

**Internal rules of standardization –
Part 3: Drafting and rules for the structure
of Serbian standards and related documents**



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Published by the Institute for Standardization of Serbia

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Foreword

Internal rules of standardization are designed for employees of the Institute for Standardization of Serbia (hereinafter: Institute), technical committee members, members of expert councils and for all those who participate in the process of development of Serbian standards and related documents.

Internal rules of standardization are comprised of the following parts with the unique designation IRS:

- 1) IRS 1:2023, *Internal rules of standardization – Part 1: Development, publication, maintenance, review and withdrawal of Serbian standards and related documents*
- 2) IRS 2:2021, *Internal rules of standardization – Part 2: Establishing and work of technical committees for standards and related documents*
- 3) IRS 3:2023, *Internal rules of standardization – Part 3: Drafting and rules for the structure of Serbian standards and related documents;*

This part of internal rules of standardization is harmonized with the relevant provisions of rules of the international and European organizations for standardization.

In accordance with Articles 33 and 49 of the Decision amending the Decision on Establishing the Institute for Standardization of Serbia, the internal rules of standardization shall be rendered by the Managing Board of the Institute, upon a proposal of the expert councils. Amendments to the internal rules of standardization, as a result of amendments to the documents according to which these rules are harmonized with, shall be adopted in the same manner and by the same procedure.

Proposal of the first edition of this part of internal rules of standardization was reviewed by the members of Expert Council for General Fields of Standardization - at the session held on 23rd September 2011 and members of Expert Council for the Electrotechnical, Telecommunication and Information Technology Standardization - at the session held on 27th September 2011.

The first edition of this part of internal rules of standardization was rendered by the Managing Board of the Institute at the session held on 20th October 2011.

By the same procedure the second edition of this part of internal rules of standardization was rendered by the Managing Board at the session held on 25th January 2013.

Proposal of the third edition of this part of internal rules of standardization was reviewed by the members of Expert Council for General Fields of Standardization and Expert Council for the Electrotechnical, Telecommunication and Information Technology Standardization at the meetings held by correspondence between 7th February 2014 and 13th February 2014.

In accordance with its authorizations, and based on proposals of the expert councils, the Managing Board of the Institute rendered the third edition of this part of internal rules of standardization at its session held on 24th February 2014.

Amendments of the second edition of this part of internal rules of standardization resulted from the need to supplement the foreword of pure Serbian standards and related documents with the information regarding the responsibility of the Institute for Standardization of Serbia for identifying the intellectual property rights and primarily the patent rights. Namely, by amendments of the second edition it is envisaged which information shall be specified in the foreword of pure Serbian standards and related documents in the course of document development when no intellectual property rights are identified. These new amendments define more precisely the patent rights, as well as the manner according to which the potential users of standards and related documents shall be notified if in the course of document development the existence of patent rights is identified. The mentioned amendments are fully in line with the latest editions of international and European rules governing these matters. In addition, this part of internal rules is supplemented by the new annex (Annex G) which is a translation of one part of Annex SL of the ISO/IEC Directives, Part 1 concerning the use of common terms, definitions and texts for certain clauses in the management system standards.

By adopting the third edition, the application of the second edition of this part of internal rules of standardization shall cease. The need for the amendment of the third edition of this part of the internal standardization rules arose due to the adoption of the internal Rulebook on Intellectual Property, which the Management Board of the Institute adopted at its session held on 2nd June 2, 2017, and the change in the visual identity (logo) of the Institute, which necessitated the amendment of the examples in Annex A.

The draft of the fourth edition of this part of the internal standardization rules was considered and adopted by the members of the Expert Council for General Areas of Standardization and the Expert Council for Standardization in the Field of Electrical Engineering, Telecommunications and Information Technology at their sessions held on 26th September, 2017. The Management Board of the Institute adopted the fourth edition of this part of the internal standardization rules at its session held on 29th September, 2017.

The fourth edition of this part of the internal standardization rules replaces and withdraws the third edition published in 2014.

The fifth edition of this part of the internal standardization rules was created due to the need for harmonization with the latest editions of international and European standardization rules. All amendments compared to the previous edition are indicated by a vertical line in the margin of the document.

The draft of the fifth edition of this part of the internal standardization rules was considered and adopted by the members of the Expert Council for General Areas of Standardization at its session held on 23rd December, 2022, and the Expert Council for Standardization in the Field of Electrical Engineering, Telecommunications and Information Technology at its session held in the period from 21st to 29th December, 2022. The Management Board of the Institute adopted the fifth edition of this part of the internal standardization rules at its 175th session held on 30th January, 2023.

The sixth edition of this part of the internal standardization rules was created due to the need for harmonization with international standards and the promotion of the use and development of standardized terminology in Serbian standards.

