

Category 5 Standard

5-621 Standard for standards

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MAYOR OF LONDON



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1 Purpose

- 1.1 The purpose of this standard is to provide a structure for the content of all London Underground (LU) standards.

2 Scope

- 2.1 This standard applies to all standard documents developed by LU and specifies:
- a) the requirements for the contents;
 - b) presentation;
 - c) responsibilities for delivery.
- 2.2 This standard does not apply to any other documents e.g. guidance documents and handbooks.

Note: 'Category 3 Standard' is a redundant term, LU no longer has any such documents as they are now more properly known as guidance documents.

3 Requirements

3.1 General requirements

- 3.1.1 The general requirements of a standard are that:
- a) its status must be easily identifiable;
 - b) it must have clear responsibilities for technical content;
 - c) it is clearly written and easily understood, see also 5.3 'Ambiguous requirements';
 - d) it can be audited;
 - e) it can be developed and viewed on LU's standard desktop equipment;
 - f) it shall be completed using the authorised LU electronic template;
 - g) it shall be precise and unambiguous;
 - h) it shall be constructed in such a way that a competent user can obtain the required information without difficulty.

3.2 Structure of the document

- 3.2.1 The format shall identify the document as a standard.
- 3.2.2 The cover shall contain a standard set of identification information, and the contents shall be laid out in a prescribed order.
- 3.2.3 The front-page shall state clearly:
- a) company identity;
 - b) title of the standard;
 - c) standard category;
 - d) document number of the standard;
 - e) issue number;
 - f) issue date.
- 3.2.4 The second page shall show a table of contents.