

A standard for standards

Part 3. Guide to drafting and presentation of British Standards

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Amendment No. 1
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A standard for standards
Part 3. Guide to drafting and presentation of
British Standards

Revised text

Contents

Delete the title for annex E and substitute the following.

‘(normative) Drafting of specifications: principles relating to verification of conformity’

AMD 8025/November 1993

Clause 1.2.1 Normative references

Delete the existing text and substitute the following.

‘This Part of BS 0 incorporates, by dated or undated reference, provisions from other publications. These normative references are made at the appropriate places in the text and the cited publications are listed on pages 56 and 57. For dated references, only the edition cited applies; any subsequent amendments to or revisions of the cited publication apply to this Part of BS 0 only when incorporated in the reference by amendment or revision. For undated references, the latest edition of the cited publication applies, together with any amendments.’

AMD 8025/November 1993

Clause 3.5.1 Normative reference to BSI publications

Delete the existing text and substitute the following.

‘If a standard can be made complete only by including material from another BSI publication, normative reference is made to the other publication if the text is long. If the text is short, it is preferable to include it in full, and to acknowledge its source in a footnote (see **B.10**). Where a dated reference is made, and in all cases where the number of a specific section, clause, etc. is cited, the publication number and year are quoted (see also **17.3.2**).’

AMD 8025/November 1993

New clause 11.1.4

Insert the following new clause after 11.1.3.

'11.1.4 Drafts for Development are also published to implement the prestandards (ENV) issued by European standards organizations. Experience gained with their use is reported to the European organization responsible for converting the prestandard into a European Standard. On the basis of this experience, the corresponding BSI committee will decide whether to propose to the European standards organization that the prestandard should:

- a) be converted into a European Standard;
- b) have its life extended;
- c) be withdrawn.'

AMD 8025/November 1993

Clause 11.3 Introductory statement

After the clause title, insert the following heading.

'11.3.1 Drafts of national origin'

At the end of the first sentence, insert 'of national origin'.

AMD 8025/November 1993

New clause 11.3.2

After the existing text of 11.3, insert the following new clause.

'11.3.2 Drafts of European origin

The following introductory statement is included in the national foreword of every Draft for Development implementing a European Prestandard.

'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 three-year life. The commencement of the review period will be notified by an announcement in *BSI News*.

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 prestandard or to withdraw it. Comments should be sent in writing to the Secretary of BSI Technical Committee [designation] at [address] giving the document reference and clause number and proposing, where possible, an appropriate revision of the text.'

Reference should be made in the national foreword to any British Standards on the same subject that will remain in force during the life of the prestandard but will be withdrawn after it has been converted into a European Standard and implemented as a British Standard. Any informative national annexes (see 16.4) in the Draft for Development added to give guidance on provisions of the prestandard have to be referred to in the national foreword.'

AMD 8025/November 1993

Clause 13.4.2

Delete 'British Standards so approved include' and substitute 'When so approved, British Standards may be amended to include'.

AMD 8025/November 1993

Clause 13.4.3

Delete the existing clause and substitute the following.

'13.4.3 Advice on consumer safety issues may be sought from the Secretary of the Working Group on Consumer Safety Standards of the BSI Consumer Policy Committee. Home accident data, now published in collated form through the Home Accident Surveillance System, can be valuable in assessing the nature of product hazards and pinpointing accident trends. The Consumer Safety Unit of the Department of Trade and Industry is responsible for the system and is represented on the Working Group, which may be approached if further in-depth studies on particular aspects appear necessary.'

AMD 8025/November 1993

Clause 13.5.5

Delete the text in quotation marks (lines 4 to 12 inclusive) and substitute the following.

"The Health and Safety Executive (HSE) commends the use of this British Standard to those who have duties under the Health and Safety at Work etc. Act 1974. The standard was drawn up with the participation of HSE representatives and it will be referred to in relevant HSE publications."

AMD 8025/November 1993

Clause 14.1.2

In the penultimate line, delete 'Customer Information' and substitute 'Customer Services, Information'.

AMD 8025/November 1993

Clause 15.2.8

In the penultimate line, delete 'Customer Information' and substitute 'Customer Services, Information'.

AMD 8025/November 1993

Clause 15.3.2

In the penultimate line, delete 'Customer Information' and substitute 'Customer Services, Information'.

AMD 8025/November 1993

Clause 15.5.3

In lines 16 and 17, delete 'Customer Information' and substitute 'Customer Services, Information'.

AMD 8025/November 1993

Clause 16.2 Numbering

At the end of the clause insert the following new paragraph.