The draft of the sixth edition of this part of the internal standardization rules was considered and adopted by the members of the Expert Council for General Areas of Standardization at its session held on 18th May, 2023, and the Expert Council for Standardization in the Field of Electrical Engineering, Telecommunications and Information Technology at its session held on 7th June, 2023. The Management Board of the Institute adopted the sixth edition of this part of the internal standardization rules at its 181st session held in the period from July 27th to 31st 2023.

1 Scope

This part of internal rules of standardization shall lay down the manner of drafting Serbian standards and related documents and the rules for the structure thereof.

The aim of these internal rules is to establish clear and unambiguous provisions in order to develop the Serbian standards and related documents in a uniform manner and with a structure that complies with the international and European documents.

Along with these internal rules, CEN/CENELEC Internal Regulations – Part 3: Rules for the structure and drafting of CEN/CENELEC publications and ISO/IEC Directives – Part 2: Rules for the structure and drafting of International Standards shall be applied simultaneously.

2 Terms and definitions

For the purposes of this part of internal rules, the terms and definitions specified in SRPS ISO/IEC Guide 21-1, SRPS ISO/IEC Guide 21-2, SRPS ISO/IEC Guide 2 and Internal rules of standardization – Part 1: Development, publication, maintenance, review and withdrawal of Serbian standards and related documents shall apply.

2.1

structure (<of a document>)

sequence of items, subitems, paragraphs, tables, figures, annexes

[SRPS ISO/IEC Guide 21-1, 3.10; SRPS ISO/IEC Guide 21-2, 3.13]

2.2

provision

expression in the content of a normative document, that takes the form of a statement, an instruction, a recommendation or a requirement

NOTE These types of provision are distinguished by the form of wording they employ; e.g. instructions are expressed in the imperative mood, recommendations by the use of the auxiliary “should” and requirements by the use of the auxiliary “shall”.

[SRPS ISO/IEC Guide 2, 7.1]

2.3

instruction

provision that conveys an action to be performed

[SRPS ISO/IEC Guide 2, 7.3]

2.4

recommendation

provision that conveys advice or guidance

[SRPS ISO/IEC Guide 2, 7.4]

2.5

requirement

provision that conveys criteria to be fulfilled

[SRPS ISO/IEC Guide 2, 7.5]

3 Drafting and structure of Serbian standards and related documents

3.1 General principles

Uniformity of structure, of style and of terminology shall be maintained not only within each document, but also within a series of associated documents. The structure of associated documents and the numbering of their clauses shall, as far as possible, be identical. Analogous wording shall be used to express analogous provisions; identical wording shall be used to express identical provisions.

The same term shall be used throughout each document or series of associated documents to designate a given concept. The use of an alternative term (synonym) for a concept already defined shall be avoided. As far as possible, only one meaning shall be attributed to each term chosen.

These requirements are particularly important not only to ensure comprehension of the document, or of the series of associated documents, but also to derive the maximum benefit available through automated text processing techniques and computer-aided translation.

3.2 Consistency of documents

In order to achieve the aim of consistency within the complete corpus of standards, the text of every standard shall be in accordance with the relevant provisions of existing basic standards. This relates particularly to:

- standardized terminology,
- principles and methods of terminology,
- quantities, units and their symbols,
- abbreviated terms,
- bibliographic references,
- technical drawings and diagrams,
- technical documentation, and
- graphical symbols, public information symbols and safety signs.

In addition, specific technical aspects shall be drafted in accordance with the provisions of general international standards dealing with the following subjects:

- limits, fits and surface properties;
- tolerancing of dimensions and uncertainty of measurement;
- standard numbers;
- statistical methods;
- environmental conditions and associated tests;
- safety;
- chemistry;
- EMC (electromagnetic compatibility);
- conformity and quality;
- environmental management;

- packaging;
- consumer issues;
- international standardization.

3.3 Language

The text of a standard shall be written in a simple, clear, accurate and consistent manner.

The document itself does not impose to anyone the obligation to act upon. Nevertheless, such obligation can be introduced, for example, by law or contract. The user should be enabled to easily identify the requirements that he/she is obliged to meet in order to be able to claim the compliance with the document. Similarly, the user must be enabled to make a clear distinction between such requirements and other provisions for which he/she has more freedom of choice in terms of use. Clear rules for the use of verb forms (including auxiliary verbs) are therefore of essential importance.

In Serbian standards the designations and abbreviations from international standards usually remain unchanged, in particular from the versions in English language. The same applies to the manner of writing abbreviated terms and the long and short names of organizations. In Serbian language the abbreviated terms are written always in the same manner, regardless of the position in a sentence. If a list of abbreviated terms is not provided in the document, the first time an abbreviated term is used, the full term is stated together with the abbreviated term in parentheses.

