**African Standard Template**

**Annex III**

(normative)

**Templates**

|  |  |
| --- | --- |
| **AFRICAN STANDARD** | **XXX-X: YYYY(E)**  XXX Edition yyyy Reaffirmed dd-mm-yyyy |

**Introductory element — Main element — Part n: Part title**

****

Reference No. ARS XXXX-X: yyyy(E)

ICS XX.XX.XX

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**ARS nnn-n: yyyy (E)**

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The table of contents is an optional preliminary element, but is necessary if it makes the document easier to consult. The table of contents shall be titled “Contents” and shall list clauses and, if appropriate, subclauses with titles, annexes together with their status in parentheses, the bibliography, indexes, figures and tables. The order shall be as follows: clauses and subclauses with titles; annexes (including clauses and subclauses with titles if appropriate); the bibliography; indexes; figures; tables. All the elements listed shall be cited with their full titles. Terms in the “Terms and definitions” clause shall not be listed in the table of contents.

The table of contents shall be inserted for a document of 15 or more pages.

# Foreword

The African Organization for Standardization (ARSO) is an African intergovernmental organization established by the United Nations Economic Commission for Africa (UNECA) and the Organization of African Unity (AU) in 1977. One of the fundamental mandates of ARSO is to develop and harmonize African Standards (ARS) for the purpose of enhancing Africa’s internal trading capacity, increase Africa’s product and service competitiveness globally and uplift the welfare of African communities. The work of preparing African Standards is normally carried out through ARSO technical committees. Each Member State interested in a subject for which a technical committee has been established has the right to be represented on that committee. International organizations, Regional Economic Communities (RECs), governmental and non- governmental organizations, in liaison with ARSO, also take part in the work.

African Standards are drafted in accordance with the rules given in the ISO/IEC Directives, Part 2.

The main task of technical committees is to prepare African Standards. Draft African Standards adopted by the technical committees are circulated to the member bodies for voting. Publication as an African Standard requires approval by at least 75 % of the member bodies casting a vote.

Attention is drawn to the possibility that some of the elements of this document may be the subject of patent rights. ARSO shall not be held responsible for identifying any or all such patent rights.

In the preparation of this African Standard, reference was made to the following document(s): XYZ: Title

XYZ: Title

Acknowledgment is hereby made for the assistance derived from the source. This African Standard was prepared by ARSO <Text, insert the TC Name>

This second/third/... edition cancels and replaces the first/second/... edition (ARS nnn-n: yyyy), [clause(s) / sub-clause(s) / table(s) / figure(s) / annex(es)] of which [has / have] been technically revised.

(The first/second/third/... edition (ARS nnn-n: yyyy) has been reaffirmed by the council on dd- mm-yyyy.)

ARS nnn consists of the following parts, under the general title *Introductory element — Main element*:

*Part n: Part title Part [n+1]: Part title*

The Foreword is a mandatory informative element and shall appear in each standard. It shall not contain requirements, permissions or recommendations, figures or tables. The Foreword shall not have a clause number and shall not be subdivided.

**Introduction**

A paragraph.

The introduction is an optional preliminary element used, if required, to give specific information or commentary about the technical content of the document, and about the reasons prompting its preparation. It shall not contain requirements. For example, if the standard is addressing an emerging issue like disease outbreak or a technical challenge.

The Introduction shall not have a clause number. If it is necessary to create numbered

subdivisions, the subclauses are numbered 0.1, 0.2, … .

|  |  |
| --- | --- |
| **AFRICAN STANDARD** | **ARS nnnn- n:yyyy** |

**Title of the standard <Introduction — Main element — Part n: Part title>**

## Scope

A paragraph.

The Scope clause is mandatory and shall be numbered as clause 1 and define without ambiguity the subject of the document and the aspects covered, thereby indicating the limits of applicability of the document or particular parts of it. It shall not contain requirements, permissions or recommendations.

In documents that are subdivided into parts, the scope of each part shall define the subject of that part of the document only.

The scope shall be brief and precise so that it can be used as a summary for bibliographic purposes.

