’s records.

NOTE For an example of a process specification, see BS 6446.

10.1.4.4 *Specification for a system*

A specification for a system shall establish the requirements to which a completed, installed system shall conform.

NOTE The requirements in a specification for a system may be difficult to specify and verify. Such a specification may form one of a series of standards which may include product specifications, methods and codes of practice. For an example of such a series, see BS 4737.

10.2 Method

10.2.1 *General*

10.2.1.1 *Function*

A method shall give a complete account of the way in which the activity is performed and conclusions are reached, to a degree of precision appropriate to the stated purpose (see BS ISO 5725, and 10.1.3).

A method likely to be widely applicable shall be published as a separate British Standard.

NOTE 1 The following are examples of different kinds of method:

- a) methods of measurement, e.g. BS 5694;
- b) methods for determination, e.g. BS ISO 18917;
- c) methods of verifying conformity to a specific requirement using a “go, no-go” basis for finding the result, e.g. BS 5777;
- d) methods for sampling and analysis, e.g. BS 1741;
- e) methods of specifying, e.g. BS 5328-2;
- f) methods of evaluating (performance), e.g. BS EN 60546-1.

NOTE 2 A method of test provides a means of ascertaining whether a product, material or process conforms to a requirement and a method of measurement results in a value on a scale.

If a specification defines a particular value as the pass/fail criterion for a requirement to be satisfied, it may call up a method of measurement as the method of test. “Method of test” therefore has a wider meaning as the generic term used to denote any method invoked to determine conformity to a specified requirement.

10.2.1.2 Wording

The procedural parts of a method shall be in the imperative (see 6.3.4). The present tense shall be used for describing apparatus (see 6.3.5) although the prescriptive “shall” may be appropriate in certain cases. Requirements in other clauses, e.g. safety precautions, test report, shall be expressed using the prescriptive “shall” (see 6.3.3.2).

NOTE 1 The following statement should, where appropriate, be given in the foreword to alert the standard’s users to the difference in status between a specification and a method:

“This British Standard describes methods of ... only, and should not be used or quoted as a specification (for ...). References to this standard should indicate that the methods of ... used are in accordance with BS ...”.

NOTE 2 For terms and definitions relevant to the standardization of methods, see BS 5233, BS EN ISO 9000 and BS ISO 3534-3.

10.2.1.3 Arrangement of clauses

Unless there is a well-established and logical convention among users for the arrangement of clauses in a particular kind of method, clauses in a method of test shall be arranged in the following order:

- a) principle;
- b) reagents or materials;
- c) apparatus;
- d) preparation and preservation of test samples and test specimens;
- e) procedure;
- f) expression of results, including method of calculation and precision of the test method;
- g) test report.

NOTE ISO 78-2 gives details of drafting including clause arrangement for methods of chemical analysis.

10.2.2 Method of specifying

10.2.2.1 A method of specifying shall give the characteristics of a product, material, process or system from which selection has to be made and for which values may have to be agreed between purchaser and manufacturer.

10.2.2.2 A method of specifying shall also establish definitions and methods of verification and give guidance on factors to be considered in determining values for characteristics.

10.2.2.3 A method of specifying shall, where appropriate, provide the basis for understanding and agreement between contracting parties, by giving direction for the formulation of enquiries and the placing of tenders and orders.

10.3 Code of practice

10.3.1 Function

A code of practice shall recommend good, accepted practice as followed by competent practitioners and shall bring together the results of practical experience and scientific investigation for ease of access and use of the information.

NOTE Many of the requirements of this clause apply also to recommendations (see 10.4) and guides (see 10.5).

10.3.2 Wording

Recommendations in a code of practice shall use the auxiliary “should”. If emphasis is required, wording such as “it is essential that ... is ...” shall be used.

The auxiliaries “shall” and “must” shall not be used.

10.3.3 Presentation

10.3.3.1 If the technical committee considers it desirable, the principle underlying a particular practice may be discussed or explained in a code of practice, but a code shall not be regarded as a “textbook”, nor shall it include every detail and possible variation. Specific recommendations for avoiding certain existing practices shall be made only if tacit approval of these practices would otherwise be assumed by the standard’s user or if the practices in question could be hazardous. Where appropriate, a code shall give a series of options and identify the implications of accepting them.

10.3.3.2 The best method of presenting a code shall be decided in relation to the needs of its users. If a code consists of several parts intended for different users, the possibility of publishing each part separately shall be considered. If there is a preference for a comprehensive code, its structure shall be based on principles similar to those for specifications (see **10.1.1.1.5**).

10.3.3.3 A uniform framework for the presentation of information shall be adopted as far as practicable in codes of the same kind, e.g. the following order of headings for the clauses or separate parts of a comprehensive construction code:

- a) general information (scope, definitions, list of documents, exchange of information, etc.);
- b) materials, appliances and components;
- c) design aspects;
- d) work off-site;
- e) work on-site;
- f) inspection and testing;
- g) maintenance.