Whenever possible, inclusive terminology must be used to describe technical capabilities and relationships. Archaic and non-inclusive terms must be avoided. In line with this principle, “inclusive terminology” refers to language that is acceptable to everyone, regardless of gender, race, skin color, religion, etc. New documents must be developed using inclusive terminology. As far as feasible, existing and outdated documents must be updated to identify non-inclusive terms and replace them with alternatives that are more descriptive and appropriate to the technical capability or relationship.

NOTE The following references for the language issues are recommended:

- Rečnik srpskohrvatskog književnog i narodnog jezika, Srpska akademija nauka i umetnosti, Institut za srpski jezik SANU, Beograd 1959 – i dalje;
- Rečnik srpskohrvatskoga književnog jezika, Matica srpska – (Matica hrvatska), Novi Sad – (Zagreb), 1967 - 1976;
- Rečnik srpskoga jezika, Matica srpska, Novi Sad, 2011;
- Pravopis srpskoga jezika, izmenjeno i dopunjeno izdanje, Mitar Pešikan, Jovan Jerković, Mato Pižurica, Matica srpska, Novi Sad, 2017;
- Veliki rečnik stranih reči i izraza, Ivan Klajn, Milan Šipka, Prometej, Novi Sad, 2012.

The verbal forms shown in Table 1 shall be used to indicate requirements strictly to be followed in order to conform to the document and from which no deviation is permitted.

Table 1 – Requirement

Српски		English		French		German	
Глаголски облик	Еквивалентни изрази за употребу у изузетним случајевима	Verbal form	Equivalent expressions for use in exceptional case	Forme verbale	Expressions équivalentes pour utilisation exceptionnelle	Verbform	Gleichbedeutende Ausdrücke für die Anwendung in Ausnahmefällen
мора	је	shall	is to	doit	est à	muss	ist zu
	захтева се за		is required to		il faut que		ist erforderlich
	захтева се да		is required that		est tenu de		es ist erforderlich,
	мора да		has to		seul est permis		dass hat zu
	дозвољено је само...		only... is permitted		n'est.. que		lediglich .. zulässig
	неопходно је		it is necessary		il est nécessaire de		es ist notwendig
не сме	није дозвољено [допуштено] [прихватљиво] [допустиво]	shall not	it is not allowed [permitted] [acceptable] [permissible]	ne doit pas	il n'est pas admis il est interdit de n'est pas	darf nicht	es ist nicht zulässig [erlaubt] [gestattet]
	захтева се да не		is required to be not		il faut éviter de		es ist unzulässig
	захтева се да ... не буде		is required that ... be not		il ne faut pas		es ist nicht zu
	није		is not to be		est tenu de s'abstenir de		es hat nicht zu

Do not use „must” as an alternative for „shall”. (This will avoid any confusion between the requirements of a document and external statutory obligations.)

Do not use „may not” instead of „shall not” to express a prohibition.

To express a direct instruction, for example referring to steps to be taken in a test method, use the imperative mood in English.

EXAMPLE „Switch on the recorder.”

NOTE In this case, an impersonal verbal form would be used in Serbian language, therefore the given example would read: „Укључи се уређај за записивање”.

The verbal forms shown in Table 2 shall be used to indicate that among several possibilities one is recommended as particularly suitable, without mentioning or excluding others, or that a certain course of action is preferred but not necessarily required, or that (in the negative form) a certain possibility or course of action is deprecated but not prohibited.

Table 2 – Recommendation

Српски		English		French		German	
Глаголски облик	Еквивалентни изрази за употребу у изузетним случајевима	Verbal form	Equivalent expressions for use in exceptional case	Forme verbale	Expressions équivalentes pour utilisation exceptionnelle	Verbform	Gleichbedeutende Ausdrücke für die Anwendung in Ausnahmefällen
треба	препоручује се да	should	it is recommended that	il convient de	il est recommandé de	solite	es wird empfohlen, dass ...
	треба да		ought to				ist in Regel
не треба	не препоручује се да	should not	it is not recommended that	il convient de ne pas	il est recommandé de ne pas	solite nicht	wird nicht empfohlen
	не треба да		ought not to		Il n'y a généralement pas lieu		solite vermieden werden
In French, do not use „devrait” in this context.							

The verbal forms shown in Table 3 shall be used to indicate a course of action permissible within the limits of the document.