It shall be worded as a series of statements of fact. Forms of expression such as “This African Standard specifies [establishes] [gives guidelines for] [defines terms] …” shall be used.

Statements of applicability of the document shall be introduced by the wording such as “This African Standard is applicable to …”, “This African Standard does not apply to …”. The wording shall be altered as a function of the document type concerned, i.e. African Standard, Workshop Agreement, Technical Specification, Publicly Available Specification, Technical Report or Guide.

## Normative references

The Normative references clause is a mandatory element, even if the document contains no normative references. It is an informative element.

The Normative references clause shall be numbered as Clause 2. It shall not be subdivided. Referenced documents listed are not numbered.

There are two options of presenting normative references (remove the inappropriate option).

**OPTION 1**

1. When there are normative references, they shall be introduced by the following wording.

The following referenced documents referred to in the text in such a way that some or all of their content constitutes requirements of this document. For dated references, only the edition cited applies. For undated references, the latest edition of the referenced document (including any amendments) applies.

ARS ab-c:2023, *General title of series of parts — Part c: Title of part*

ISO xyz, (all parts), *General title of the series of parts*

**OPTION 2**

1. If no references exist, include the following phrase below the clause title: There are no normative references in this document.

The **Normative reference(s)** clause is an optional element that gives a list of the referenced documents cited in the document in such a way as to make them indispensable for the application of the document.

In principle, the referenced documents shall be documents published by ISO and/or IEC. Documents published by other bodies may be referred to in a normative manner provided that

* + the referenced document is recognized by the ISO and/or IEC committee concerned as having wide acceptance and authoritative status as well as being publicly available,
  + the ISO and/or IEC committee concerned has obtained the agreement of the authors or publishers (where known) of the referenced document to its inclusion and to its being made available as required — the authors or publishers will be expected to make available such documents on request,
  + the authors or publishers (where known) have also agreed to inform the ISO and/or IEC committee concerned of their intention to revise the referenced document and of the points the revision will concern, and
  + the ISO and/or IEC committee concerned undertakes to review the situation in the light of any changes in the referenced document.

The list shall be introduced by the following wording:

“The following referenced documents are indispensable for the application of this document. For dated references, only the edition cited applies. For undated references, the latest edition of the referenced document (including any amendments) applies.”

The above wording is also applicable to a part of a multipart document. The list shall not include the following:

* + referenced documents which are not publicly available;
  + referenced documents which are only cited in an informative manner;
  + referenced documents which have merely served as bibliographic or background material in the preparation of the document.

Such referenced documents may be listed in a bibliography. Normative references may be dated or undated.

Dated references are references to

* + a specific edition, indicated by the year of publication, or
  + a specific enquiry or final draft, indicated by a dash.

Subsequent amendments to, or revisions of, dated references will need to be incorporated by amendment of the document referring to them.

NOTE In this context a part is regarded as a separate document.

References to specific divisions or subdivisions, tables and figures of another document shall always be dated.

Undated references may be made only to a complete document or a part thereof and only in the following cases:

* + if it is accepted that it will be possible to use all future changes of the referenced document for the purposes of the referring document;
  + for informative references.

Undated references shall be understood to include all amendments to and revisions of the referenced document.

For dated references, each shall be given with its year of publication, or, in the case of enquiry or final drafts, with a dash together with a footnote “To be published.”, and full title. The year of publication or dash shall not be given for undated references. When an undated reference is to all parts of a document, the publication number shall be followed by the indication “(all parts)” and the general title of the series of parts (i.e. the introductory and main elements, see ISO/IEC Directives, Part 2).

## Terms and definitions

The Terms and definitions clause is a mandatory element, even if the document contains no terminological entries. It is a normative element and defines the way in which the listed terms shall be interpreted.

The Terms and definitions clause shall be numbered as Clause 3. It may be subdivided. Terminological entries shall be numbered.

Terms and definitions should be listed according to the hierarchy of the concepts (i.e. systematic order). Alphabetical order is the least preferred order.

Only terms used in the text shall be defined.