10.3.4 Relationship between codes of practice and specifications

10.3.4.1 The following statement shall be included in the foreword of every code of practice to distinguish it from a specification.

“As a code of practice, this British Standard takes the form of guidance and recommendations. It should not be quoted as if it were a specification and particular care should be taken to ensure that claims of compliance are not misleading.”

10.3.4.2 If there is need for a code to refer to manufacturing processes that normally take place before materials or equipment leave the manufacturer, the code shall not include requirements for the processes, but shall refer to the appropriate British Standard specification. If appropriate, an extract or summary of information in a specification that is particularly relevant to the subject of a code shall be given in the code, usually as an annex. If there is no specification for the manufacturing processes, they shall not be mentioned in the code, but a description of the product or material to be used, or suitable types of product or material, shall be given instead.

10.4 Recommendations

10.4.1 Function

Recommendations shall provide a series of recommended options or courses of action relevant to one particular field.

10.4.2 Wording

The wording of recommendations shall be in the form specified for a code of practice in **10.3.2**.

10.5 Guide

10.5.1 Function

A guide shall give broad and general information about a subject, with background information where appropriate.

NOTE A guide is generally less specific and more discursive than a code of practice or recommendations.

10.5.2 Wording

The wording of a guide shall be in the form of descriptive statements (see **6.3.5**) and recommendations (see **10.3.2**).

10.6 Vocabulary

10.6.1 Function

A vocabulary shall define the terms used in a particular industrial sector or technological field.

NOTE A vocabulary provides definitions of terms to which reference should always be made within the same sector or field, rather than redefining the term in each separate standard.

10.6.2 Definitions⁵⁾

10.6.2.1 A definition shall state the concept for which a term stands. It shall be complete in words without recourse to illustration or example although these may be added for information. The definition shall comprise the class the concept belongs to and the features that distinguish it from other members of the class (see ISO 10241), e.g. if “bond” is defined as the “linkage between atoms within a molecule”, “bond” is a member of the class “linkages”, distinguished from other members of the class by its being the particular linkage that binds atoms into a molecule.

NOTE 1 A synonymous term does not provide a definition.

A1) NOTE 2 The essential information from ISO 10241 is included in the ISO/IEC Directives, Part 2, 2001, Annex C. **A1)**

10.6.2.2 If a term is to be given a meaning narrower than its generally accepted meaning, a qualification shall be included.

EXAMPLE 1

3.1

arrangement

A1) <in archives> restoration of pre-existing order **A1)**

A qualification shall be included to distinguish one meaning from another if a term has more than one meaning.

EXAMPLE 2

3.1

washable

<of paint> capable of being washed without loss of colour

3.2

washable

<of ink> capable of being removed by washing without leaving a stain

10.6.2.3 If a definition of a term proposed for a British Standard varies substantially from an accepted trade usage of that term, advice shall be sought from the Institute of Trading Standards Administration in case the proposal might give rise to any infringement of the Trade Descriptions Act 1968 [3].

10.6.3 Arrangement and presentation

10.6.3.1 A vocabulary shall be prepared in accordance with ISO 10241. It shall contain:

- a) a contents list;
- b) numbered terms and definitions arranged according to its concepts, not in alphabetical order;
- c) an alphabetic index in which each term is followed by the number under which it will be found in the vocabulary, not the page number.

A1) NOTE The essential information from ISO 10241 is included in the ISO/IEC Directives, Part 2, 2001, Annex C. **A1)**

10.6.3.2 In the vocabulary the defined term shall be set in bold. Any additional, non-preferred, deprecated or obsolete terms shall be set in normal type under the defined term with an indication of their status in parentheses.

10.7 Classification

A classification standard shall designate and describe different grades of a product or identify and arrange data in hierarchical order.

10.8 Auxiliary publication

If an auxiliary publication, such as a reference card, colour chart, map or test sheet, is issued as an adjunct to a British Standard, it shall be processed for publication in the same way as other British Standards and shall carry the number of the main standard with a suffix letter, e.g. “BS 5261C”.

⁵⁾ This subclause applies equally to definitions clauses in other types of British Standard. See also 6.3.2 for general guidance on terminology in standards.

10.9 Draft for Development

10.9.1 Function

A Draft for Development (DD) shall be published when guidance on a particular subject is urgently needed before there is enough experience of the subject to justify the publication of a British Standard, e.g. for new methods that require extensive use to establish precision. A1 It shall also be used to adopt an ISO/IEC or CEN/CENELEC Technical Specification (TS). A1

It shall be issued on a provisional basis and shall be subject to review after 2 years.

10.9.2 Wording

The wording of a Draft for Development shall be in the form prescribed for the finally envisaged standard.

10.9.3 Introductory statement

10.9.3.1 An introductory statement explaining its status shall be included in every Draft for Development (see **B.4.1**).

