



BS 0: Part 3: 1981

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British Standard Guide

A standard for standards

Part 3. Drafting and presentation of British Standards

Une norme concernant les normes
Partie 3. Etablissement et présentation de Normes Britanniques

Eine Norm über Normen
Teil 3. Erarbeitung und Gestaltung von Britischen Normen

British Standards Institution

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

Foreword

This British Standard is concerned with the principles of standardization, the content and presentation of British Standards and the mechanics of their preparation. It is primarily for the use of BSI committees and staff, and organizations providing first drafts, but it will be of interest to many other associations and individuals involved in standards work in this country and overseas.

BS 0 was originally published in four Parts in 1974. (Part 4 was revised in 1975.) It provided a formulation of procedures and practices in all branches of standards production, which had not been available until then. Changes in BSI structure and practice, as well as the publication of several British Standards concerned with fundamental standardization concepts, have made this revision necessary. The revised standard is published in three separate Parts:

Part 1 is an introduction to standardization and the role of standards;

Part 2 describes the organization of BSI and its committee procedures;

Part 3 gives guidance on the drafting and presentation of British Standards.

For ease of reference, drafting and editorial aspects of the presentation of standards, previously treated separately in

Parts 2 and 4, have now been combined in the new Part 3, together with advice on specific aspects of drafting not published in its predecessors. Information on the presentation of British Standards identical with international standards has also been added as a separate section. Some modifications and additions have been made to the various notices given outside the main body of the text (see 4.2.8 to 4.2.10) and more detailed treatment of editorial and typographical style has been given in section five, including a new clause on the presentation of amendments. In section three, strong emphasis is placed on the need for precision in drafting, particularly in relation to the titles, scopes, requirements and test methods appropriate to specifications (see 5.2 and clause 8). If this guidance is followed, standards may be expected to pass more quickly through the editing stage.

This Part of BS 0 supersedes BS 0: Part 2: 1974 and BS 0: Part 4: 1975, which are withdrawn. It may be supplemented from time to time by detailed guidance on drafting practice in specific fields, published under the authority of the relevant BSI Council.

Suggestions for improvement of any Part of BS 0 will be welcomed by BSI Secretariat at 2 Park Street, London W1A 2BS.

British Standard Guide

A standard for standards

Part 3. Drafting and presentation of British Standards

Section one. General

1. Scope

This Part of BS 0 provides information and guidance on the presentation, arrangement and drafting of British Standards. It defines details of style and typography.

NOTE. The titles of the publications referred to in this standard are listed on page 40.

Section two. Description and arrangement of BSI standards publications

2. Classification

2.1 Series. The separate series of BSI publications are given in table 1.

2.2 Numbering of publications*

2.2.1 General series. The general series of British Standards uses the prefix BS and is numbered sequentially. The number has no other significance.

NOTE. British Standard codes of practice were formerly numbered in a separate CP series. When revised, existing codes receive a new number in the BS series, retaining the title 'British Standard Code of practice for'.

2.2.2 Automobile series. BS AU numbers are allocated sequentially. Revisions are indicated not only by the year of revision, but also by the addition of a lower case letter, e.g. BS AU 145a : 1972. The suffix letter also advances as the result of the issue of an amendment.

2.2.3 Marine series. BS MA numbers are allocated sequentially.

2.2.4 Aerospace series. The aerospace series is numbered sequentially within classes, each class being indicated by a letter, e.g. 'F' for Fabrics, 'S' for Steels. Editions other than the first bear a prefix number to show the edition, e.g. British Standard 5S 80 : 1976 is the fifth edition of British Standard S 80.

2.2.5 Drafts for Development. Drafts for Development have the prefix DD and are numbered sequentially. The number is changed to one in the relevant series if the publication is revised to become a British Standard.

2.2.6 Published Documents. These have the prefix PD and are numbered sequentially.

2.2.7 Revisions of British Standards. The retention of the same number in successive revisions of a standard is important because of its familiarity to users and of references to it in other documents, e.g. other British

Table 1. BSI standards publications

Series	Description	Colour of cover
BS BS AU BS MA BS A, B, etc.	British Standard, general series Automobile series Marine series Aerospace series	White
DD	Draft for Development (provisional publication intended to be the precursor of a standard)	Orange
PD	Published Document (informative or advisory publication not having the status of a standard)	Blue (or yellow for Education Section publication)
Handbook	Compendium of complete British Standards, of extracts from British Standards, or of complete standards or extracts together with related material previously published elsewhere	Each handbook is published in its own individually coloured and specially designed binder
AMD	Amendment	Not applicable

* The number is followed by a colon and the year of publication. For quotation of BS numbers, see 16.13.

† See note to 4.2.1.

Standards, company standards and contracts. A new number may be necessary, however, if a revision significantly alters the scope or content.

2.2.8 Amendments. Amendments are numbered sequentially under the prefix AMD.

NOTE. Amendments were originally numbered in the PD series.

2.3 Universal Decimal Classification (UDC). Every British Standard is classified according to UDC. The number is assigned at the manuscript stage and placed under the BS number on the front cover*.

2.4 International standard book numbering. Under the ISBN system, every publication has a unique reference. Apart from amendments, all BSI publications for sale carry an ISBN on the outside back cover.

3. Subdivisions

3.1 General. Standards differ from one another in content, complexity and size. This clause describes the framework within which the content of most standards can be arranged in a consistent and logical manner, so aiding comprehension and facilitating reference to the text. However, not every standard contains all the degrees of subdivision described in the following subclauses.

3.2 Part. A Part is one of a series of publications issued separately under the same British Standard number. The designation 'Part' is not used as an internal subdivision of a standard.

3.3 Section. A section may be either a separately published portion of a Part of a standard, of more limited scope than the Part, or an internal subdivision of a standard.

Some Parts of standards are subdivided into separately published 'Sections' and, in some cases, these Sections are subdivided into separately published 'Subsections'. These are point-numbered, using arabic numerals, e.g. Part 1, Section 1.2 and Subsection 1.2.3. Reference in text to Section with a capital S has this meaning.

Referred to with a lower case s, a section is an internal subdivision used to group a series of clauses. It is used in lengthy documents to indicate a special relationship between the clauses grouped in this way. The number of a section is written out in full and preceded by the word 'Section', e.g. 'Section one', 'Section two'. Each section has a title.