For convenience, the symbols and abbreviated terms may be combined with the terms and definitions in order to bring together terms and their definitions, symbols and abbreviated terms under an appropriate composite title, for example “Terms, definitions, symbols and abbreviated terms”.

Four options of text (remove the inappropriate options).

**OPTION 1**

1. If all the specific terms and definitions are provided in Clause 3, use the following introductory text:

For the purposes of this document, the following terms and definitions apply.

**OPTION 2**

1. *If reference is given to an external document, use the following introductory text:*

For the purposes of this document, the terms and definitions given in [external document reference xxx] apply.

**OPTION 3**

1. If terms and definitions are provided in Clause 3, in addition to a reference to an external document, use the following introductory text:

For the purposes of this document, the terms and definitions given in [external document reference xxx] and the following apply.

**OPTION 4**

1. *If there are no terms and definitions provided, use the following introductory text:*

No terms and definitions are listed in this document. EXAMPLE

**3.1**

**term**

text of the definition

Rules for the drafting and presentation of terms and definitions are given in the ISO/IEC Directives, Part 2, and in ISO 10241.

## Symbols and abbreviated terms

A paragraph.

The symbols and abbreviated terms clause or subclause is a conditional element that provides a list of the symbols and abbreviated terms used in the document, along with their definitions.

It is not necessary to number the symbols. For convenience, the symbols and abbreviated terms may be combined with the terms and definitions in order to bring together terms and their definitions, symbols and abbreviated terms under an appropriate composite title, for example “Terms, definitions, symbols and abbreviated terms”.

Only symbols used in the text shall be listed.

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

* upper case Latin letter followed by lower case Latin letter (*A*, *a*, *B*, *b*, etc.);
* letters without indices preceding letters with indices, and with letter indices preceding numerical ones (*B*, *b*, *C*, *C*m, *C*2, *c*, *d*, *d*ext, *d*int, *d*1, etc.);
* Greek letters following Latin letters (*Z*, *z*, , , , , …, , , etc.);
* any other special symbols.

## Clause

A paragraph.

A clause is the basic component in the subdivision of the content of a document.

The clauses in each document or part shall be numbered with Arabic numerals1, 2, 3, 4. The numbering shall be continuous up to but excluding any annexes. Numbers given to the clauses of an annex shall be preceded by the letter designating that annex follow ed by a full-stop. The numbering shall start afresh with each annex.

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

A paragraph is an unnumbered subdivision of a clause or subclause.

“Hanging paragraphs” (see ISO/IEC Directives, Part 2) shall be avoided since reference to them is ambiguous.

### Subclause (level 1)

#### Subclause (level 2)

A paragraph.

* + - 1. **Subclause (level 3)**

A paragraph.

* + - * 1. **Subclause (level 4)**

A paragraph.

**Subclause (level 5)**

A paragraph.

**Subclause (level 5)**

A paragraph.

* + - * 1. **Subclause (level 4)**

A paragraph.

* + - 1. **Subclause (level 3)**

A paragraph.

#### Subclause (level 2)

A paragraph.

#### Subclause (level 1)

A paragraph.

A **subclause** is a numbered subdivision of a clause. A primary subclause (e.g. 5.1, 5.2, etc.) may be subdivided into secondary subclauses (e.g. 5.1.1, 5.1.2, etc.), and this process of subdivision may be continued as far as the fifth level (e.g. 5.1.1.1.1.1, 5.1.1.1.1.2, etc.).

Subclauses shall be numbered with Arabic numerals. Numbers given to the subclauses of an annex shall be preceded by the letter designating that annex followed by a full-stop.

A subclause shall not be created unless there is at least one further subclause at the same level. For example, text in clause 10 shall not be designated subclause “10.1” unless there is also a subclause “10.2”.

Each primary subclause should preferably be given a title, which shall be placed immediately after its number, on a line separate from the text that follows it. Secondary subclauses may be treated in the same way. Within a clause or subclause, the use of titles shall be uniform for subclauses at the same level, e.g. if 10.1 has a title, 10.2 shall also have a title. In the absence of titles, key terms or phrases (composed in distinctive type) appearing at the beginning of the text of the subclause may be used to call attention to the subject matter dealt with. Such terms or phrases shall not be listed in the table of contents.