Table 3 – Permission

Српски		English		French		German	
Глаголски облик	Еквивалентни изрази за употребу у изузетним случајевима	Verbal form	Equivalent expressions for use in exceptional case	Forme verbale	Expressions équivalentes pour utilisation exceptionnelle	Verbform	Gleichbedeutende Ausdrücke für die Anwendung in Ausnahmefällen
сме, може	допушта се дозвољава се допустиво је	may	is permitted is allowed is permissible	peut	il est admis de il est permis de	darf	ist zugelassen ist zulässig ... auch ...
не мора	не захтева се да никакво ... се не захтева	need not	it is not required that no ... is required	peut ne pas être	il n'est pas nécessaire de il est inutile de	braucht nicht	ist nicht erforderlich keine ... nötig
Do not use „possible” or „impossible” in this context.							
Do not use „can” instead of „may” in this context.							
NOTE 1 „May” signifies permission expressed by the document, whereas „can” refers to the ability of a user of the document or to a possibility open to him/her.							
NOTE 2 The French verb „pouvoir” can indicate both permission and possibility. For clarity, the use of other expressions is advisable if otherwise there is a risk of misunderstanding.							
NOTE 3 In Serbian language, verb "may" may express both permission and possibility.							

Verbal forms given in Table 4 are used for expressions of possibility and capability, either material, physical or causal-consequent.

Table 4 – Possibility and capability

Српски		English		French		German	
Глаголски облик	Еквивалентни изрази за употребу у изузетним случајевима	Verbal form	Equivalent expressions for use in exceptional case	Forme verbale	Expressions équivalentes pour utilisation exceptionnelle	Verbform	Gleichbedeutende Ausdrücke für die Anwendung in Ausnahmefällen
могуће је	способан је да постоји могућност да може се догодити да	can	be able to there is a possibility of it is possible to	peut	est susceptible de est capable de est apte à se prête à est en mesure de il est possible de	kann	vermag es ist möglich, dass ... lässt sich ...; in der Lage (sein) zu ...
није могуће	није способан да не постоји могућност да не може се догодити да	cannot	be unable to there is no possibility of it is not possible to	ne peut pas	n'est pas susceptible de n'est pas capable de ne se prête à n'est pas en mesure de il n'est pas possible de	kann nicht	vermag nicht es ist nicht möglich, dass lässt sich nicht ...

NOTE See Note 1 to Table 3.

4 Structure elements of Serbian standards and related documents

4.1 General

This clause shall lay down the structure elements of both pure Serbian standards and related documents, followed by the Serbian standards and related documents developed by adoption of international, European and regional standards and related documents, as well as national standards of other countries.

NOTE A standard is comprised of the following elements: preliminary informative (cover page, display of the contents, foreword and introduction) and additional informative elements (informative annexes, bibliography, registers); general normative (title, scope, normative references) and technical normative elements (terms and definitions, requirements, normative annexes), as well as mandatory and non-mandatory elements.

4.2 Structure elements of a pure Serbian standard and related document

The structure of a pure Serbian standard and related document is comprised of the following elements:

- cover page;
- adoption notice of standard or related document;
- display of the contents, if needed;

NOTE The contents is an optional element given for the ease of document usage. The display of the contents must have a title „Contents” and contain a list of clauses and, if appropriate, sub-clauses with titles, annexes, along with their status in brackets, bibliography, register(s), figures and tables, respectively. All mentioned elements must be given with their full titles. The terms in clause “terms and definitions” shall not be given in the display of the contents. The display of the contents must be drafted automatically, not manually.

- foreword;
- introduction, if needed;

NOTE Introduction is an optional element providing special information or comments on the technical content of the standard and the reasons for their development. This element shall contain no requirements.

- scope;
- normative references;
- terms and definitions;
- text of a standard or related document;
- annexes, if needed;
- bibliography, if needed;
- register (s), if needed;
- the last page.

Detailed information regarding the structure elements of Serbian standards and related documents are elaborated in the sub-clauses below.

4.2.1 Cover page

The cover page of a standard or related document shall contain the following information:

- a) wording „SERBIAN STANDARD” (or „TECHNICAL SPECIFICATION”, „TECHNICAL REPORT” OR „GUIDANCE”);
- b) national designation according to SRPS A.A0.004;
- v) date of publication;
- g) title in Serbian language;
- d) title in English language;
- đ) edition designation;
- e) logotype of the Institute and the wording „Institute for Standardization of Serbia”;
- ž) reference designation comprising of the national designation and the year of publication linked by a colon and followed by (in the brackets) the designation of a language the standard is published in.

The example of a pure Serbian standard or related document is given in Annex A.

The data contained in the back cover page is given in Annex A.

4.2.2 Text about the adoption of standard or related document

The adoption notice of a standard or a related document shall be placed at the beginning of the first page as follows:

„This standard [related document] is adopted by Director of the Institute for Standardization of Serbia with his Decision No. [number and date of a decision].”

4.2.3 Foreword

A foreword is given on the first page of a standard exclusively. The data contained in the foreword shall, as a rule, have the following order:

- if one or more standards and/or related documents are withdrawn by the publication of other standard or related document, it must be stated as follows:

„(designation of a standard): (year of publication) is being withdrawn and replaced by this standard.”

- information about the national technical committee that developed the standard or related document as follows:

„This standard was prepared by the national Technical Committee (technical committee number), (technical committee title)”.