Reference shall be made in the foreword to:

- any specific matters that should be observed during the trial period to facilitate subsequent comment;
- any special feedback facilities, e.g. questionnaires.

A1 **10.9.3.2** An introductory statement shall be included in the national foreword of every Draft for Development adopting an ISO/IEC or CEN/CENELEC Technical Specification for “pre-standardization purposes” (see **B.4.2** and **B.4.3**, respectively for wording).

Reference shall be made in the national foreword to any British Standards on the same subject that will remain in force during the life of a CEN or CENELEC Technical Specification but will be withdrawn if the Technical Specification is converted into a European standard and adopted as a British Standard. Where an informative national annex (see **11.3**) has been added to give guidance on the provisions of the Technical Specification, this shall be mentioned in the national foreword. A1

10.10 Published Document

10.10.1 Function

If a technical committee finds it necessary to issue supplementary information about some aspect of standardization that cannot be presented in a British Standard, the information shall be issued in a Published Document (PD). A1 A PD shall also be used to adopt an ISO/IEC or CEN/CENELEC Technical Report (TR). A1

10.10.2 Wording

A Published Document shall be drafted as an informative document, containing description (see **6.3.5**) and recommendations (see **10.3.2**).

10.11 Numbering of standards publications

The allocation of identifying numbers to standards publications shall be the responsibility of BSI staff.

NOTE Annex D describes the composition of identifiers relevant to current British Standards.

11 British Standards identical with international or European standards

11.1 Identical texts

The publication of a national standard that is identical with an international standard or is the official UK adoption of a European standard shall be effected by the reproduction of the international or European text with the addition of a national cover, national foreword (see 6.4.5 and Annex B) and, if necessary, national annexes. These national elements shall not introduce any changes to the provisions of the international or European standard, by either statement or implication.

11.2 Numbering

A1) 11.2.1 The identifier of a British Standard identical with an international standard shall consist of the international standard reference number (letters, number and year) with the prefix “BS”, e.g. BS ISO 1234:1992, where ISO 1234:1992 is the (fictitious) international standard number with its year of publication.

NOTE 1 A secondary BS identifier may be added beneath the primary identifier in justified circumstances, e.g. to link the new BS ISO document into a well-established purely national series. This practice should be used only where there is clear justification and should not need to be perpetuated beyond a single edition. **A1**

NOTE 2 For British Standards adopting publications of the IEC Quality Assessment System for Electronic Components (IECQ), the identifier starts with “BS QC” followed by the specific QC number recorded on the IEC original. In addition, the IEC identifier and date are also given as the secondary identifier.

A1) 11.2.2 If it is decided to adopt identically an ISO or IEC Technical Specification or a Technical Report, the ISO or IEC Technical Specification, being a potential standard, shall be implemented as a Draft for Development (DD) and an ISO or IEC Technical Report, being a purely informative document, shall be implemented as a Published Document (PD). See BS 0-2:1997 including Amendment 1:2002. The format of the identifier for the British Standard implementation of such documents follows the same principles as for the implementation of international standards. The identifier of the DD or PD shall consist of the Technical Specification or Technical Report reference number (letters, number and year) with the prefix DD or PD as appropriate, e.g. DD ISO/TS 12345:2000 or PD IEC/TR 69999:1997 where ISO/TS 12345:2000 and IEC/TR 69999:1997 are the (fictitious) international documents’ numbers with their years of publication.

NOTE Technical Reports that predate the availability of Technical Specifications and were previously identified as a type 1 or type 2 Technical Report may still be issued within the DD series as they fulfil the criteria of being potential standards. It is not expected that many of these remain to be implemented.

11.2.3 The identifier of a British Standard adoption of a European standard shall consist of the European standard reference number (letters, number and year) with the prefix “BS”, e.g. BS EN 9999-9:1998 where EN 9999-9:1998 is the (fictitious) European standard number with its year of publication.

NOTE Publications of the CENELEC Electronic Components Committee, previously issued using the prefix CECC, are progressively being adopted using an EN identifier. For example, a CECC document previously adopted as BS CECC 13000 is now adopted as BS EN 113000.

11.2.4 CEN or CENELEC Technical Specifications (TSs), which are published as Drafts for Development, shall be identified by the TS reference number (letters, number and year) with the prefix “DD”, e.g. “DD CEN/TS 888-8:2001” where CEN/TS 888-8:2001 is the (fictitious) European document number with its year of publication. A similar principle shall apply for any implementation of a Technical Report from CEN or CENELEC except that the appropriate British Standards publication is a PD. **A1**

11.3 National annex

A national annex shall not alter the provisions of the standard, but any information facilitating the use of the standard in the UK for the following cases shall be given in informative national annexes designated NA, NB, etc.