NOTE Note integrated in the text.

**Notes** integrated in the text of a document shall only be used for giving additional information intended to assist the understanding or use of the document. These elements shall not contain requirements or any information considered indispensable for the use of the document.

EXAMPLE The following note is incorrectly drafted as a note since it contains a requirement (highlighted in italics and explained in parentheses after the example) and clearly does not constitute “additional information”.

NOTE Alternatively, *test* at a load of … (an instruction, expressed here using the imperative, is a

requirement)

Notes should preferably be placed at the end of the clause or subclause, or after the paragraph, to which they refer.

A single note in a clause or subclause shall be preceded by “NOTE”, placed at the beginning of the first line of the text of the note. When several notes occur within the same clause or subclause, they shall be designated “NOTE 1”, “NOTE 2”, “NOTE 3”, etc.

EXAMPLE Example integrated in the text.

**Examples** integrated in the text of a document shall only be used for giving additional information intended to assist the understanding or use of the document. These elements shall not contain requirements or any information considered indispensable for the use of the document.

Examples should preferably be placed at the end of the clause or subclause, or after the paragraph, to which they refer.

A single example in a clause or subclause shall be preceded by “EXAMPLE”, placed at the beginning of the first line of the text of the example. When several examples occur within the same clause or subclause, they shall be designated “EXAMPLE 1”, “EXAMPLE 2”, “EXAMPLE 3”, etc.

WARNING OR CAUTION:

These shall be styled as EXAMPLES

## Clause

### A level 1 subclause without a title.

#### A level 2 subclause without a title.

* + - 1. **A level 3 subclause without a title.**
         1. **A level 4 subclause without a title.**

**A level 5 subclause without a title. 6.1.1.1.1.2 A level 5 subclause without a title.**

* + - * 1. **A level 4 subclause without a title.**
      1. **A level 3 subclause without a title.**

#### A level 2 subclause without a title.

### A level 1 subclause without a title.

**Footnotes** to the text give additional information; their use shall be kept to a minimum. A footnote shall not contain requirements or any information considered indispensable for the use of the document.

Footnotes to the text shall be placed at the foot of the relevant page and be separated from the text by a short thin horizontal line on the left of the page.

Footnotes to the text shall normally be distinguished by Arabic numerals, beginning with 1, followed by one parenthesis and forming a continuous numerical sequence throughout the document: 1), 2), 3), etc. The footnotes shall be referred to in the text by inserting the same numerals, as superscripts, after the word or sentence in question: 1) 2) 3) etc.

A paragraph with a footnote[3](#_bookmark15) and an ordered list:

a) first list item at level 1 xxxxxxxxxxxx xxxxxxxxxxxxxxxxxx xxxxxxxxxxxxxxxxxxxxxxxx xxxxxxxx xxxxxx xxxxxxxxxxx xxxxxxxxxxxxxxxxxxxxxx;

1. b) second list item at level 1;
   1. 1) first list item at level 2;

3 A footnote to the text.

* 1. 2) second list item at level 2:
     1. first list item at level 3;
     2. second list item at level 3 xxxxxxxxxxxx xxxxxxxxxxxxxxxxxx xxxxxxxxxxxxxxxxxxxxxxxx xxxxxxxx xxxxxx xxxxxxxxxxx

xxxxxxxxxxxxxxxxxxxxxx;

* + 1. third list item at level 3.
* first list item at level 1 xxxxxxxxxxxx xxxxxxxxxxxxxxxxxx xxxxxxxxxxxxxxxxxxxxxxxx xxxxxxxx xxxxxx xxxxxxxxxxx xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx;
* second list item at level 1;

**Lists** may be introduced by a sentence, a complete grammatical proposition followed by a colon, or by the first part of a proposition (without a colon), completed by the items in the list. In the latter case, to aid comprehension, it may be preferable not to continue a sentence after the end.