EXAMPLE „This standard was prepared by the national Technical Committee A037, *Terminology*.”

- information on the proposer of a standard or related document or information about the author of the initial text if the proposer is a relevant technical committee.

- information about the responsibilities of the Institute concerning the identification of patent rights:

- a) in cases when in the course of standard development it is not detected the existence of patent rights, such information shall be noted in the following way:

„Attention is drawn to the possibility that certain elements of this document may be subject to the patent rights. Institute for Standardization of Serbia shall bear no responsibility for identifying any of or all such rights.”

- b) in cases when in the course of standard development it is detected the existence of patent rights, such information shall be noted in the following way:

„Institute for Standardization of Serbia (ISS) draws attention to the fact that it has been established that compliance with this document may encompass the use of a patent related to (subject of a patent, registry number of a patent).

ISS shall take no position in this regard and waive the responsibility related to the evidences, validity, subject, scope, content and acquiring of patent rights.

The holder of a patent expressed the willingness to negotiate on the licencing of his/her patent at a non-discriminatory basis and under reasonable terms, with or without the compensation. The holder of a patent. The holder of a patent submitted to ISS a prescribed form – the licencing statement, which has been recored and is kept in the ISS. Additional information can be obtained from (first and last name of the patent holder).

ISS draws attention to the possibility that certain elements of this document may be subject to other patent rights except the one that is already specified herein. ISS shall bear no responsibility for identifying any of or all such rights.”

ISS (https://iss.rs/sr_Cyrl/baza-patenata_c120) shall maintain a public database on patent rights relevant for Serbian standards. The users are invited to access this database in order to obtain the latest information concerning the patents.”

- information on standardized terminology in the Serbian language as follows:

„The Institute for Standardization of Serbia maintains a database of standardized terms in the Serbian language that are used during the preparation of original Serbian standards and related documents. The database of standardized terms can be found at the following address: https://iss.rs/sr_Cyrl/term.”

4.2.4 Scope

This element shall appear at the beginning of each document 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.

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 succinct so that it can be used as a summary for bibliographic purposes.

This element shall be worded as a series of statements of fact. Forms of expression such as the following shall be used:

„This Standard

- specifies
 - the dimensions of ...”
 - a method of ...”
 - the characteristics of ...”
- establishes
 - a system for ...”
 - general principles for ...”
- gives guidelines for ...”
- defines terms ...”

Statements of applicability of the document shall be introduced by wording such as:

| „This Standard is applicable to ...”.

4.2.5 Normative references

The list of normative references, as a rule, contains the documents published by the Institute, referred to in the text of the standards and necessary for the application of standards. Introduction text to the normative references shall be given as follows:

| „The following documents, in whole or in part, are normatively referenced in this document and are indispensable for its application. For dated references, only the edition cited applies. For undated references, the latest edition of the referenced document (including any amendments) applies.”

| For dated references, the year of publication of the document is mandatory, or a dash with the footnote „To be published” is used when referring to draft standards in public consultation or final draft standards. Both dated and undated references also include their full title.

| If the document doesn't contain normative references, the introductory text should be provided as follows:

| "No normative references are cited in this 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.

4.2.6 Terms and definitions

This is a conditional element giving definitions necessary for the understanding of certain terms used in the document. The following introductory wording shall be used where all terms and definitions are given in the document itself:

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

In the case where terms defined in one or more other documents also apply (for example, in the case of a series of associated documents where Part 1 specifies the terms and definitions for several or all of the parts), the following introductory wording shall be used, altered as necessary:

„For the purposes of this document, the terms and definitions given in ... and the following apply.”

If the document does not contain terms and definitions, the following introductory text must be used:

„No terms and definitions are listed in this document.”

Detailed rules for the drafting and presentation of terms and definitions are given in CEN/CENELEC Internal Regulations – Part 3: Rules for the structure and drafting of CEN/CENELEC documents as well as in ISO/IEC Directives – Part 2: Rules for the structure and drafting of ISO and IEC documents.

4.2.7 Requirements

This element is conditional. If present, it shall contain the following:

- a) all characteristics relevant to the aspects of the products, processes or services covered by the document, either explicitly or by reference;
- b) the required limiting values of quantifiable characteristics;
- v) for each requirement, either a reference to the test method for determining or verifying the values of the characteristic, or the test method itself (see 4.2.9).

A clear distinction shall be made between requirements, statements and recommendations.

Contractual requirements (concerning claims, guarantees, covering of expenses, etc.) and legal or statutory requirements shall not be included.

In some product standards, it may be necessary to specify that the product shall be accompanied by warning notices or by instructions to the installer or user, and to specify their nature. On the other hand, requirements concerning installation or use as such shall be included in a separate part or a separate document, since they are not requirements applicable to the product itself.