- a) If the standard specifies a range of values or options, e.g. a series of sizes, a national informative annex may be used to give preferred values for use in the UK selected from the range. The selection shall not alter the standard or place a restriction on its use but shall simply give guidance.
- b) If the standard is a method in which a piece of apparatus is defined in general terms and there is in existence a widely used apparatus that conforms to the characteristics defined in the standard and gives reliable and repeatable results, a national annex may give details of the apparatus, stating that use of the apparatus provides an example of one way of complying with the requirements of the standard. Alternative means of compliance shall not be thereby precluded.
- c) If the standard makes reference to another international standard, for example a method of test, for which there is no corresponding British Standard and the method or part of it that applies is reasonably short, a national annex may be used to reproduce the relevant extract from the referenced standard.

11.4 Multi-language standard

If the international standard is published in separate language versions, only the English language text pages shall be reproduced in the corresponding British Standard.

If the international standard contains equivalent foreign language text on the same page, e.g. in a vocabulary, the standard shall be adopted unchanged.

European standard vocabularies shall be adopted unchanged as British Standards, regardless of the inclusion of foreign language text.

12 Technical and other changes to British Standards

A1 12.1 Updated standards

With some exceptions (see Note), amendments and corrigenda to British Standard publications, including those that have adopted international and European standards, shall be issued in the form of updated standards incorporating the relevant changes.

NOTE In certain cases, for example some data sheet standards and PD 5500, new and replacement pages may be issued, with a cover sheet carrying instructions to the recipient on adding or substituting these pages.

12.2 Standards of national origin

Amendments to standards of national origin shall not exceed two in number. In the initial planning stage (see 4.4) no standard shall be planned with the intention of providing additional substantial material by means of subsequent amendments.

12.3 New editions of standards of national origin

For standards of national origin, if many changes are introduced which affect a large proportion of the text, a new edition of the standard shall be produced incorporating the changes. The foreword shall include the following text.

“This new edition of BS... incorporates technical changes only. It does not reflect a full review or revision of the standard, which will be undertaken in due course.”

New editions shall retain the style of the existing document.

12.4 British Standards adopting international and European standards

If amendments to an international or European standard adopted as a British Standard exceed two in number, the additional international or European amendments shall be adopted as further amendments to the British Standard.

NOTE See the ISO/IEC Directives, Part 1 and the CEN/CENELEC Internal Regulations, Part 2 for rules for the development of corrigenda and amendments to international and European standards.

12.5 Changed text


12.5.1 *Updated texts*

The extent of additional, changed or deleted text shall be indicated in one of the following ways.

- a) Changes shall be marked by sidelining in the outer margin or by insertion of tags around the text affected.
- b) Changes shall be detailed in the table “Amendments issued since publication”, for example “Addition of new Annex D”.

12.5.2 *New editions*

Additions, changes and deletions shall not be marked in the text.

NOTE Reasons for the publication of a new edition should be included in the foreword. A list of the detailed changes may also be given. 

Annex A (normative)

Drafting the title of a standard

A.1 Elements of the title

A.1.1 *The introductory element*

The introductory element shall be used if, without it, the subject indicated in the main element is not well defined.

EXAMPLE 1

Correct: *Fork-lift trucks — Hook-on type fork arms — Vocabulary*

Incorrect: *Hook-on type fork arms — Vocabulary*

If the main element of the title (together with the complementary element, where present) unequivocally covers the subject treated in the standard, the introductory element shall be omitted.

EXAMPLE 2

Correct: *Sodium perborates for industrial use — Determination of bulk density*

Incorrect: *Chemicals — Sodium perborates for industrial use — Determination of bulk density*

A.1.2 *The main element*

The main element shall always be included.

A.1.3 *The complementary element*

The complementary element shall be used if the standard covers only one or a few aspects of the subject indicated in the main element.

In the case of a standard published as a series of parts, the complementary element serves to distinguish and identify the parts (the introductory element, if present, and the main element remaining the same for each part).

EXAMPLE 1

IEC 60747-1 *Semi-conductor devices — Discrete devices — Part 1: General*

IEC 60747-2 *Semi-conductor devices — Discrete devices — Part 2: Rectifier diodes*

If the standard covers several (but not all) aspects of the subject indicated in the main element, the aspects covered shall be referred to by a general term such as “specification” or “mechanical requirements and test methods” rather than be enumerated one by one.

The complementary element shall be omitted if the standard both:

- covers all essential aspects of the subject indicated in the main element; and
- is (and is intended to remain) the only standard relating to this subject.

EXAMPLE 2

Correct: *Coffee grinders*

Incorrect: *Coffee grinders — Terminology, symbols, material, dimensions, mechanical properties, rated values, test methods, packaging*

A.2 Avoidance of unintentional limitation of the scope

The title shall not contain details that might imply an unintentional limitation of the scope of the standard. However, if the standard pertains to a specific type of product, this fact shall be reflected in the title.