In a standard divided into sections, it is often convenient to designate as 'Section one. General' a group of clauses including introduction (if present), scope, definitions and any others relevant to all the sections that follow. The use of sections should be avoided if most of them contain only one clause.

3.4 Clause. The clause is the basic component of a British Standard.

Clauses are numbered sequentially with arabic numerals, each separately published portion of a standard beginning with clause 0 (zero) for 'Introduction', if there is one, and 1 for 'Scope'. Either the clause numbering is continuous throughout the standard or, if the standard is divided into sections, the clause numbers may be derived from the section numbers.

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

3.5 Subclause. A subclause is a numbered subdivision of a clause. It may itself be subdivided into numbered sub-subclauses, and this process of further subdivision may be continued as far as is necessary. However, excessive subdivision in this way is to be avoided.

Subclauses and their further subdivisions are numbered with arabic numerals, using the point-numbering system as applied in this standard.

Each subclause should preferably be given a title which should be placed immediately after its number and, if there are no sub-subclauses, followed by a full point, the text continuing on the same line. The use of titles should be consistent, i.e. all subclauses within a given clause bear a title, or all are untitled. Sub-subclauses need not have titles.

When subclauses are used, the first one begins immediately below the main clause heading, i.e. there are no unnumbered passages of text preceding the first subclause.

3.6 Paragraph. A paragraph is an unnumbered subdivision of a clause, subclause, etc.

3.7 Appendix (see 4.4). All appendices have titles and are identified by letters starting at A, and omitting I, O and X. The system for numbering subdivisions within appendices is the same as that used for subclauses in the main body of the standard, the reference letter of the appendix being included. For example, the second appendix of a standard would be appendix B and, if it is necessary to divide the appendix, the first division would be numbered B.1.

4. Elements

4.1 General. Every British Standard comprises a main body and certain other material. Many also include appendices, tables or figures, and some need an index. This clause gives guidance on the arrangement and presentation of all of these elements apart from the technical content of the main body. That is the concern of clauses 5 to 9 of this Part of BS 0.

4.2 Material outside the main body of a standard

4.2.1 Covers. Preprinted pages, laid out in the standard manner, for front and back outside and back inside covers are available from Standards Editing and Processing Department and are to be used in the preparation of manuscripts.

NOTE. Standards exceeding a total of four printed pages will normally have a cover of the appropriate colour as indicated in table 1. Standards of four printed pages or less, and those in the automobile, marine and aerospace series and certain other looseleaf standards in the general series, are published with no separate cover, with the title on the first page of text.

The outside front cover serves as a title page and the inside front cover contains the contents list, when required, and the foreword. If insufficient space is available on the inside front cover because of a long contents list, the foreword is placed on page 1 of the standard. The inside back cover lists all the publications referred to, including any mentioned only in the foreword (identified as such by a footnote), and generally includes the following short note drawing attention to the services provided by BSI at Hemel Hempstead:

For information about BSI services relating to third party certification to suitable British Standard product

* BSI is responsible for preparing and publishing, as BS 1000, the English language editions of the classification which is prepared by the International Federation for Documentation, FID.

specifications, schemes for the registration of firms of assessed capability, testing and inspection facilities and Technical Help to Exporters, please contact the Director, Quality Assurance Division, BSI, Maylands Avenue, Hemel Hempstead, Herts HP2 4SQ.
Tel. Hemel Hempstead 3111.

It may instead allude specifically to certification facilities related to the standard and referred to in its foreword (see 8.7.3).

On the outside back cover, information is given about the publication and effective dates, previous editions, copyright, contract considerations and revision procedures, together with the list of organizations represented on the committees responsible for the publication. The outside back cover also contains the technical committee reference, draft for public comment number, print code and price group number and a blank table for recording the issue of amendments.

4.2.2 Titles. The layout of the cover/title page, which forms the authority for bibliographical entries made by librarians, is the responsibility of the Institution's staff. The technical committee shares the responsibility for the title itself, BSI staff ensuring that it is consistent with that of similar standards and with current policy. Titles are phrased in the direct style, e.g. 'Specification for latex foam rubber mattresses for hospital use'. Dashes should not be used for punctuating titles. (See also 19.3.)

The title is restated immediately above the start of the main body of all standards that have a cover.

The title should be brief, but sufficient to indicate the general range of the standard. It should begin with the type of publication (e.g. specification, method, glossary), which should not be qualified by any preceding adjective. In a standard divided into separately published Parts or Sections, the designation of type should appear in the title of each individual Part or Section and not in the overall, generic title.

Standards with different BS numbers cannot have the same generic title.

The Translation Section of BSI is responsible for the French and German versions of the titles which are provided to facilitate reference overseas. The English version is the official title.

4.2.3 Publication and effective dates. A new or revised British Standard normally becomes effective on its date of publication. In this case the following statement appears on the back cover of the standard:

'This British Standard, having been prepared under the direction of the Standards Committee, was published under the authority of the Board of BSI and comes into effect on'

The date inserted is the last working day of the month preceding the issue of *BSI News* announcing publication.

However, the effective date may be postponed by the committee if, for example, the standard is to be referred to in amended regulations or if a period of time is needed to allow manufacturers, test houses or certification bodies to put the new requirements into effect. In such circumstances, reference is made in the foreword to the reasons for the difference in dates and the usual statement on the back cover of the standard is modified as follows:

'This British Standard, having been prepared under the direction of the Standards Committee, was published

under the authority of the Board of BSI on (date). It comes into effect on (date) (see foreword).

If the effective date is not precisely known at the time of publication, for example if legislation is pending, the final sentence of the statement is:

'It comes into effect on a date to be announced (see foreword).'

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

4.2.4 Information on previous editions. If the standard is a revision bearing the same BS number as its predecessor, the dates of all previous editions are given on the outside back cover. (See also 4.2.7.)

4.2.5 Committees responsible. Committee lists on outside back covers are the responsibility of BSI staff and are supplied by the Membership Records Section. They should be correct as at the date of final technical committee approval. These lists relate to the committees responsible under the BSI Bye-laws.

Committees responsible are listed as follows:

'Committees responsible for this British Standard

The preparation of this British Standard was entrusted by the ... Standards Committee (... / —) to Technical Committee ... / ... upon which the following bodies were represented:

...

The following bodies were also represented in the drafting of the standard, through subcommittees and panels:

...