Documents listing characteristics for which suppliers or purchasers are required to state values or other data not specified by the document itself shall specify how such values are to be measured and stated.

4.2.8 Sampling

This conditional element specifies the conditions and methods of sampling, as well as the method for the preservation of the samples. This element may appear at the beginning of element 4.2.9.

4.2.9 Test methods

4.2.9.1 General

This conditional element gives all the provisions concerning the procedure for determining the values of characteristics or checking conformity to stated requirements, and for ensuring the reproducibility of the results. If appropriate, tests shall be identified to indicate whether they are type tests, routine tests, sampling tests and so on. In addition, the document shall specify the sequence of testing if the sequence can influence the results.

Test methods may be subdivided in the following order (where appropriate):

- a) principle;
- b) reagents and/or materials (see 4.2.9.2);
- v) apparatus (see 4.2.9.3);
- g) preparation and preservation of test samples and test pieces;
- d) procedure;
- đ) expression of results, including method of calculation and precision of the test method;
- e) test report.

Test methods may be presented as separate clauses, or be incorporated in the requirements, or be presented as annexes or as separate parts. A test method shall be prepared as a separate document if it is likely to be referred to in a number of other documents

Requirements, sampling and test methods are interrelated elements of product standardization and shall be considered together even though the different elements may appear in separate clauses in a document, or in separate documents.

When drafting test methods, account shall be taken of documents for general test methods and of related tests for similar characteristics in other documents. Non-destructive test methods shall be chosen whenever they can replace, within the same level of confidence, destructive test methods.

For the drafting of methods of chemical analysis, see SRPS ISO 78-2. Much of SRPS ISO 78-2 is also applicable to test methods for products other than chemical products.

Documents specifying test methods involving the use of hazardous products, apparatus or processes shall include a general warning and appropriate specific warnings. For recommended wording, see ISO/IEC Guide 51.

A document which specifies test methods shall not imply any obligation to carry out any kind of test. It shall merely state the method by which the assessment, if required and referred to (for example in the same or another document, in a regulation, or in contracts), is to be carried out.

If a statistical method for the assessment of the conformity of a product, process or service is specified in the document, any statements of compliance with the document only relate to the conformity of the population or the lot.

If it is specified in the document that every single item is to be tested in accordance with the document, any statements concerning the conformity of the product to the document mean that every single item has been tested and that each has fulfilled the corresponding requirements.

If test methods which differ from that most acceptable for general application are in use, this shall not be a reason for not specifying the most acceptable in a document.

4.2.9.2 Reagents and/or materials

This is a conditional element giving a list of the reagents and/or materials used in the document.

The content of a reagents and/or materials clause will usually comprise an optional introductory text together with a list detailing one or more reagents and/or materials.

The introductory text shall be used only to specify general provisions to which cross-reference is not made. Any item to which it is necessary to cross-refer shall not be included in this text but shall be listed as a distinct entry.

Each reagent and/or material entry shall be numbered for purposes of cross-referencing, even if there is only one.

4.2.9.3 Apparatus

This is a conditional element giving a list of the apparatus used in the document. The rules for the structure, numbering and presentation of the „Apparatus” clause are identical to those for the „Reagents and/or materials” clause (see 4.2.9.2). Wherever possible, equipment produced by a single manufacturer should not be specified. Where such equipment is not readily available, this clause shall include such specifications for the equipment as to ensure that comparable testing can be conducted by all parties.

4.2.9.4 Alternative test methods

If more than one adequate test method exists for a characteristic, only one shall in principle be the subject of a document. If, for any reason, more than one test method is to be standardized, a referee (oftencalled „reference”) method may be identified in the document to resolve doubts or dispute.

4.2.9.5 Choice of test methods according to accuracy

The accuracy of the chosen test method shall be such as to allow unambiguous determination of whether the value of the characteristic to be assessed lies within the specified tolerance.

When it is considered technically necessary, each test method shall incorporate a statement as to its limit of accuracy.

4.2.9.6 Avoidance of duplication and unnecessary deviations

Avoidance of duplication is a general principle in the methodology of standardization but the greatest danger of duplication appears in the field of test methods because a test method is often applicable to more than one product, or type of product, with little or no difference. Before standardizing any test method, it shall therefore be determined whether an applicable test method already exists.

If a test method is, or is likely to be, applicable to two or more types of product, a document shall be prepared on the method itself, and each document dealing with a given product shall refer to it (indicating any modifications that may be necessary). This will help to prevent unnecessary deviations.

If, in preparing a document related to a product, it is necessary to standardize some kind of testing equipment that is likely to be used for testing other products as well, it shall be dealt with in a separate document, prepared in consultation with the committee dealing with such equipment.