'When a European Prestandard is published as a Draft for Development, the identifier of the prestandard is used, prefixed by 'DD', e.g. 'DD ENV 999', where '999' represents the number of the ENV.'

AMD 8025/November 1993

Clause 17.3.2 Citation of standards publications

Delete the existing text and substitute the following.

'Standards publications are cited by reference to their BS or other serial number (see annex A).

It is preferable for a normative reference to a complete standard to be a dated reference (i.e. to include its year of publication). This means that only the cited edition of the standard applies. Any subsequent amendments to it or revision of it do not apply unless and until the reference in the referring standard is changed.

A normative reference may be left undated if it is accepted that, for the purposes of the referring standard, any amendments to or revisions of the cited standard will also apply without specific reference being made to them.

The year of publication is always included wherever a specific textual reference is made, e.g. 'table 5 of BS 4515 : 1984', whether or not the reference is normative or informative.

Where a standard has been published in separate Parts, Sections or Subsections, the appropriate subdivision should be cited in any normative reference to the standard, e.g. 'BS 6789 : Section 6.2 : 1989'.'

AMD 8025/November 1993

Clause B.2.2

Delete the existing clause and substitute the following.

'**B.2.2** Standards with different BS numbers should not have the same generic title, but this may be unavoidable, e.g. during the transition of a BS series to a BS EN series of standards.'

AMD 8025/November 1993

Clause B.8.3

In lines 5 and 6, delete 'together with a reference to any national annexes that appear in the standard'.

AMD 8025/November 1993

Clause B.8.4

Delete paragraph 2 and substitute the following.

'For European Standards the cross-references list is usually included as a national annex.'

AMD 8025/November 1993

Clause B.8.8

Delete the note at the end of this clause.

AMD 8025/November 1993

New clause B.8.9

Insert the following new clause.

'**B.8.9** It is similarly not permissible to make alterations to the text of a European Standard. However, if a *significant* error is discovered, BSI's duty of care requires that error to be brought to the attention of the user of the standard.

At the point where it occurs in the text, the error is marked with an asterisk in the margin. At the foot of the page the following footnote is inserted:

'*See national foreword for details of textual error(s).'

In the national foreword, the following is inserted.

'**Textual error(s)**. When implementing the English language version of EN . . . as the national standard, the textual error(s) given (listed) below was (were) discovered. It has (they have) been reported to [name of European organization] in a proposal to amend the text of the European Standard.'

The text is followed by the details of each error, giving the relevant textual reference and the proposed correction.'

AMD 8025/November 1993

New clause B.8.10

Insert the following new clause.

'**B.8.10** In the case of an EN in the preparation of which the UK has not participated and for which there is no BSI committee (see 4.6.2 of BS 0 : Part 2 : 1991, as amended by Amendment No. 1 (1993)), the following text is all that is required in the national foreword of the corresponding BS EN.

'This British Standard has been prepared under the direction of the BSI Standards Board and is the English language version of EN [number, date and title] published by the European Committee for [Standardization (CEN)/Electrotechnical Standardization (CENELEC)].

This British Standard has been produced to fulfil BSI's obligation to publish all approved European Standards but, because of the absence of interest in the UK in the subject concerned, there has been no UK participation in the preparation of [EN number].

Any queries relating to the EN should be directed to BSI.

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

AMD 8025/November 1993

Clause B.13.3

In items a), b) and c), delete 'standards'.

AMD 8025/November 1993

Clause C.1.3

In paragraph 1, delete the first sentence and substitute the following.

'Engineering drawings conform to the conventions set out in BS 308 : Part 1 : 1984, Part 2 : 1985 and Part 3 : 1990, and construction drawings to those in BS 1192 : Part 1 : 1984 and Part 3 : 1987, for all details of presentation.'

In paragraph 2, line 2, before 'apply', insert 'and Part 4 : 1990'.

AMD 8025/November 1993

Annex E (informative) Drafting of specifications: guidance relating to verification of conformity

After 'Annex E', delete '(informative)' and substitute '(normative)'.

In the title, delete 'guidance' and substitute 'principles'.

AMD 8025/November 1993

Clause E.2.2 Practical questions

In paragraph 2, line 3, insert ': 1987' after 'BS 5497 : Part 1'.

AMD 8025/November 1993

Clause E.3.2 Calibration

In paragraph 1, line 1, insert ': Part 1 : 1992' after 'BS 5781'.

In paragraph 3, line 4, delete 'BS 7501 (EN 45001) or ISO/IEC Guide 25' and substitute 'BS 7501 : 1989 (EN 45001 : 1989) or ISO/IEC Guide 25 : 1990'.