Each item in a list shall be preceded by a dash or, if necessary for identification, by a lower case letter followed by a parenthesis. If it is necessary to subdivide further an item in the latter type of list, Arabic numerals followed by a parenthesis shall be used.

Key terms or phrases may be composed in distinctive type to call attention to the subject matter dealt with in the various list items. Such terms or phrases shall not be listed in the table of contents; if it is necessary that they be included in the table of contents, they shall not be presented as list items but as subclause titles.

Dimensions in millimetres



**Key**

1. component 1
2. component 2

A paragraph (containing a requirement).

NOTE 1 Figure note. NOTE 2 Figure note.

1. Figure footnote.
2. Figure footnote.

**Figure 1 — Figure title**

**Figures** should be used when they are the most efficient means of presenting information in an easily comprehensible form. It shall be possible to refer to each figure explicitly within the text.

In general, the use of subfigures should be avoided whenever possible since it complicates document layout and management. Subfigures shall only be used when it is essential for comprehension of the subject matter. Different views, details and sections of a component or multicomponent object shall not be presented as subfigures. Only one level of subdivision of a figure is permitted.

Figures shall be designated “Figure” and numbered with Arabic numerals, beginning with 1. This numbering shall be independent of the numbering of the clauses and of any tables. A single figure shall be designated “Figure 1”. The numbering shall be continuous up to but excluding any annexes. Numbers given to the figures of an annex shall be preceded by the letter designating to that annex followed by an em dash (—), e.g. Figure A.1—xxxxxxxxx. The numbering shall start afresh with each annex.

The figure designation and title (if present) shall be centred horizontally below the figure and laid out as in the example above. The figure designation and title shall be separated by an em dash.

For further information, see the ISO/IEC Directives, Part 2.

**Notes to figures** shall be treated independently from notes integrated in the text. They shall be located above the designation of the relevant figure and shall precede figure footnotes. A single note in a figure shall be preceded by “NOTE”, placed at the beginning of the first line of the text of the note. When several notes occur in the same figure, they shall be designated “NOTE 1”, “NOTE 2”, “NOTE 3”, etc. A separate numbering sequence shall be used for each figure.

Notes to figures shall not contain requirements or any information considered indispensable for the use of the document. Any requirements relating to the content of a figure shall be given in the text, in a footnote to the figure or as a paragraph between the figure and its title. It is not necessary that notes to figures be referred to.

**Footnotes to figures** shall be treated independently from footnotes to the text. They shall be located immediately above the designation of the relevant figure.

Footnotes to figures shall be distinguished by superscript lower case letters, beginning with “a”. The footnotes shall be referred to in the figure by inserting the same superscript lower case letter. See the example above.

Footnotes to figures may contain requirements. As a consequence, it is particularly important when drafting the text of the figure footnote to distinguish clearly between different types of provision by using the appropriate verbal forms (see ISO/IEC Directives, Part 2).

**Table 1 — Table title**

Dimensions in millimetres

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Type**a | **No. series** | **Pressure**  *p*1  MPa | **Length**  *l*2  mm | **Temperature**  *T*1  ⁰C |
| A | 284-i | 50 | 216 | 50 |
| B | 556-i | 100b | 287 | 60.5 |
| C | 43-iI | 200 | 300 | 38 |
| NOTE Table note.   1. First table footnote. 2. Second table footnote. | | | | |

**Tables** should be used when they are the most efficient means of presenting information in an easily comprehensible form. It shall be possible to refer to each table explicitly within the text.

A table within a table is not permitted. Subdivision of a table into subsidiary tables is not permitted.

Tables shall be designated “Table” and numbered with Arabic numerals, beginning with 1. This numbering shall be independent of the numbering of the clauses and of any figures. A single table shall be designated “Table 1”. The numbering shall be continuous up to but excluding any annexes. Numbers given to the tables of an annex shall be preceded by the letter designating that annex followed by an em dash (—), e.g. Table A.1—xxxxxxxxx. The numbering shall start afresh with each annex.