EXAMPLE

Aerospace — Self-locking, fixed, single-lug anchor nuts, classification 1 100 MPa/235 °C

A.3 Wording

Uniformity shall be maintained in the terminology used in the titles of standards for indicating the same concept.

For standards dealing with terminology, whenever possible one of the following expressions shall be used:

- “Vocabulary” if the definitions of the terms are included;
- “List of equivalent terms” if only equivalent terms in different languages are given.

For standards dealing with test methods, whenever possible one of the following expressions shall be used: “Test method” or “Determination of ...”. Expressions such as “Method of testing”, “Method for the determination of ...”, “Test code for the measurement of ...”, “Test on ...” shall not be used.

The nature of the document as a standard shall not be included in its title.

Annex B (normative)

Forewords and other introductory statements

B.1 Foreword to a British Standard related to an international standard

If a British Standard is similar to an international standard, but not in full technical agreement with it, the foreword shall contain the following statement:

“This British Standard is related to ISO/IEC [number and date] but is not equivalent in technical content. ISO/IEC [number and title] is published by [name of issuing body].”

This statement shall be followed by an account of the differences.

B.2 National foreword to a British Standard identical with an international standard

B.2.1 Opening paragraphs

If a British Standard is identical with an international standard which has not been adopted by CEN or CENELEC, the opening paragraphs shall read as follows.

“This British Standard reproduces verbatim ISO/IEC [number and date], and implements it as the UK national standard.

The UK participation in its preparation was entrusted to Technical Committee .../..., [Committee title], which has the responsibility to:

- aid enquirers to understand the text;
- present to the responsible international committee any enquiries on the interpretation, or proposals for change, and keep the UK interests informed;
- monitor related international and European developments and promulgate them in the UK.

A list of organizations represented on this committee can be obtained on request to its secretary.

Cross-references

[A] The British Standards which implement international publications referred to in this document may be found in the *BSI Catalogue* under the section entitled “International Standards Correspondence Index”, or by using the “Search” facility of the *BSI Electronic Catalogue* or of British Standards Online.” **[A]**

If the standard was prepared by a subcommittee, the second paragraph shall begin:

“The UK participation in its preparation was entrusted by Technical Committee .../..., [Committee title], to Subcommittee .../.../..., [Subcommittee title], which has the responsibility to: ...”

If the standard supersedes an earlier standard, the following sentence, adapted to suit the particular circumstances, shall be added after the opening sentence:

“It supersedes BS [number and date], which is withdrawn.”

B.2.2 Textual error

The following wording shall be used in the national foreword if a textual error is found.

“Textual error(s)

The textual error(s) set out below was (were) discovered when adopting the text of the international standard. It has (They have) been reported to [name of originating international organization] in a proposal to amend the text of the international standard.”

Details of each error shall follow, giving its textual reference and the proposed correction.

B.3 National foreword to the adoption of a European standard

B.3.1 Opening paragraphs

The opening paragraphs of the national foreword to an adoption of a European standard shall be as follows, adapted, where necessary, to suit the particular circumstances.

“This British Standard is the official English language version of EN [number and date].”

“It is identical with ISO/IEC [number and date].”

or

“It was derived by CENELEC from IEC [number and date]. The CENELEC common modifications have been implemented at the appropriate places in the text and are indicated by tags (e.g. **C** **C**).”

“The UK participation in its preparation was entrusted to Technical Committee .../..., [Committee title], which has the responsibility to:

- aid enquirers to understand the text;
- present to the responsible international/European committee any enquiries on the interpretation, or proposals for change, and keep the UK interests informed;
- monitor related international and European developments and promulgate them in the UK.

A list of organizations represented on this committee can be obtained on request to its secretary.

Cross-references

A1 The British Standards which implement international or European publications referred to in this document may be found in the *BSI Catalogue* under the section entitled “International Standards Correspondence Index”, or by using the “Search” facility of the *BSI Electronic Catalogue* or of British Standards Online.” **A1**

If the standard was prepared by a subcommittee the third paragraph shall begin:

“The UK participation in its preparation was entrusted by Technical Committee .../..., [Committee title], to Subcommittee .../.../..., [Subcommittee title], which has the responsibility to: ...”.

If the standard supersedes an earlier standard, one of the following sentences, adapted to suit the particular circumstances, shall be added to the first paragraph.

“It supersedes BS [number and date], which is withdrawn.”

or

“BS [number and date], together with [other national standards] which conflict with the full package of standards for [subject], will be withdrawn in accordance with CEN provisions within 6 months of availability of the full package of standards. These standards are:

[list of the European standards]”.

B.3.2 Textual errors

The following wording shall be used if a textual error is found.

“Textual error(s)”

The textual error(s) set out below was (were) discovered when the English language version of EN [number and date] was adopted as the national standard. It has (They have) been reported to [name of originating European organization] in a proposal to amend the text of the European standard.”