AMD 8025/November 1993

Clause E.4 Comparison between actual and required results

In paragraph 4, line 4, insert ': Part 1 : 1987' after 'BS 5497'.

AMD 8025/November 1993

Clause E.5.1 General guidance

In paragraph 3, line 7, delete 'BS 6001 or BS 6002' and substitute 'BS 6001 : Part 1 : 1991, BS 6001 : Part 2 : 1993 or BS 6001 : Part 3 : 1993 or BS 6002 : 1979'.

AMD 8025/November 1993

Clause E.5.2 Use of the term AQL

In the last line, insert ': 1972' after 'BS 6000'.

AMD 8025/November 1993

List of references

In the list of normative references, in the heading 'BSI standards publications', delete 'standards'.

Delete the reference to BS 0 : Part 3 : 1990 and the erroneous title.

In the final entry under BS 4778, delete 'BS 4778 : Part 3 : Section 3.1 : 1991' and substitute 'BS 4778 : Section 3.1 : 1991'.

After the reference to BS 5378 : Part 1 : 1980, insert the following.

'BS 5497 :	<i>Precision of test methods</i>
BS 5497 : Part 1 : 1987	<i>Guide for the determination of repeatability and reproducibility for a standard test method by inter-laboratory tests'</i>

After the reference to BS 5775 : Part 13 : 1982, insert the following.

BS 5781 :	<i>Quality assurance requirements for measuring equipment</i>
BS 5781 : Part 1 : 1992	<i>Metrological confirmation system for measuring equipment</i>
BS 6000 : 1972	<i>Guide to the use of BS 6001, sampling procedures and tables for inspection by attributes</i>
BS 6001 :	<i>Sampling procedures for inspection by attributes</i>
BS 6001 : Part 1 : 1991	<i>Specification for sampling plans indexed by acceptable quality level (AQL) for lot-by-lot inspection</i>
BS 6001 : Part 2 : 1993	<i>Specification for sampling plans indexed by limiting quality (LQ) for isolated lot inspection</i>
BS 6001 : Part 3 : 1993	<i>Specification for skip-lot procedures</i>
BS 6002 : 1979	<i>Specification for sampling procedures and charts for inspection by variables for percent defective'</i>

After the reference to BS 7324 : 1990, insert the following.

'BS 7501 : 1989	<i>General criteria for the operation of testing laboratories'</i>
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After the reference to IEC/ISO Directives – Part 2 : 1989, insert the following.

'ISO/IEC Guide 25 : 1990	<i>General requirements for the competence of calibration and testing laboratories'</i>
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In the list of informative references, in the headings 'BSI standards publications', 'ISO and IEC standards publications' and 'CEN and CENELEC standards publications', delete 'standards'.

After the reference to BS 1192 : Part 1 : 1984, insert the following.

'BS 1192 : Part 3 : 1987	<i>Recommendations for symbols and other graphic conventions'</i>
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After the reference to BS 5070 : Part 3 : 1988, insert the following.

'BS 5070 : Part 4 : 1990	<i>Recommendations for logic diagrams'</i>
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Delete the references to BS 5497 together with BS 5497 : Part 1 : 1987, BS 6000 : 1972, BS 6001 together with BS 6001 : Part 1 : 1991, BS 6001 : Part 2 : 1984 and BS 6001 : Part 3 : 1986, BS 6002 : 1979, BS 7501 : 1989 and ISO/IEC Guide 25 : 1982.

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Foreword

This Part of BS 0 is published under the authority of the Standards Board of BSI. It supersedes BS 0 : Part 3 : 1981, which is withdrawn.

BS 0 is intended primarily for the use of BSI committees and staff, and organizations providing first drafts. Originally published in 1974, it was comprehensively revised in 1981. The revised standard is published in three Parts:

- Part 1 is an introduction to standardization and the role of standards;
- Part 2 describes BSI committee procedures;
- Part 3 gives guidance on the drafting and presentation of British Standards and includes an index to all three Parts.

This revision of BS 0 : Part 3 introduces certain changes in style and conventions which reflect the new IEC/ISO Directives - Part 3 : 1989 *Drafting and presentation of International Standards* and the new CEN/CENELEC Internal Regulations, Part 3 : 1990 *Rules for the drafting and presentation of European Standards*. The opportunity has also been taken to restructure the text, with the use of annexes for the provision of certain rules and recommendations in greater detail.