The table designation and title (if present) shall be centred horizontally above the table and laid out as in the example above. The table designation and title shall be separated by an em dash.

The first word in the heading of each column or row shall begin with a capital letter. The units used in a given column shall generally be indicated under the column heading. As an exception to this rule, when all units are the same, a suitable statement (for example, “Dimensions in millimetres”) shall instead be placed above the right-hand corner of the table.

When a table is continued over several pages, the column headings together with any statement concerning units shall be repeated on all pages after the first.

**Notes to tables** shall be treated independently from notes integrated in the text. They shall be located within the frame of the relevant table and shall precede table footnotes. A single note in a table shall be preceded by “NOTE”, placed at the beginning of the first line of the text of the note. When several notes occur in the same table, they shall be designated “NOTE 1”, “NOTE 2”, “NOTE 3”, etc. A separate numbering sequence shall be used for each table.

Notes to tables shall not contain requirements or any information considered indispensable for the use of the document. Any requirements relating to the content of a table shall be given in the text, in a footnote to the table or as a paragraph within the table. It is not necessary that notes to tables are referred to.

**Footnotes to tables** shall be treated independently from footnotes to the text. They shall be located within the frame of the relevant table, and shall appear at the foot of the table.

Footnotes to tables shall be distinguished by superscript lower case letters, beginning with “a”.

The footnotes shall be referred to in the table by inserting the same superscript lower case letter.

Footnotes to tables may contain requirements. As a consequence, it is particularly important when drafting the text of the table footnote to distinguish clearly between different types of provision by using the appropriate verbal forms (see ISO/IEC Directives, Part 2).

A paragraph.

*c*  *a*

*b*

(1)

where

1. is the numerator;
2. is the denominator; and
3. is the result of the division.

**Equations** between quantities are preferred to equations between numerical values. Equations shall be expressed in mathematically correct form, the variables being represented by letter symbols the meanings of which are explained in connection with the equations, unless they appear in a “Symbols and abbreviated terms” clause. Descriptive terms or names of quantities shall not be arranged in the form of an equation. Names of quantities or multiletter abbreviated terms, for example presented in italics or with subscripts, shall not be used in the place of symbols.

If it is necessary to number some or all of the formulae in a document in order to facilitate cross- reference, Arabic numbers in parentheses shall be used, beginning with 1. The numbering shall be continuous and independent of the numbering of clauses, tables and figures. Subdivision of formulae [e.g. (2a), (2b), etc.] is not permitted. Numbers given to the mathematical formulae of an annex shall be preceded by the letter designating that annex followed by a full-stop. The numbering shall start afresh with each annex.

The International System of units (SI) as set out in ISO 31 shall be used. Symbols for quantities shall be chosen, wherever possible, from the various parts of ISO 31 and IEC 60027. For further guidance on application, see ISO 1000.

The units in which any values are expressed shall be indicated. The decimal sign shall be a dot (.) on the line.

For clarity, the symbol (×) rather than a dot (.) shall be used to indicate multiplication of numbers and numerical values.

If a value less than 1 is written in decimal form, the decimal sign shall be preceded by a zero.

For further information, see the ISO/IEC Directives.

## Measurement and test methods

The measurement and test methods clause is a conditional element. It is a normative element.

Measurement and test methods specify the procedure for determining the values of characteristics or for checking conformity to stated requirements. Using a standardized test method ensures comparability of the results. Measurement and test methods may be presented as separate clauses, or be incorporated in the requirements, or be presented as annexes or as separate parts. A measurement and test method shall be prepared as a separate document if it is likely to be referred to in a number of other documents.

Measurement and test methods may be subdivided in the following order (where appropriate):

1. principle;
2. reagents and materials;
3. apparatus;
4. preparation and preservation of test samples and test pieces;
5. procedure;
6. expression of results, including method of calculation and precision of the test method, and, in ISO, the measurement uncertainty; and
7. test report.

When health, safety or environmental warnings are necessary, these should be placed next to the relevant content in the test method. General warnings should be placed at the beginning of the test method.