Details of each error shall follow, giving its textual reference and the proposed correction.

B.3.3 Presumption of conformity to European legislative requirements

If the standard will incorporate or correspond to a harmonized standard as defined in BS 0-2:1997, including Amendment 1:2002, **3.13**, a statement as follows shall be included in the national foreword.

“When the reference to this European Standard has been published in the Official Journal of the European Communities (OJ), compliance with it will confer a presumption of conformity with the essential requirements covered by the standard in respect of [relevant European directives].”

B.4 Introductory statement for Drafts for Development

B.4.1 Draft for Development of national origin

The following introductory statement shall be included at the end of the foreword to every Draft for Development of national origin.

“This publication is not to be regarded as a British Standard.

It is being issued in the Draft for Development series of publications and is of a provisional nature because [reason stated]. It should be applied on this provisional basis, so that information and experience of its practical application may be obtained.

A review of this Draft for Development will be carried out not later than 2 years after its publication. Notification of the start of the review period, with a request for the submission of comments from users of this Draft for Development, will be made in an announcement in the appropriate issue of *Update Standards*.

According to the replies received, the responsible BSI Committee will judge whether the Draft for Development can be converted into a British Standard or what other action should be taken.

Observations which it is felt should receive attention before the official call for comments will be welcomed.

These should be sent to the Secretary of BSI Technical Committee .../... at British Standards House, 389 Chiswick High Road, London W4 4AL.”

[A1] B.4.2 Draft for Development implementing an ISO or IEC Technical Specification

B.4.2.1 The following introductory statement shall be included at the end of the national foreword to every Draft for Development implementing an ISO Technical Specification intended for “pre-standardization” purposes.

“This publication is not to be regarded as a British Standard.

It is being issued in the Draft for Development series of publications and is of a provisional nature because [reason stated]. It should be applied on this provisional basis, so that information and experience of its practical application may be obtained.

Comments arising from the use of this Draft for Development are requested so that UK experience can be reported to the international organization responsible for the Technical Specification. A review of this publication will be initiated not later than 3 years after its publication by the international organization so that a decision can be taken on its status at the end of its 3-year life. Notification of the start of the review period will be made in an announcement in the appropriate issue of *Update Standards*.

According to the replies received by the end of the review period, the responsible BSI Committee will decide whether to support the conversion into an international standard, to extend the life of the Technical Specification for another 3 years or to withdraw it. Comments should be sent in writing to the Secretary of BSI Technical Committee .../... at British Standards House, 389 Chiswick High Road, London W4 4AL, giving the document reference and clause number and proposing, where possible, an appropriate revision of the text.”

B.4.2.2 The wording given in **B.4.2.1** shall be used for Drafts for Development implementing IEC Technical Specifications but with appropriate changes to the review timescale in the second paragraph to reflect the defined maintenance procedure which is equally applicable to IEC Technical Specifications as it is to IEC standards (see BS 0-2:1997 including Amendment 1:2002, **9.2**). ^(A)

(A) B.4.3 Draft for Development adopting a CEN/CENELEC Technical Specification

The following introductory statement shall be included at the end of the national foreword to every Draft for Development adopting a CEN or CENELEC Technical Specification intended for “pre-standardization” purposes.

“This publication is not to be regarded as a British Standard.

It is being issued in the Draft for Development series of publications and is of a provisional nature because [reason stated]. It should be applied on this provisional basis, so that information and experience of its practical application may be obtained.

Comments arising from the use of this Draft for Development are requested so that UK experience can be reported to the European organization responsible for its conversion to a European standard. A review of this publication will be initiated 2 years after its publication by the European organization so that a decision can be taken on its status at the end of its 3-year life. Notification of the start of the review period will be made in an announcement in the appropriate issue of *Update Standards*.

According to the replies received by the end of the review period, the responsible BSI Committee will decide whether to support the conversion into a European standard, to extend the life of the Technical Specification or to withdraw it. Comments should be sent in writing to the Secretary of BSI Technical Committee .../... at British Standards House, 389 Chiswick High Road, London W4 4AL, giving the document reference and clause number and proposing, where possible, an appropriate revision of the text.” ^(A)

Annex C (informative)

Mathematical style

C.1 Brackets

When brackets within brackets are required in equations and formulae of single-line depth, the normal order of use is $\{\{()\}$, beginning with $()$. The depth of a pair of brackets should be great enough to enclose the term that occupies the greatest vertical space. Pairs of brackets that enclose others should be at least equal in depth to the brackets they enclose. The outermost pair should therefore be at least as large as, if not larger than, any of the pairs within. Brackets of similar depth should be of similar weight.

NOTE In this context the term “bracket” includes parentheses $()$, braces $\{\}$ and brackets $[\]$.

C.2 Solidus

If a solidus $()$ is used to reduce displayed two-line expressions to single lines, it should be large enough to ensure instant recognition (see Example 1).