Names of individuals or individual firms do not appear in the lists. The expression 'coopted member' is used. (See 7.3.1 of BS 0: Part 2: 1981.)

In multi-part standards, it is usually sufficient to include the committee lists in the general introductory Part only and to include a simple reference to these in each of the subsequent Parts. The general introductory Part is usually designated either as Part 0 or as Part 1 and the following example is given of the statement to be used, in the former case, for each subsequent Part:

'The Committees responsible for this British Standard are shown in Part 0.'

This statement is located immediately preceding the paragraph that gives details of the relevant BSI references relating to the work.

4.2.6 Contents list. A contents list is included with every typescript, listing sections, clauses, appendices, tables and figures, with the titles used in the text. Subdivisions below clause level are not included in the contents list of a standard; if a special case is to be made for the inclusion of more detail, this should be discussed with the Chief Editor and consideration given to the addition of an index at the end of the standard (see 4.7).

A contents list will only appear in the standard if the text of the standard exceeds four printed pages.

The order of elements in a contents list is foreword, cooperating organizations, section and clause headings, appendices, tables, figures.

4.2.7 Foreword. Most standards have a foreword; principal exceptions are series in which separate Parts, Sections or Subsections, frequently in looseleaf form, are very small and where the first Part or Section contains all the

introductory matter and a general foreword covering the entire series. The foreword follows the contents list. The opening sentence carries a statement giving details of the responsible committee under whose direction the standard was prepared. The foreword then covers matters such as the following: the relationship with existing national, international and foreign standards; acknowledgement of copyright material or of expert sources of initial drafting; any problems arising out of the work leading to publication, e.g. areas on which agreement could not be reached and that cannot therefore be included; reference to supporting data published elsewhere; reasons for opting for certain requirements, test conditions and limits; and legal and safety aspects (see 4.2.10 and 10.3). As an element outside the main body of a standard, a foreword never contains requirements.

In a revised standard, a clear account of the relationship to, and principal changes from, the previous edition should appear in the foreword. This is especially important if the revision affects physical interchangeability with a product made to the previous edition, if the revision does not entirely supersede the existing standard, or if it bears a number that in any respect differs from that of the standard it is replacing (see 2.2.7). The foreword states precise details of any standards, including previous editions, that are superseded and withdrawn.

Reference is made at the end of the foreword if the standard is to include on the inside back cover the detailed BSI certification note or reference to other specific certification facilities (see 8.7.3).

For guidance on national forewords to international standards adopted in identical form as British Standards, see clause 20.

4.2.8 Readership. British Standards are generally intended for use by people who have suitable qualifications and experience in the subject with which they deal. In appropriate cases, attention may be drawn to this limitation by a suitable paragraph in the foreword or other suitable place, e.g.

'It has been assumed in the drafting of this British Standard that the execution of its provisions is entrusted to appropriately qualified and experienced people, for whose guidance it has been prepared.'

All standards include the following notice on the outside back cover:

'Any person who, when making use of a British Standard, encounters an inaccuracy or ambiguity, is requested to notify BSI without delay in order that the matter may be investigated and appropriate action taken.'

4.2.9 Contract considerations (see clause 8 of BS 0: Part 1: 1981). It is the responsibility of contracting parties to invoke standards in contracts in such a way that their provisions can be enforced between them. All standards include the following notice on the outside back cover:

'A British Standard does not purport to include all the necessary provisions of a contract. Users of British Standards are responsible for their correct application.'

4.2.10 Legal obligations. Clauses should not be included in a standard specifically to require compliance with legal requirements, since standards users are expected to obey

the law regardless of whether or not they comply with standards. The following wording appears in bold type either in the foreword or immediately after the contents list in all standards:

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

If there are particular legal requirements bearing on the scope of the standard, the following may be added:

'In particular, attention is drawn to ... (state the titles) ...'

The following general wording is recommended for inclusion in the foreword of British Standards that describe or rely 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.'

Particular attention may then be drawn to individual hazards, the listing of which should not purport to be exhaustive. References may be included to other authoritative publications, whether from official, industrial or professional sources, that define good practice in relation to safety procedures (see also 10.4).

4.3 Main body: preliminary clauses

4.3.1 Introduction. An introduction may be necessary where specific information, discussion or commentary on the technical content is required. The introduction is given the clause number 0 (nought). An introduction never contains requirements.

A standard form of introduction is included in every Draft for Development explaining its provisional status (see clause 15 of BS 0: Part 2: 1981). This introduction is an unnumbered element that follows the contents list.

4.3.2 Scope clause*. Every standard or separately published Part or Section of a standard begins with a scope clause. The scope clause is given the clause number 1. There should never be more than one scope clause in a BSI publication. In a standard subdivided into sections, the scope clause is normally included in section one (see 3.3).

The scope clause defines the extent and limitations of the subject matter covered by the standard. If the standard covers a particular aspect only (e.g. dimensions), this should be stated. The scope clause should be sufficiently self-contained and inclusive to be taken as a definition of the function of the standard. It can therefore be significant in the event of a dispute. It is worded as a statement and never contains requirements.

The scope clause should be in accordance with the title, foreword and technical content. Forms of expression such as the following are used:

'This British Standard (or 'This Part/Section of BS')
specifies requirements for',
the characteristics of',
dimensions of',

* A separate 'field of application' (of the standard) clause may appear in British Standards derived from international standards, or may be combined with the scope clause. For national standards not so derived, the comprehensive title 'Scope' is reserved as most appropriate, 'field of application' being considered to be one of several aspects of the subject dealt with by this clause.

describes a method of,
the way in which,

establishes the nomenclature for,
a system for' etc.

gives rules for,

defines terms for,

provides guidance on

At the end of the scope clause, a note directs attention to the list at the end of the standard, giving the titles of all publications referred to in the text.

4.3.3 Definitions clause. If there is a British Standard glossary of terms covering the subject of the standard, its definitions should be observed and reference made to it: 'For the purposes of this British Standard, the definitions given in BS....apply' ('together with the following').

Otherwise the definitions clause, usually given the clause number **2**, should begin with the following wording: 'For the purposes of this British Standard (or this Part of BS....) the following definitions apply.' The definitions take the dictionary form as outlined in BS 3669. Definitions should never contain requirements.

The terms defined (set in bold type in the printed publication) are placed at the beginning of the line, starting with a lower case letter, except for any term that always starts with a capital letter, and followed by a full point. The point numbering system is used where two or more definitions are given.

