

S5621

Standard for standards

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1 Purpose

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

2 Scope

- 2.1 This standard applies to standards produced by LU and specifies:
- a) the requirements for the contents;
 - b) presentation;
 - c) responsibilities for delivery.

3 Requirements

3.1 General requirements

- 3.1.1 The general requirements of a standard are that:
- a) it must have a unique reference number, revision number and issue date
 - b) its status must be easily identifiable
 - c) it must have clear responsibilities for technical content
 - d) it is clearly written and easily understood, see also 5.3 “Ambiguous requirements”
 - e) it can be audited;
 - f) it can be developed and viewed on LU’s standard desktop equipment
 - g) it shall be completed using the authorised LU electronic template
 - h) it shall be precise and unambiguous
 - i) 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) title of the standard
 - b) standard category
 - c) document number of the standard
 - d) issue number

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- e) issue date
- f) review date

3.2.4 The front page shall also show a table of contents.

3.2.5 The contents shall comprise the following in order:

- 1) Purpose
- 2) Scope
- 3) Requirements
- 4) Responsibilities
- 5) Supporting information
 - 5.1 Background
 - 5.2 Safety considerations
 - 5.3 Environmental considerations
 - 5.4 Customer considerations
 - 5.5 Other information
- 6) Person accountable for the document
- 7) Definitions
- 8) Abbreviations
- 9) Document history
- 10) Reference
- 11) Attachment

3.2.6 Purpose - Section 1

3.2.6.1 Each standard shall state its purpose briefly, concisely and precisely. If the standard is mitigating a risk, it shall state that risk.

3.2.7 Scope - Section 2

3.2.7.1 Each standard shall precisely state who or what its requirements apply to.

3.2.8 Requirements - Section 3

3.2.8.1 Requirements shall state what output, action or activity is required to meet the standard's purpose.

Note: A Category 1 standard is consistent with the definition:

'A mandatory document which sets out minimum requirements expressed as outputs; or a mandatory document which defines an interaction or commonality which meets a defined LU requirement.'

3.2.8.2 Requirements shall normally be stated in terms of performance although they may be written in prescriptive terms to:

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