EXAMPLE 1

The expression $\frac{a}{b}$ can be expressed as a/b

The expression $A = \frac{x-y}{a+b}$ can be expressed as $A = (x-y)/(a+b)$

Scrupulous care is essential in using brackets and ordering individual terms (see Example 2).

EXAMPLE 2

The expression $\frac{x}{y} + z$ can be expressed as $(x/y) + z$ by careful use of brackets.

An ambiguous form would be $x/y + z$, which could be read as $\frac{x}{y+z}$

C.3 Vinculum

The vinculum (bar) should be used when expressing a root value.

EXAMPLE

$$\sqrt{x^2 + y^2 + z^2}$$

$$\sqrt{2x}$$

$$\sqrt{2}$$

C.4 Integral and summation signs

The limits associated with an integral sign and any values of the summation variable associated with a summation sign should be printed in small type above and below the sign.

EXAMPLE

$$\int_{\theta_m}^{\theta_o}$$

$$\sum_{i=1}^{n-1}$$

C.5 Superscripts and subscripts

For fractional indices, the solidus should be used except for simple numerical fractions, where the upright form is generally clearer. Care is essential in the sizing and location of superscripts, especially outside brackets.

EXAMPLE 1

Preferred forms of expression:

$$x^{a/b}$$

$$\left(\frac{a-b+c}{6}\right)^{1/4}$$

In an expression in which a superscript appears above a subscript, the superscript is placed slightly to the right of the subscript, rather than immediately above it.

EXAMPLE 2

Preferred: d_3^2

Deprecated: d_3^2

This does not apply to prime signs, which are always closed up to the symbol they relate to, i.e. d'_3 is correct.

The use of second order subscripts and superscripts should be avoided if possible. Generally the subscripts or superscripts are placed on the same line, separated by a comma if necessary for clarity.

EXAMPLE 3

Preferred: $x_{y,(n+1)}$

Deprecated: $x_{y_{n+1}}$

In exponential functions, particularly if the exponent is lengthy or complex, the abbreviation “exp” followed by the exponent on the same line may be used instead of “e” followed by the exponent as a superscript.

EXAMPLE 4

Preferred: $\exp(ax^2 + bxy + cy^2)$

Deprecated: $e^{ax^2 + bxy - cy^2}$

Annex D (informative)

Constitution of identifiers for standards publications

D.1 General guidance

D.1.1 This annex describes the constitution of identifiers used on British Standard publications and in reference to them except in the circumstances where the British Standard is identical with an international standard or is an adoption of a European standard. For these cases the rules for identifiers given in 11.2 apply. (See also 5.1.)

NOTE Examples of past numbering practice are included since many standards numbered in accordance with discontinued practices still remain current.

D.1.2 Any exceptions to these identifiers for which a need may be perceived should be discussed at the earliest stage with the manager of the Business Publishing department and require final approval from the General Manager, Standards Development.

D.2 British Standards: General series

D.2.1 For British Standards in the general series, the identifier starts with “BS”. A part of a standard is identified as follows:

“BS 5628-1”

NOTE Prior to this revision of BS 0-3, a part of a standard was identified using “Part”, e.g. “BS 436 : Part 4”.

D.2.2 Arabic numerals are used throughout in the numbering of all the elements constituting the publication number. Letters are not used, except in the case of an adjunct to a standard (see 10.8). The numbering of parts is sequential, starting with 1.

NOTE Standards previously issued as separately published Sections or Subsections derived their number from the Part from which they were developed.

D.2.3 The year of publication is given in full.

D.2.4 The individual elements comprising a complete publication number are each separated from the other by the use of spaces and colons, as shown in the following examples:

- a) full identifier: BS 6671:1986;
- b) undated reference: BS 6671;
- c) full identifier: BS 6672-1:1986;
- d) undated reference: BS 6672-1;
- e) full identifier: BS 6789-3-3.1:1985;
- f) abbreviated reference: BS 6789-3.1:1985⁶⁾;
- g) undated reference: BS 6789-3.1⁶⁾.

D.2.5 *Text deleted*

New British Standard codes of practice are given a BS number from the general series. Older codes were formerly numbered in a separate CP series. When revised, these codes receive a new number in the BS general series.

⁶⁾ Normally used in preference to the full identifier shown in e).

D.3 British Standards: Automobile series

D.3.1 For British Standards in the automobile series, the identifier starts with “BS AU”.

D.3.2 Each time an individual publication is revised or amended, the relevant element of the identifier is followed by a lower case letter, starting with the letter “a” for the first revised or amended edition. This addition of a suffix letter is independent of the change in publication date, which occurs each time the publication is revised; the suffix letter continues to change with each revision and amendment.

D.3.3 The following are examples of automobile series numbering:

- a) BS AU 180-3:1982;
- b) BS AU 7a:1983;
- c) BS AU 175-2b:1983.