## Marking, labelling and packaging

Marking, labelling and packaging clauses are conditional elements. Are usually normative elements although exceptions can exist (e.g. when only recommendations are made concerning marking, labelling and packaging).

Marking, labelling and packaging are important aspects related to product manufacturing and procurement that frequently require a standardized approach, particularly in safety-critical applications.

Marking, labelling and packaging are complementary aspects that shall be included wherever relevant, particularly for product standards concerning consumer goods.

If necessary, the means of marking shall also be specified or recommended.

This element shall not specify or recommend marks of conformity. Such marks are normally applied under the rules of a certification system – see ISO/IEC Guide 23. Information on the marking of products with reference to a standards body or its documents is given in ISO/IEC 17050-1 and ISO/IEC 17050-2.

Information on safety standards and aspects related to safety is given in ISO/IEC Guide 51.

This element may be supplemented by an informative annex giving an example of information necessary for the purposes of procurement.

## Special

A paragraph with an element of text styled as special (in this case a designation):

**Special styling of an element**

Use the style **Special** for any element of text for which you are unsure as to the correct style to use, or for which you feel that none of the styles contained in the template is appropriate. Note that if you create your own style(s), they will be mapped to Special on exportation/importation.

**Annex A**

(normative)

**Annex title**

## General

Annexes are used to provide additional information to the main body of the document and are developed for several reasons, for example: • when the information or table is very long and including it in the main body of the document would distract the user; • to set apart special types of information (e.g. software, example forms, results of interlaboratory tests, alternative test methods, tables, lists, data); • to present information regarding a particular application of the document.

Annexes are optional elements and can be normative or informative elements.

Normative annexes provide additional normative text to the main body of the document. Informative annexes provide additional information intended to assist the understanding or use of the document. Informative annexes may contain optional requirements. For example, a test method that is optional may contain requirements but it is not necessary to follow these requirements to claim conformance with the document.

The status of the annex (informative or normative) shall be made clear by the way in which it is referred to in the text and shall be stated under the heading of the annex.

**Annexes** shall appear in the order in which they are cited in the text. Each annex shall be designated by a heading comprising the word “Annex” followed by a capital letter of alphabet designating its serial order, beginning with “A”, e.g. “Annex A, Annex B, Annex C, Annex D”. The numbering of annexes shall exclude the use of letters I and O.

The annex heading shall be followed by the indication “(normative)” or “(informative)”, and by the

title.

Annexes may be subdivided into clauses, subclauses, paragraphs and lists. Numbers given to the clauses, subclauses, tables, figures and mathematical formulae of an annex shall be preceded by the letter designating that annex followed by a full stop. The numbering shall start afresh with each annex (see A.2).

Each annex shall be explicitly referred to within the text.

## Clause

### Subclause (level 1)

* + - 1. **Subclause (level 2)**

A paragraph.

* + - * 1. **Subclause (level 3)**

A paragraph.

**Subclause (level 4)**

A paragraph.

**Subclause (level 4)**

A paragraph.

* + - * 1. **Subclause (level 3)**

A paragraph.

* + - 1. **Subclause (level 2)**

A paragraph.

### Subclause (level 1)

A paragraph.

## Clause

* + 1. A level 1 subclause without a title.
       1. A level 2 subclause without a title.
          1. A level 3 subclause without a title.

A level 4 subclause without a title.

A level 4 subclause without a title.

* + - * 1. A level 3 subclause without a title.
      1. A level 2 subclause without a title.
    1. A level 1 subclause without a title.

**Annex B**

(informative)

**Checklist for writers and editors of documents**

The checklist given in Table B.1 is a tool to help writers and editors of documents.