This Part of BS 0 may be supplemented from time to time by detailed guidance on drafting practice in specific fields, published under the authority of the relevant BSI Standards Council. For additional guidance on the preparation of British Standards for building and civil engineering, for example, attention is drawn to PD 6501.

The editorial principles, layout and typographical presentation used in BS 0 illustrate the practice to be followed in British Standards.

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

Section 1. General

1.1 Scope

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

1.2 References

1.2.1 Normative references

This Part of BS 0 incorporates, by reference, provisions from specific editions of other publications. These normative references are cited at the appropriate points in the text and the publications are listed on page 56. Subsequent amendments to, or revisions of, any of these publications apply to this Part of BS 0 only when incorporated in it by updating or revision.

1.2.2 Informative references

This Part of BS 0 refers to other publications that provide information or guidance. Editions of these publications current at the time of issue of this standard are listed on page 58, but reference should be made to the latest editions.

1.3 Definitions

For the purposes of this Part of BS 0, the definitions given in 1.3 of BS 0 : Part 1 : 1991 apply.

Section 2. Range of BSI publications

2.1 British Standards (BS)

2.1.1 British Standards can take different forms, e.g.:

- a) specifications for products or materials: dimensions, performance, safety, etc.;
- specifications for processes, practices, systems, etc.;
- b) methods of measuring, testing, analysing, sampling, etc.; methods of declaring, specifying, etc.;
- c) recommendations on product or process applications; codes of practice;
- d) terminology, symbols;
- e) classification.

2.1.2 British Standard specifications lay down requirements to be satisfied by a product, material, process or system, together with methods by which conformity may be verified (see 5.7).

2.1.3 British Standard methods formalize ways of doing things. Various kinds of method are listed in 8.2.

2.1.4 British Standard codes of practice recommend good, accepted practice for the accomplishment of a defined task or sequence of tasks, as followed by competent practitioners. They are advisory and not intended to provide objective criteria by which compliance may be judged.

NOTE. Much of the guidance given in section 9 is also applicable to the drafting of British Standard recommendations and guides. Recommendations generally provide a particular series of options or courses of action relevant to a limited field and they may pave the way to the eventual formulation of a specification. By comparison, a guide is generally less specific and more discursive in content, tending to give broader and more general information about the subject.

2.1.5 British Standard glossaries define and standardize terminology, often in association with units, symbols and conventions. British Standard classifications have the same status as glossaries. Their function is to designate and to describe different grades of a product or, for example, to identify and to arrange data into an agreed hierarchical order.

2.2 Drafts for Development (DD)

Drafts for Development are pre-standards publications of a provisional nature. They can be converted to British Standards of any type when sufficient experience has been fed back to BSI, or they can be withdrawn (see section 11).

2.3 Published Documents (PD)

The designation 'Published Document' is used for miscellaneous publications containing supplementary information relating to standardization.

2.4 Amendments (AMD)

Amendments are issued as an immediate step to make simple or editorial changes or to correct errors in a standard. They are incorporated whenever the standard is reprinted or a new edition of the standard is produced (see section 12).

2.5 Numbering of standards publications

The allocation of identifying numbers to standards publications is the responsibility of BSI staff. Annex A provides guidance on the structure of identifiers relevant to the various series of publications issued.

2.6 Supplementary information or illustrations

In some cases, items such as reference cards or colour charts, special maps and special test sheets may be produced by a BSI committee and approved for issue as an adjunct to a British Standard. The auxiliary British Standard publication then carries the number of the main British Standard with a suffix letter, as for example BS 381C and BS 5261C. Such items are processed for publication in the same way as British Standards.

2.7 Other BSI publications

BSI issues a range of other publications not prepared under the authority of its committees. These include BSI Handbooks, comprising text taken from a number of separate publications relating to a particular field of standardization, educational material and promotional literature.

Section 3. Structure and arrangement of British Standards

3.1 Normative and informative elements

3.1.1 The elements which together form a standard are classified into the following two groups.

a) *Normative elements* are those setting out the essential provisions of a standard, i.e. those with which it is necessary to comply in order to be able to claim compliance with the standard.

b) *Informative elements* consist of preliminary elements and supplementary elements.

1) Preliminary elements are those that identify the standard, introduce its content and explain its background, its development and its relationship to other standards.

2) Supplementary elements are those that provide additional information to assist in the use or understanding of the standard.

NOTE. Guidance on the preparation of informative elements is given in annex B.

3.1.2 For illustration only, a typical example of the structure and principal elements in a specification for a product is given in table 1.

3.1.3 Every standard or separate Part or Section of a standard (see **3.2.2**) begins with the scope clause (see **3.2.4** and **4.2**).