D.3.4 In other respects, the information given in D.1, D.2.1, D.2.2, D.2.3 and D.2.4 applies to the automobile series.

D.4 British Standards: Aerospace series

D.4.1 For British Standards in the aerospace series, the identifier starts with the following elements:

- a) the designation “BS”;
- b) an arabic numeral indicating the edition of the standard, starting with “2” when the second edition is published (for the first edition, the numeral is omitted);
- c) immediately after the numeral, without a space, one or two capital letters to indicate the subject area;
- d) the main publication number, after a space.

EXAMPLE

BS 5G 178-1:1993

D.4.2 In other respects, the information given in D.1, D.2.1, D.2.2, D.2.3 and D.2.4 applies to the aerospace series.

A1 D.5 British Standards: Marine series

For British Standards in the marine series, the identifier starts with “BS MA”. In other respects, the information given in D.1, D.2.1, D.2.2, D.2.3 and D.2.4 applies to the marine series. **A1**

D.6 Drafts for Development and Published Documents

D.6.1 *Drafts for Development*

For Drafts for Development, the identifier starts with “DD”. In other respects the information given in D.1, D.2.1, D.2.2, D.2.3 and D.2.4 applies to Drafts for Development.

D.6.2 *Published Documents*

For Published Documents, the identifier starts with “PD”. In other respects the information given in D.1, D.2.1, D.2.2, D.2.3 and D.2.4 applies to Published Documents.

Bibliography

Standards publications

- BS 1710:1984, *Specification for identification of pipelines and services.*
- BS 1741 (all parts), *Methods for chemical analysis of liquid milk and cream.*
- BS 2564:1955, *Control chart technique when manufacturing to a specification, with special reference to articles machined to dimensional tolerances.*
- BS 3939-1:1986, *Graphical symbols for electrical power, telecommunications and electronics diagrams — Part 1: General information, general index.*
- BS 4040:2001, *Specification for leaded petrol (gasoline) for motor vehicles.*
- BS 4301:1991, *Recommendations for preparation of drawings for optical elements and systems.*
- BS 4737 (all parts), *Intruder alarm systems.*
- BS 4800:1989, *Schedule of paint colours for building purposes.*
- BS 4884 (all parts), *Technical manuals.*
- BS 4901:1976, *Specification for plastics colours for building purposes.*
- BS 5233:1986, *Glossary of terms used in metrology (incorporating BS 2643).*
- BS 5328-2:1997, *Concrete — Part 2: Methods for specifying concrete mixes.*
- BS 5378-1:1980, *Safety signs and colours — Part 1: Specification for colour and design.*
- BS 5694:1979, *Method for measurement of non-linearity in resistors.*
- BS 5700:1984, *Guide to process control using quality control chart methods and cusum techniques.*
- BS 5701:1980, *Guide to number-defective charts for quality control.*
- BS 5703 (all parts), *Guide to data analysis and quality control using cusum techniques.*
- BS 5777:1979, *Methods of test for verification of stability of pallet stackers and high lift platform trucks.*
- BS 6000:1996, *Guide for the selection of an acceptance sampling system, scheme or plan for inspection of discrete items in lots.*
- BS 6001 (all parts), *Sampling procedures for inspection by attributes.*
- BS 6002 (all parts), *Sampling procedures for inspection by variables.*
- BS 6446:1997, *Specification for manufacture of glued structural components of timber and wood based panel products.*
- BS 7581:1992, *Guide to presentation of tables and graphs.*
- BS EN 30012-1:1994, *Quality assurance requirements for measuring equipment — Part 1: Metrological confirmation system for measuring equipment.*
- BS EN 60546-1:1993, *Controllers with analogue signals for use in industrial-process control systems — Part 1: Methods for evaluating performance.*
- BS EN 60617 (all parts), *Graphical symbols for diagrams.*
- BS EN ISO 6414:1995, *Technical drawings for glassware.*
- BS EN ISO 9000:2000, *Quality management systems — Fundamentals and vocabulary.*
- BS EN ISO 9000-1:1994, *Quality management and quality assurance standards — Part 1: Guidelines for selection and use.*
- BS EN ISO 9001:2000, *Quality management systems — Requirements.*
- BS EN ISO 9003:1994, *Quality systems — Model for quality assurance in final inspection and test.*
- BS EN ISO/IEC 17025:2000, *General requirements for the competence of testing and calibration laboratories.* 
- BS ISO 18917:1999, *Photography — Determination of residual thiosulfate and other related chemicals in processed photographic materials — Methods using iodine-amylase, methylene blue and silver sulfide.*
- BS ISO 3534-3:1999, *Statistics — Vocabulary and symbols — Part 3: Design of experiments.*
- BS ISO 5725 (all parts), *Accuracy (trueness and precision) of measurement methods and results.*

PD 5304:2000, *Safe use of machinery*.

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