4.4 Appendices. Appendices are either:

- (a) integral parts of the body of the standard that, for reasons of convenience, are placed after the main body and depend upon suitable reference to them in the main body to establish their status; or
- (b) included for information only, and therefore usually referred to not in the main body but in the foreword or in a note.

Every appendix should be referred to somewhere in the text, and appendices should be printed in the sequence of reference unless grouping by subject matter is more appropriate.

4.5 Notes. In the text of British Standards, notes should be limited to those essential to the immediate understanding of the text. They should be brief, and placed adjacent to the text to which they refer or, if this is impossible, closely associated by reference (see **16.18**). Any notes referred to in several places should appear as footnotes. Notes should never be used in text to state the requirements of a standard (but see **5.6**).

4.6 Tables and figures

4.6.1 General. The text of a standard is accompanied in many cases by tables and figures. These are placed adjacent to the relevant clauses, or grouped together at a convenient place in the standard, usually at the end, preceding the appendices. Tables and figures may also appear in appendices.

Neither tables nor figures should be used alone to express requirements. Every table or figure is referred to in the text of the standard, preferably in numerical sequence, with appropriate wording to establish relevance and status.

4.6.2 Tables. Tables should be drawn up in such a way as to simplify the setting and to use the minimum number of ruled lines consistent with clarity. All tables have titles and

are numbered consecutively through the main body of the standard and the appendices; if there is only one table in a standard, it is numbered 'table 1'.

If the values in a column are associated with a unit of measurement, the appropriate unit symbol appears immediately above the column of figures. If the values in a column contain several digits, economy in space can sometimes be achieved by inserting ' $\times 10^n$ ' (the value of n being chosen as appropriate to the magnitude of the values being tabulated) at the top of the column.

4.6.3 Figures. Figures can serve to replace extensive textual matter and clarify in more detail requirements specified in the text. Those that are called up in the text as an integral part of a requirement may themselves include requirements that are inseparably linked to details in the figure.

Where practicable, figures also serve to illustrate provisions in the text by providing examples. In such cases they do not restrict the options available for fulfilling the requirements of the standard or, conversely, override them.

Requirements on figures are stated as facts or in the imperative mood: e.g. 'brass' or 'use brass to BS 2786', not 'the material shall be of brass'.

A figure may be one of a variety of types of engineering drawing (e.g. dimensional, detail, assembly), a diagram, sketch, perspective drawing, graph, chart, nomogram or photograph (but see **4.6.4**).

Engineering and constructional drawings conform to the conventions set out in BS 308 and BS 1192 respectively, for all details of presentation including the style of lettering, etc. All such drawings are also required to comply with standards specifying requirements particular to the subject, e.g. BS 4301 for optical elements and systems, BS 2774 for laboratory glass apparatus.

For engineering diagrams, the conventions given in BS 5070 apply. All symbols used are subject to the requirements specified in the relevant standards, e.g. BS 3939 for electrical and electronics engineering.

The style used for lettering, when not otherwise covered by one of the standards already referred to in this subclause, is governed by the general BSI conventions applicable to the presentation of text in printed standards.

When a drawing is used to represent a range of sizes (e.g. of a component or product), the dimensions are designated by italic letters and the range of values for each is given in a table adjacent to the drawing.

All figures have titles and are numbered consecutively through the main body of the standard and the appendices; if there is only one figure in the standard, it is numbered 'figure 1'. Titles of figures establish precisely their identity and essential purpose.

The size in which the original drawing is prepared is decided so that, when reduced for printing purposes, all related drawings in the same standard are compatible and (preferably) fit into single- or double-column width of an upright printed page (termed 'portrait') or across the page as viewed with the longer edge at the base (termed 'landscape'). Drawings of a larger size requiring the provision of fold-outs should be avoided. Where essential, larger drawings may be supplied as a chargeable supplement to a standard; in such cases, reduced versions are printed in the standard for reference purposes.

When a figure consists of a graph, nomogram or chart from which it is intended that values are to be read or calculated, the degree of resolution achievable by the printing process has to be considered. The originals of nomograms and similar types of figure may not be suitable for reduction.

Originals for drawings are sometimes provided by committee members or from other sources and, when suitable, are reproduced without modification in draft standards. For the final publication all drawings are finished and checked in BSI's Drawing Office, which bears the responsibility for ensuring that they are of a technically acceptable quality and in accordance with the rules and standards referred to in this subclause; they are then approved by the committee secretary, whose responsibility it is to ensure that the drawings accurately reflect the provisions of the standard and the intentions of the technical committee, both in presentation and technical accuracy. It is imperative that checking and approval at this stage is done with the greatest care and attention to detail to avoid costly and time-consuming alterations after the preparation of the proof of the standard.

4.6.4 Photographs. Photographs are rarely necessary in a British Standard and are to be avoided unless absolutely essential to show very clearly what is intended. In such a case, the Chief Editor should be consulted at an early stage.

4.6.5 Colour printing: Colour printing is expensive and colour rendering of subjects with a wide chromatic range is not uniformly successful. Moreover, there is no assurance that the colour values of an agreed specimen printing can be repeated without fluctuation throughout a run, even of moderate length. When colour has to be shown visually, and accuracy is vital, very stringent and expensive control methods are demanded. The provision by BSI of large comparison specimens is then a useful adjunct to a standard. For diagrammatic purposes, colour line drawings may be used as in BS 1710.

The Chief Editor should be consulted at an early stage before the draft of a standard commits BSI to high precision printing, particularly if colour work is involved.

4.7 Indexes. If an index to a British Standard is required it should be prepared by the technical committee in accordance with BS 3700. Detailed information about the arrangement of alphabetical indexes is given in BS 1749.

4.8 Bibliographies. If a bibliography is required, it too should be prepared by the technical committee, following the recommendations of BS 5605.

Section three. Presentation of the main types of British Standard

5. General principles of drafting British Standards

5.1 Purpose and scope. Any British Standard should identify what is to be standardized and for whose benefit it is intended. These prerequisites are explored in more detail in clauses 8 and 9, in relation to specifications and codes of practice respectively. At the outset, the objectives of the standard should be carefully considered and clearly defined. The resultant definition will provide a focus for the committee work and constitute the basis of the scope clause. It is usually best to draft this in precise detail before work proceeds further. None of the clauses

contained in the main body of the standard should then deal with matters falling outside its stated scope. It is equally important that the standard covers all desired attributes within its scope. If the text that emerges from the consensus process fails to cover the scope originally desired, the standard will not be meeting its objectives, and the need for it should be reviewed.