4.2.10 Requirements concerning marking, labelling and packaging of products

Documents containing a reference to the marking of the product shall specify, where applicable, the following:

- the content of any marking that is used to identify the product including, where applicable, the manufacturer (name and address) or responsible vendor (trade name, trademark or identification mark), or the marking of a product itself [e.g. manufacturer's or vendor's trademark, model or type number, designation], or the identification of different sizes, categories, types and grades;
- the means of presentation of such marking, for example by the use of plates (sometimes called “name-plates”), labels, stamps, colours, threads (in cables), as appropriate;
- the location on the product, or in some cases on the packaging, where such marking is to appear;
- requirements for the labeling and/or packaging of the product (e.g. handling instructions, hazard warnings, date of manufacture);
- other information as may be required.

If the application of a label is required by the document, the document shall also specify the nature of the labelling and how it is to be attached, affixed or applied to the product or its packaging.

Symbols specified for marking shall conform to relevant documents published by ISO and IEC. Documents relating to packaging are found under the ICS classification 55 in the ISO and IEC Catalogues.

4.2.11 Requirements concerning documentation accompanying the product

Documents may require that the product be accompanied by some kind of documentation (for example, test report, handling instructions, other information appearing in the product packaging). Rules for the classification and designation of such documentation for plants, systems and equipment are provided in IEC 61355; rules for such documentation in administration, commerce and industry are found under the ICS classification 01.140.30. When relevant, the content of such documentation shall be specified.

4.2.12 Normative annexes

Normative annexes give provisions additional to those in the body of the document. Their presence is conditional. An annex's normative status (as opposed to informative) shall be made clear by the way in which it is referred to in the text, by an indication in the table of contents and under the heading of the annex.

4.2.13 Informative supplementary elements

4.2.13.1 Informative annexes

4.2.13.1.1 Informative annexes give additional information intended to assist the understanding or use of the document. They shall not contain requirements, except as described in 4.2.13.1.2. Their presence is conditional. An annex's informative status (as opposed to normative) shall be made clear by the way in which it is referred to in the text, by an indication in the table of contents and under the heading of the annex.

4.2.13.1.2 Informative annexes may contain optional requirements. For example, a test method that is optional may contain requirements but there is no need to comply with these requirements to claim compliance with the document.

4.2.13.2 Bibliography

For references to ISO and IEC documents, the presentation rules specified in 4.2.5 shall be followed. For other referenced documents and information resources (printed, electronic or otherwise), the relevant rules set out in ISO 690 shall be followed.

For online referenced documents, information sufficient to identify and locate the source shall be provided. Preferably, the primary source of the referenced document should be cited, in order to ensure traceability. Furthermore, the reference should, as far as possible, remain valid for the expected life of the document. The reference shall include the method of access to the referenced document and the full network address, with the same punctuation and use of upper case and lowercase letters as given in the source (see ISO 690-2).

EXAMPLE Available from: <http://www.abc.def/directory/filename_new.htm>.

4.2.14 Other informative elements

4.2.14.1 Notes and examples integrated in the text

Notes and 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. They shall not contain requirements or any information considered indispensable for the use of the document, e.g. instructions, recommendations or permission. Notes may be written as a statement of fact.

Notes and examples should be placed after the paragraph to which they refer.

Notes and examples are not numbered unless more than one appears in the same clause, subclause, figure or table.

When several notes occur within the same clause, subclause, figure or table, they shall be designated „NOTE 1”, „NOTE 2”, „NOTE 3”, etc. The same applies to the examples in the text.

Notes cited to the terms that are used in the text of a document shall be numbered regardless of whether there is one or more notes. Such notes must be designated with: „NOTE 1 to the term:” etc.

4.2.14.2 Footnotes to the text

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

Footnotes to figures and tables follow different rules (see 4.2.15 and 4.2.18).

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.

In certain cases, for example in order to avoid confusion with superscript numbers, one or more asterisks or other appropriate symbols may be used instead: *, **, ***, etc.; †, ‡, etc.

4.2.15 Figures

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.

Figures shall be in the form of line drawings. Photographs may be used only if it is not possible to convert them into line drawings.

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”.

Numbering of figures in annexes shall be carried out in the same manner, provided that a letter symbol of annex with the full point (punctuation mark) is added before the figure designation. Please see below for numbering of parts of figures.

The figure designation and title (if present) shall be centered horizontally below the figure and laid out as in the following example:

Figure # – Details of apparatus

The figure designation and title shall be separated by a dash.

Letter symbols used in figures to represent general cases of angular or linear quantities shall be in accordance with ISO 80000-3, subscripts being used where necessary to distinguish between different applications of a given symbol.

For a series of symbols indicating various lengths on a drawing use I_1, I_2, I_3 , etc. and not, for instance, A, B, C , etc. or a, b, c , etc.

Lettering on technical product documentation shall be in accordance with ISO 3098-2.

Inclined (italic) letters shall be used for:

- symbols for quantities,
- subscripts representing symbols for quantities, and
- symbols representing numbers.