3.1.4 If the text of a standard includes references to other publications, a references clause is included, after the scope clause, following the wording used in **1.2**, as appropriate, to explain the normative or informative status of the references (see **3.5**). The references are listed on the inside back cover of the standard in accordance with **B.13**.

3.1.5 The definitions clause (see **4.3.3**) follows the scope and references clauses.

Table 1. Typical structure and principal elements in a specification for a product

Type of element	Element
Normative	Scope Normative references Definitions Symbols and abbreviations Materials Design Manufacture Requirements (descriptive and/or performance) Compliance criteria Marking Normative annexes (especially test methods)
Informative	
Preliminary	Front cover and inside front cover Contents Foreword Introduction
Supplementary	Notes Informative annexes List of references Back cover

3.2 Divisions and subdivisions

3.2.1 General

Though standards differ from one another in content and size, the content of most standards can be arranged in a consistent form, to aid familiarity and comprehension and to facilitate reference. This clause describes the division of a standard into a number of separate publications and the degrees of subdivision that may be appropriate within any such publication.

3.2.2 External divisions

3.2.2.1 Parts

A Part is one of a series of separate publications under the same generic number. The designation 'Part' is not used for an internal subdivision of a publication. A Part is designated by an arabic numeral and, in a reference, is always associated with its parent number, e.g. BS 0 : Part 3.

3.2.2.2 Sections and Subsections

Parts are sometimes subdivided into separately published Sections. In some cases, these Sections may also be subdivided into separately published Subsections. These subdivisions are point-numbered, using arabic numerals, e.g. Part 1 : Section 1.1 : Subsection 1.1.4.

3.2.3 Internal sections and subsections

A section is more usually an internal subdivision of a publication, used to group a series of related clauses. The use of sections is of particular value to simplify the structure of lengthy complex documents. The corresponding internal subdivision in a separately published Section is designated 'subsection'. Each section or subsection has a title.

The numbering of sections is sequential, using arabic numerals. Section 1 of a publication, frequently entitled 'General', groups the clauses that include scope, references, definitions and other clauses that relate to the publication as a whole. Subsections are point-numbered.

The convention in British Standards is to use a capital 'S' in reference to separately published Sections or Subsections and a lower case 's' in references to sections and subsections that are internal subdivisions.

3.2.4 Clauses

The clause is the basic component of a standard. Each clause has a title, placed immediately after its number, on a separate line from the text that follows.

In publications having no internal subdivision into sections, clauses are numbered sequentially, beginning with 1 for 'Scope'. When a publication has internal subdivision into sections, clauses are numbered using point-numbering deriving from the section number (as, for example, in this Part of BS 0).

3.2.5 Subclauses

A subclause is a numbered subdivision of a clause. A primary subclause may itself be subdivided into numbered secondary subclauses and this process of subdivision may be continued as far as is necessary, but excessive subdivision should be avoided.

Each subclause should preferably be given a title, placed immediately after its number, on a separate line from the text that follows. The use of titles should be consistent, all subclauses within a clause bearing a title or all being untitled. Subclauses need titles if they are themselves subdivided into numbered secondary subclauses. Secondary subclauses need not have titles but, if they do, the title should be placed immediately after the number and the text should start on a new line as with any higher level clause or subclause (see also 17.2.6).

Primary and secondary subclauses are numbered using point-numbering as applied in this Part of BS 0.

When a clause is subdivided, the first subclause begins immediately below the main clause heading and any notes following it; there are no unnumbered passages of text preceding the first subclause.

3.2.6 Paragraphs

A paragraph is an unnumbered subdivision of text.

3.3 Normative and informative annexes

An annex may be either a normative or an informative element (see 3.1.1). The status of an annex is made clear by the way in which it is referred to in the text and by adding '(normative)' or '(informative)' immediately after the letter designating the annex in its heading.

Annexes should be designated in the order in which they are first referred to in the text by the capital letters of the alphabet, beginning with A but omitting I and O. A single annex is designated 'Annex A'. The title follows on a separate line.

Numbers given to the clauses and subclauses in an annex are preceded by the annex letter and use the point-numbering system, e.g. A.1.1. Tables, figures and equations are each numbered in a separate sequence, preceded by the annex letter.

3.4 Tables and figures

3.4.1 Tables

Text may be supplemented by tables, which are either normative or informative elements according to the nature of the reference in the text. Tables are placed adjacent to the relevant text or grouped together at a convenient point within the appropriate element of the publication, usually at the end of the main text preceding the annexes (see also 17.1.5). Tables forming a part of an annex appear within the annex.