5.2 Types of British Standard (see 6.1 of BS 0: Part 1: 1981). Special care should be taken to choose the type of standard required. Types of British Standards fall mainly into four categories:

- (a) glossaries, symbols, classifications;
- (b) methods of all kinds;
- (c) specifications;
- (d) codes of practice, guides, recommendations.

In accordance with clause 8, a specification should be drafted only when the intention is to specify requirements for compliance such that compliance can be objectively and unambiguously claimed and verified. The description 'Specification' should not be used in the titles of documents designed for other purposes, such as:

- (1) classifications, for example, limited to the designation and description of different grades of a product; this type of standard has the same status as a glossary, and is quite different from a specification requiring use of a particular grade for a particular application;
- (2) methods for specifying or methods of declaration, which leave the detailed specification of the product or process as a matter for subjective decision by the purchaser or supplier; standardization is limited to the means of conveying the information.

More detailed guidance on the presentation of the four most common types of standard is given in clauses 6 to 9.

5.3 Planning and coordination. The original objectives may be achieved by the publication ultimately of a single standard. If the standard is large, however, it may take an unacceptable time to complete the preparatory work. It may also be difficult to keep the standard up to date and eventually to revise it. Division of the subject matter according to the needs of various different types of user, for example, between materials, manufacture, installation and maintenance aspects, the rate of development of the technology, or the eventual need to refer to specific parts individually, may suggest publication in a series of small Parts or Sections. This may also apply if a proportion of the work is international.

The intended relationship between a standard and other documents relevant to its use, such as regulations, should be kept in mind, and will often need to be explained (see 4.2.10 and clause 14).

If a series of similar or related standards is to be issued, a model document should first be agreed as the method of presentation to be followed in order to achieve a consistent approach in each separate publication.

Guidance on some of the specific aspects of drafting most often likely to be encountered in the preparation of any type of standard is given in section four. It is essential also to consult other relevant British Standards (identified via the British Standards Yearbook index) and to apply the guidance given so as to ensure consistent conventions and presentation as far as possible.

5.4 Terminology. Properly defined, unequivocal terminology is essential. Terminology within a standard should be consistent, so that the same object or concept is always described or expressed by the same term and not by the use of synonyms.

There may be particular reasons for using certain terms in a specialized or more limited sense than that defined in a British Standard glossary. Similarly there may be reason for using technical or other terms not defined in a glossary in a special way because of differences in their use in different industries or contexts. Terminology not included in a British Standard glossary and not specifically defined should follow the generally accepted usage amongst the parties concerned. Unusual terminology should always be defined.

Trade names should be avoided wherever possible (see 11.5).

5.5 Clarity of text. Text should be so drafted that no statement is likely to be misunderstood; the exposition should be clear, succinct and logical; there should be no contradictions between one passage of text and another; requirements once specified should not be varied or made optional by subsequent text so as to leave the user uncertain as to the final requirement. No standard should be written in such a way as to suggest that compliance with it may be claimed without its requirements being satisfied. Individual requirements should be stated, as appropriate, either as the exclusive conditions for compliance or in the form of a set of choices (see 8.4.2). Requirements should always be expressed in terms consistent with the objectives of the standard as defined in the scope clause: for example, in a product specification they should relate to the required attributes of the product and not to the actions to be taken by users of the product.

The language of standards should be simple, crisp and unambiguous. Information should be tabulated wherever possible and simplified systems of calculation given if available. Diagrams should be used to illustrate principles where necessary (see 4.6.3).

5.6 Forms of expression. Forms of expression used should be consistent throughout the main body of a standard, the appropriate form depending upon whether its provisions, according to its type (see 5.2), constitute requirements ('shall'), recommendations ('should') or, in the case of British Standard methods, instructions (imperative mood) or descriptions (present tense). See 7.4, 8.3 and 9.2.

Relevant to the scope of a standard but applicable over and above its provisions, there may also be certain inescapable facts or requirements that need to be stated. These should be given prominence in notes, with the regulatory/safety or other reason for them explained.

To avoid ambiguity between the provisions of a standard and external obligations, the auxiliary 'must' is not used in British Standards.

5.7 Abridged information or illustrations. Towards the completion of drafting a standard, consideration should be given in appropriate cases to the issue of abridged information or illustrations highlighting particular features of the standard (see 11.1.2).

6. Glossaries

6.1 Function. Definition of terms, often with associated conventions, units and symbols, is a necessary first stage in standardization. British Standard glossaries bring together agreed sets of terms and definitions for reference. This clause deals with the principles and with the general layout of a British Standard glossary.

6.2 Definitions. A definition states the concept for which a term stands. It should be complete in words without recourse to illustration or example though, if helpful, these may be added as a note. The basic form states the class to which the concept belongs and the features that distinguish it from other members of the class (see BS 3669*). For example 'bond' could be defined as 'the linkage between atoms within a molecule', i.e. '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. A synonymous term does not provide a definition. A definition given without qualification may be taken as representing the general meaning. Special meanings should be indicated by suitable introductory words, for example:

- washable** (1) Of paint. Capable of being washed without loss of colour.
- (2) Of ink. Capable of being removed by washing without leaving a stain.

NOTE. Nomenclature may be explained by labelled diagrams if definitions are impracticable. (See for example figures 4 and 5 of BS 328: Part 1: 1959, which show the nomenclature of twist drills.)

6.3 Presentation. A glossary is preferably to be arranged according to its concepts, not by its terms, and should be classified throughout. The sequence of terms is not normally alphabetical though an alphabetical index is provided. The classification of the contents need not be one of rigid logic but should be a practical matter of convenience.

The extent to which ordinary dictionary words are included in a glossary is a matter of judgment, but it should be borne in mind that 'dictionary' words can change their meaning or be defined in different ways according to the context; a technical term needs to be defined precisely.

When they are used in other definitions in the same glossary, defined terms are shown in italics. Non-preferred and deprecated terms† are distinguished from preferred terms by a different typeface.