**Table B.1 — Checklist for writers and editors of documents**

|  |  |  |  |
| --- | --- | --- | --- |
| **Task** | **Assessment** | **Done** | **Comments** |
| Structure | Check table of contents:   * Is the top-level structure logical? * Is the subdivision consistent? |  |  |
| Hanging paragraphs:   * Check for and remove any hanging paragraphs. |  |  |
| Use of plain language | Is the text clear and concise? |  |  |
| Are the sentences short? (check punctuation) |  |  |
| Title | Is the title organized going from the more general to the more particular? |  |  |
| Does the title unintentionally limit the scope of the document? |  |  |
| Is it as clear and concise as possible? |  |  |
| Make sure that the title does not contain more than three elements. |  |  |
| If there are several parts, are the titles aligned? |  |  |
| Foreword | Is the document a revision? If so, insert a revision statement including any amendments and technical corrigenda and a list of changes with respect to previous edition. |  |  |
| Are there any other organizations involved in the drafting that should be mentioned? |  |  |
| Introduction | Is it purely informative? |  |  |
| Does it describe the content or give information on why the document is necessary? |  |  |
| Scope | Does it describe what the document does? |  |  |
| Does it state where it is applicable? |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Task** | **Assessment** | **Done** | **Comments** |
|  | Does it only contain statements of fact? |  |  |
| Normative references | Are all of the references listed in the Normative references clause cited in the text in such a way that some or all of their content constitutes requirements of the document? |  |  |
| Are the references dated or undated? |  |  |
| Are the references used ISO and IEC standards? If not, do suitable ISO and IEC standards exist which can be used instead? |  |  |
| Are the normative references publicly available? |  |  |
| Terms and definitions | Are the terms listed used in the document? |  |  |
| Are the definitions correctly drafted? |  |  |
| Figures | Does each figure have a concise title? |  |  |
| Is each figure numbered correctly? |  |  |
| Is there a key if necessary? |  |  |
| Are all figures cross-referenced in the text? |  |  |
| Graphical symbols | Are symbols used taken from the ISO and IEC databases?  If not, contact IEC TC 3, IEC SC 3C, ISO/TC 10 and ISO/TC 145 in order to register a standardized symbol. |  |  |
| Tables | Does each table have a concise title? |  |  |
| Is each table numbered correctly? |  |  |
| Are all tables cross-referenced in the text? |  |  |
| Annexes | Is there a reference to each annex in the main part of the text? |  |  |
| Is their status (normative or informative) correct? Is this made clear in the main part of the text? |  |  |
| Bibliography | Is it formatted consistently? |  |  |
| Are all the entries correct and complete? |  |  |
| Are any of them normative references that should be listed in Clause 2? |  |  |
| Are any of the listed documents duplicated in Clause 2? |  |  |
| Drafting provisions | Make sure that “shall” “should” or “may” are not used in the Foreword, Scope, notes or examples. |  |  |
| Make sure that “shall” is not used in the Introduction. |  |  |
| Are “may” and “can” used correctly? |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Task** | **Assessment** | **Done** | **Comments** |
|  | Is “must” used anywhere in the document?  Is “must” used correctly to mean external constraints? |  |  |
| Make sure that no requirements specifying compliance with national/legal regulations are included. |  |  |
| Potential legal problems | Copyrights |  |  |
| Trademarks |  |  |
| Patents |  |  |
| Conformity assessment | Are there potential conformity assessment issues? |  |  |
| Cross-references | Are all cross-references correct? |  |  |
| Common problems | Are symbols for variable quantities correct, consistent and properly formatted in the text and in mathematical formulae? |  |  |
| Is a comma on the line used as the decimal sign? |  |  |
| Other issues |  |  |  |

# Bibliography

1. ISO #####-#, *General title — Part #: Title of part*
2. ISO #####-##:20##, *General title — Part ##: Title of part*

The Bibliography lists, for information, those documents which are cited informatively in the document, as well as other information resources.

The Bibliography is an informative element. It shall not contain requirements, permissions or recommendations.

The Bibliography is a conditional element. Its inclusion is dependent on whether informative references are present in the document.

The Bibliography shall not have a clause number. It may be subdivided in order to group the referenced documents under descriptive headings. Such headings shall not be numbered.

Referenced documents and information resources listed may be numbered to simplify cross referencing.

A Bibliography, if present, shall appear after the last annex.

Referenced documents and information resources listed in the bibliography can be dated or undated.