6.4 Content. A glossary should normally contain the following:

- (a) a contents list, directing the reader to the various aspects of the subject treated;
- (b) classified sections giving the terms and definitions, numbered by section and subsection, e.g. the twelfth term in the tenth subsection of section 5 would be numbered 510 12, in which 5 is the section, 510 the tenth subsection and 510 12 the twelfth definition (the numbers being for use only as a retrieval mechanism and not as a code or classification);
- (c) an alphabetical index in which each item (term) is followed by the number under which it will be found in the glossary (i.e. not the page number).

* The recommendations given in BS 3669 for the selection and definition of technical terms are intended for wide application. Not all of its provisions apply to British Standard glossaries.

† Such terms are given only in glossaries.

7. Methods

7.1 Function. British Standard methods comprise a variety of standards describing formalized ways of doing things. In drafting such methods, the aim is to state clearly and completely the way in which the activity is performed and how conclusions are drawn from it by calculation or otherwise. It is important that the repeatability and reproducibility of any method should be appropriate for the stated purpose (see 8.6.5).

7.2 Kinds. The following examples indicate the range of different kinds of method:

- (a) methods of measurement*, e.g. BS 5363, BS 5694, BS 5806, BS 5857;
- (b) methods for determination, e.g. BS 5381, BS 5706, BS 5859;
- (c) methods of verifying compliance with 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 1743, BS 4289, BS 5309, BS 5987;
- (e) methods for specifying, e.g. BS 5328, BS 5862;
- (f) methods of presentation, declaration, classification, etc., e.g. BS 5727, BS 5739, BS 5804, BS 5805;
- (g) methods of evaluating (performance), e.g. BS 5558.

7.3 Terminology. Several terms and their definitions relevant to the standardization of methods are given in BS 5233 and BS 5532.

7.4 Forms of expression. The procedural parts of a method are normally given in the imperative form, as a direct instruction. Alternatively, the present tense may be used. This is generally more convenient in descriptions of apparatus (e.g. 'the platform is supported by four struts'). In other clauses (e.g. safety precautions, test report) requirements are indicated by the prescriptive 'shall'.

7.5 Consistency in wording of titles. The word 'test' should be preceded by the preposition 'of' in the titles of methods, e.g. 'Methods of test for paints' (BS 3900). In almost every other kind of method, the preposition 'for' is preferable. Following this rule will avoid the frequent repetition of the preposition 'of' in the majority of titles, and will achieve greater consistency in the future.

7.6 Relationship between methods and specifications. British Standard methods may be either separate publications or included in the specifications that require or refer to their use. A method called up by two or more specifications is usually published as a separate British Standard.

7.7 Arrangement of methods of test. In the absence of well-established alternative conventions amongst the users of the method in question, the following example illustrates an appropriate order for the main body of methods of test, other than the preliminary clauses (see 4.3):

- (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.

7.8 Safety precautions. Any method requiring the use of hazardous materials or procedures should include appropriate warnings and safety precautions, or give recommendations as to where the latter are to be found (see 10.4).

8. Specifications

8.1 Function

8.1.1 A specification is a detailed statement of a set of requirements to be satisfied by a product, a material or a process†, indicating the procedures for checking compliance with these requirements. The requirements should fall completely within the scope of the specification. The characteristics covered by the requirements therefore depend upon the scope, in which regard the following questions need to be considered.

- (a) What is to be standardized?
- (b) Who will be the parties involved in the use of the standard?
- (c) What are the requirements to be specified?
- (d) What methods are necessary to judge compliance?

Although the final wording of the scope may not relate point by point to these questions, full account will have to be taken of them to give direction to the work.

8.1.2 The function of a specification is to provide a basis of understanding between purchaser and supplier. The purchaser (or customer) may or may not employ a designer whether architect, engineer or other agent. The supplier can be a manufacturer, fabricator or factor (e.g. a wholesaler). A fabricator may employ a consultant (designer); then the fabricator becomes the purchaser and the consultant the supplier as far as their own particular contract or agreement is concerned. Every British Standard specification should be written with the relevant purchaser/supplier interface in mind. It may convey information to other parties but the form of words adopted will normally only be appropriate to one interface.

8.1.3 It follows that a separate specification (or separately published Part or Section) applicable to each interface may be needed when a succession of interfaces is involved (e.g. manufacturer/wholesaler, wholesaler/retailer, retailer/individual customer). Care should be taken to avoid specifying requirements in one standard that can be complied with only by someone concerned in a different area of control (e.g. requirements for the storage and end use of a product after it has

* *Methods of test and methods of measurement.* Strictly, a method of test is the means of ascertaining whether a product or process passes or fails a requirement, whilst the result of a method of measurement is 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 appropriately call up a method of measurement as the method of test. 'Method of test' therefore also has a wider meaning as the generic term used to denote any method invoked to determine compliance with a specified requirement.

† This clause does not include detailed guidance on the drafting of specifications for materials or for processes. Committees preparing such standards are advised to take care to ensure that their specification requirements clearly set out objective criteria for compliance, in accordance with the general principles explained in 8.1 to 8.4. Subclauses 8.6 and 8.7 are more relevant to specifications for products (see 8.5) but include some guidance, e.g. 8.6.8, applicable to material specifications also.

passed through the hands of the party responsible for compliance with the specification).

8.2 Structure

8.2.1 All requirements of a specification have to be satisfied if compliance with it is to be claimed. These requirements are stated in the clauses of the main body of the specification. The methods by which compliance may be verified should normally be given in appendices called up at the appropriate points in the main text (see 8.6.2).

8.2.2 Paragraphs giving information or guidance should not be included in the main body of a specification but should be separated and appear in the foreword, in notes or in appropriately titled appendices referred to either in the foreword or in notes.

8.3 Forms of expression

8.3.1 Requirements are expressed by the use of the auxiliary 'shall' or, in procedural passages such as in methods of test, by the use of the imperative mood or the present tense (see 7.4). The word 'must' is never used to state a requirement of a British Standard specification (see 5.6).

8.3.2 Auxiliaries such as 'should' and 'may' are appropriate only outside the requirements (see 8.2.2), in recommendations and statements respectively.

8.4 Content

8.4.1 *Limit of scope.* The requirements of British Standard specifications should be limited to those that the committee can agree to standardize definitively. It should not become a matter of subjective interpretation to establish the true nature of the requirements and to judge compliance with them.

The scope of the requirements specified should therefore exclude attributes for which subsequent agreement is necessary between the users of the standard. All British Standards carry the reminder that they do not purport to include all the necessary provisions of a contract (see 4.2.9).

For information and/or guidance (see 8.2.2), a checklist may be provided of matters related to but outside the scope of the specification requirements, on which contractual agreement is necessary. Alternatively, such information may be published separately in the form of a British Standard method for specifying (see 7.2). In such cases the product itself is not standardized, and cannot be described as such (indeed variety may be encouraged). The standardization achieved is a particular way of setting down requirements for contractual purposes.

8.4.2 *Grades and options.* Many specifications provide ranges of values and multi-choice characteristics, from which a purchaser needs to make a selection when ordering. An example of this is BS 4040 for petrol, which provides for four grades of petrol distinguished by octane rating and suitable for cars and light commercial vehicles.

NOTE. 'Grade' is defined in BS 4778 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 (see 8.6.9).

The practicability of arranging the requirements of the specification into a range of suitably coded types or grades should be considered at the earliest stage, and appropriate wording included in the scope clause. It may be helpful to provide a checklist of the decisions to be made by the specifier.

When it is evident that the treatment of options (e.g. because of a series of variables) is becoming unwieldy, the coverage of the project as a whole should be reviewed. It may be advisable to divide the British Standard into Parts to deal with significantly different items.

8.4.3 *Additions.* As distinct from comprising a range from which to choose when ordering, a British Standard specification may take the form of a set of basic requirements with optional extras. These should be specified, in no lesser detail than the basic requirements, in clauses introduced by words such as 'If provided' or 'If fitted', and attention should be drawn to them in the foreword.

8.4.4 *Preferences.* Statements that particular sizes, forms, techniques, etc. are 'preferred' do not constitute requirements. They should therefore be given only in notes or appendices (see 8.2.2) as appropriate for items of information or guidance.

8.4.5 *Values.* When values are specified, it should be made quite clear whether they are maximum or minimum values or subject to tolerances that should be stated, or whether they are nominal values.

For some purposes, assigned values or series of assigned values may be specified, particularly for variety control. They may be chosen according to a series of preferred numbers (see BS 2045 and PD 6481), or according to some modular system or other determining factors, as appropriate.

8.5 Specifications for products

8.5.1 *Typical structure.* The following order illustrates the structure of a typical specification:

- (a) scope;
- (b) definitions;
- (c) symbols and abbreviations;
- (d) materials, design and manufacture;
- (e) performance requirements;
- (f) compliance criteria and test methods (see 8.6.2);
- (g) marking.

8.5.2 *Scope.* Specifications can relate either to a complete product or to parts of it with 'product' defined either in terms of a single item or as a quantity of items. In each case, only certain characteristics may need to be specified. The preparation of a specification for a product should start with the definition of the product in terms of its function and purpose, bearing in mind what actually changes hands at the interface in question (see 8.1.2). Within the scope of a specification, the product being specified can embrace a range of items of different size, colour, form, etc., provided that they all meet specified requirements. In addition to requirements common to all items within the definition of the product, the specification may also include requirements specific to particular materials, particular methods of manufacture or certain physical characteristics.

Certain products cannot be generally defined in terms of discrete items (e.g. powders, liquids, materials produced continuously) but for testing purposes, for instance, it may be necessary to define them in terms of specific quantities.

Where it is important to the function and use of the product, the specification should also include

requirements for packaging and for the provision of instructions for installation, use, etc. In particular, specifications for consumer products, i.e. articles expected to be bought by an uninformed purchaser, sometimes from an uninformed supplier, should wherever practicable stipulate requirements for product safety, performance and information to be given at the point of sale. Such information may particularly need to cover installation, use, maintenance and disposal (see 10.5.4).

8.5.3 System requirements. A fundamental distinction should be observed between specifications for products and those for procedures. Reference should be made if appropriate to the relevant Part of BS 5750 for quality system requirements and to BS 5781 for calibration system requirements.

8.5.4 Descriptive and performance specification. Specifications may lay down the characteristics of a product in terms of its size, shape, materials, etc. or in terms of the functions it has to perform such as carrying loads or resisting the passage of sound. In the latter case, performance levels for the required functions are defined and a method of test is given for each appropriate parameter. These two approaches are often combined in one specification (see 8.5.1).

Specifying performance provides greater freedom for innovation within the specification, but generally calls for more elaborate methods of test to simulate conditions of use. Certain aspects of performance may not be quantifiable and will remain subject to agreement between the purchaser and supplier and hence outside the specification (see 8.4.1).

If performance criteria and/or methods of test are appropriate only for products made from certain materials, specifications should require the use of those materials.

8.5.5 Coding. A specification that deals with a range of types, sizes or grades of a product (see 8.4.2) should incorporate a systematic classification and a suitable marking requirement (see 8.7.1) to inform the reader of the range that is standardized and to aid identification of products and claims of compliance. The coding system should be capable of extension to accommodate new grades, etc.

NOTE. The term 'Type QX' is not otherwise used by BSI because of a Ministry of Defence requirement that it is specifically reserved to indicate material of a type compatible with explosives.

8.6 Methods of verifying compliance with requirements

8.6.1 Suitability of specifications for certification. The wording of a specification for a product should enable compliance with its requirements to be verified equally by first party (supplier), second party (purchaser) or independent third party certifier. Criteria for claiming compliance should be stated in a British Standard specification in such a way that, however the claim is made and supported, exactly the same requirements are satisfied. From this point of view specifications should be drafted as if a third party were to be called upon to verify compliance. In this respect it is particularly important to distinguish between compliance of each and every item, compliance of product specified in quantity and compliance of a process.

8.6.2 Compliance criteria. The specification clause gives the requirement to be satisfied, e.g. 'when tested as

described in appendix A the product shall ...', implying that if the test were carried out the product would have to pass in order to comply. For some purposes it may be appropriate for the specification to make it a requirement that a test be conducted and a successful result obtained (but see 8.6.8). The methods invoked to ascertain compliance of the product with the requirements of a specification or to assess the likelihood that it complies are either included with the specification or indicated by reference to the appropriate British Standard methods. If included, they should preferably be placed in appendices, unless they are very brief or inextricably bound up with the manner in which the requirement is specified.

An appendix (or separate standard) giving a test method may include a section on 'interpretation of results' provided that the specification requirements, which establish how a product is deemed to pass or fail the test, are clearly stated in the main body of the specification.

Care should be taken to align the treatment of testing with what is written in the scope of the document and with the way in which the requirements are couched. The tests should be presented to cover all the stated requirements, with due regard to precision (see 8.6.5 and 8.6.6), to the practical questions raised in 8.6.7 and to the practices in the sector of industry concerned. The kind of test should always be explained, in relation to the circumstances under which it is to be carried out (see 8.6.3 and 8.6.4). The way in which the tests are presented will have a bearing on whether the BS number is more appropriately marked on individual items or on packages of items or can only be referred to in contract documents.

8.6.3 Type tests. The tests or series of tests directed towards proving a design and the manufacturing process are sometimes called type tests. They are carried out before routine production to the British Standard begins. In many cases, the specification may go no further.

8.6.4 Tests on day to day production. A product specification may also include tests to be carried out on a regular basis as production proceeds. These may repeat all or some of the tests done as type tests, or they may be designed specially for production purposes. Tests on production are generally done on representative samples but, in some cases, may need to be passed by each individual item of production as a specification requirement. They may involve the application of one or other, or a combination, of the following basic techniques, depending on the scope of the specification.

(a) Quality or process control at the point of manufacture, through sampling and testing during the different phases of the process of manufacture. For this purpose, reference should be made to appropriate British Standards on control chart techniques (see BS 2564, BS 5701 and BS 5703).

(b) Acceptance inspection, the test being commonly applied to a sample drawn from the production lot. Here the application of sampling inspection by attributes or by variables is likely to be suitable (see 8.6.8).

If necessary the test methods should state the manner in which specimens for testing are selected. In the case of bulk materials it may be necessary, in order to ensure a representative result, for test samples to be made up from a number of specimens drawn from different places in a batch or consignment.

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

8.6.5 Precision of test methods. The method of testing should be as simple and cheap as practicable, consistent with providing the required degree of precision. BS 5497 provides a detailed guide for the determination of repeatability and reproducibility of a standard test method.

8.6.6 Traceability. The calibration of the test equipment used to verify compliance with requirements should be traceable to the National Physical Laboratory either directly or indirectly through a hierarchical chain such as that provided by the British Calibration Service, according to the accuracy demanded by the tests.

Where measurements are important, for example in verifying compliance with a critical requirement, it may be necessary to specify explicitly that the instruments used for such measurements 'shall be traceable to the National Physical Laboratory (NPL) or to a laboratory acceptable to the NPL'.

8.6.7 Practical questions. The following questions should be considered.

- (a) Is the test equipment required readily available?
- (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 assuring quality? In this connection, the cost of warranty claims should be borne in mind.
- (c) Is the time taken to complete the test significant?

8.6.8 Sampling procedures. For products specified in quantities or in bulk, it may be necessary to require the application of standard sampling procedures for quality control and/or acceptance inspection purposes. For products normally produced, transferred or used in quantities, it may be appropriate separately to specify these products in quantity or bulk as well as singly.

Most sampling schemes relate sample size to batch size because of the prime need to ensure a representative sample. The value of statistical methods of sampling has long been recognized and it is of benefit to the parties concerned with a specification that statistically sound sampling procedures be provided. BS 6001 or BS 6002 should normally be invoked as these standards provide clauses that control the methods of selection for the sample, the treatment of defectives found during inspection and the treatment of batches resubmitted after initial rejection. These AQL indexed systems contain built-in switching rules (from 'normal' to 'tightened' or 'reduced') to cater for deteriorations or improvements in production. Use of these basic reference standards can save time wasted on subjective discussion, and reduce the large areas of discretion often contained in non-standard sampling schemes that have only limited value, particularly for international trade.

For manufactured products, it is traditional to formulate specifications with maximum and/or minimum values assigned to each listed property or characteristic. These values are usually based on experience and/or analysis of the capability of related machinery and labour (e.g. BS 3692 for bolts, screws and nuts). Specifications of this kind primarily invoke 'inspection by attributes'

techniques (see BS 6001) in preference to 'inspection by variables' (see BS 6002) because the former can be more easily carried out on the shop floor (e.g. BS 65 for clay pipes).

For bulk materials, it is traditional to specify a mean value for each characteristic and the range of allowable deviation dependent upon the quantity assessed (e.g. BS 771 for phenolic moulding materials). Specifications of this kind invoke 'inspection by variables' techniques (see BS 6002) that, because of their relative complexity, require the accurate instrumentation for measurement and the test skill normally found in laboratories rather than on the shop floor.

Methods based on sampling should be given only for information and guidance, if at all, in any specification applicable to a single item (see 8.5.2).

8.6.9 Use of the term AQL. The acceptable quality level (AQL) is defined in BS 4778 as the maximum percent defective that, for purposes of acceptance sampling, can be considered satisfactory as a process average. Designation of an AQL and inspection level in accordance with BS 6001 or BS 6002 automatically provides a sampling plan, i.e. sample size, Acceptance Number and Rejection Number, for any given lot/batch size, related to appropriate risk levels. The term AQL should not be used without reference to one or other of these standards. For further guidance, BS 6000 should be consulted. (See also 8.6.11.)

8.6.10 AQLs and contractual rights. It is a requirement of both BS 6001 and BS 6002 that the designation of an AQL shall not imply that the supplier has the right to supply knowingly any defective unit of product. BS 6001 additionally reserves the right of the purchaser to reject any unit of product found defective during inspection, whether that item was part of a sample or not.

No British Standard should be written in such a way as to entail the acceptance of defective products by a purchaser ordering to it.

8.6.11 Specialist guidance. Detailed advice on means of verifying compliance with specification requirements should initially be sought from within the sector of industry or commerce concerned. Third party certification bodies and their test houses, including that of BSI, may provide guidance to committees on the drafting of requirements in specifications related to their experience. Such bodies should draw immediate attention to any reasons that preclude objective verification of compliance with a specification as drafted, suggesting amendments if possible.

In addition the BSI Quality Control and Statistics Section, which is responsible for the development of general quality control specifications and guidance standards on quality assurance, provides an advisory service to assist both BSI staff and committees in the use of standard quality control systems and/or sampling schemes. Early advice should be sought from this source on any sampling provisions a committee proposes to adopt.

8.7 Marking and labelling

8.7.1 Marking. Provided that compliance is capable of being verified objectively, a product specification should include a marking clause, requiring the marking or labelling of the product with the number and date of the standard and, when appropriate, means of identifying the manufacturer. Requirements for indicating any rating,