The vertical (upright) style shall be used for all other lettering.

In artwork, textual descriptions shall be replaced by part references (see ISO 6433) the meaning of which are explained in a key, or figure footnote depending on their content.

In graphs, labelling on the axes shall not be replaced by part references to avoid any possible confusion between the number representing a part reference and a number representing a value on the axis. Labelling of curves, lines, etc. on the graph shall be replaced by part references, however many curves, lines, etc. there are.

When all units for a quantity are the same, a suitable statement (for example, „Dimensions in millimeters”) shall be placed above the right-hand corner of the figure.

When a figure is continued over several pages, it may be useful to repeat the figure designation, followed by the title (optional) and by “(1 of #)”, where # is the total number of pages on which the figure appears, as in the following example:

Figure 5 (1 of #)

Any statements concerning units shall be repeated on all pages after the first, where applicable.

Notes to figures shall be treated independently from notes integrated in the text (see 6.5.1). 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 lowercase letters, beginning with „a”. The footnotes shall be referred to in the figure by inserting the same superscript lowercase letter.

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.

In general, the use of subfigures should be avoided whenever possible since it complicates document layout and management.

Only one level of subdivision of a figure is permitted. Subfigures shall be identified by a lowercase letter [e.g. Figure 1 may comprise subfigures a), b), c), etc.]. Other forms of identification of the subfigures such as 1.1, 1.2, ..., 1-1, 1-2, ..., etc. shall not be used.

Where each of the subfigures contains a key, notes and footnotes, an independent numbering sequence shall be applied per subfigure.

4.2.16 Mechanical engineering drawings and graphical symbols

Mechanical engineering drawings shall be prepared in accordance with relevant ISO standards.

Graphical symbols for use on equipment shall be in accordance with IEC 60417 and ISO 7000.

4.2.17 Diagrams

Diagrams, such as circuit diagrams and connection diagrams, for example for test circuits, shall be prepared in accordance with IEC 61082. Graphical symbols used in schematic diagrams shall be in accordance with IEC 60617 and ISO 14617. Reference designations and signal designations shall be in accordance with IEC 61346 and IEC 61175 respectively.

4.2.18 Tables

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 table designation and title (if present) shall be centered horizontally above the table and laid out as in the following example:

Table # — Mechanical properties

The table designation and title shall be separated by a 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.

EXAMPLE 1

Type	Linear density kg/m	Inside diameter mm	Outside diameter mm

As an exception to this rule, when all units are the same, a suitable statement (for example, „Dimensions in millimeters”) shall instead be placed above the right-hand corner of the table.

EXAMPLE 2

Type	Length	Inside diameter	Outside diameter
			Dimensions in millimeters

The presentation shown in Example 3 is not permitted and shall be altered as shown in Example 4.

EXAMPLE 3

Type	A	B	C
Dimension			

EXAMPLE 4

Dimension	Type		
	A	B	C

When a table is continued over several pages, it may be useful to repeat the table designation, followed by the title (optional) and by „(1 of #)”, where # is the total number of pages on which the table appears, as in the following example:

Table # (1/#)

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 (see 6.5.1). They shall be located within the frame of the relevant table and shall precede table footnotes (see the following Example). 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 lowercase letters, beginning with „a”. The footnotes shall be referred to in the table by inserting the same superscript lowercase 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.

EXAMPLE 5

Type	Length	Inside diameter	Outside diameter
A	l_1^a	d_1	
B	l_2	d_2	
A paragraph containing a requirement.			
NOTE 1 Table note.			
NOTE 2 Table note.			
^a Table foot note.			

4.2.19 Additional content

Certain documents contain material that is best provided in electronic format and that differs from the main content.

EXAMPLE 1 Datasets, code components, test patterns

Additional content must be provided in this way only if it cannot be appropriately included in the main body of the text. In the event that such material is provided:

- it is submitted as an attached file;
- it must be considered part of the document and therefore subject to the same rules that apply to public consultation, formal voting, revision, corrigenda, amendments, copyright, and liability;
- if it contains readable text, that text should be translated into the official languages.

Such material must be provided in this way only if it:

- cannot be appropriately included in the main body of the text;
- the file format is on the list of approved file formats, which is subject to change from time to time.

Each item of such material must be explicitly referenced in the text to explain its context and its use.

EXAMPLE 2

„The agreed binary strings are given at: <https://standards.iso.org/iso-iec/23008/-8/ed-2/en>”.

EXAMPLE 3

„Additional files related to this document can be found at: <https://www.iec.ch/tc82/supportingdocuments>”

4.2.20 References

As a general rule, referencing should be used for specific parts of the text instead of repeating the original source material, as such repetition creates a risk of error or inconsistency and increases the length of the document. However, if it is considered necessary to repeat this material, its source must be precisely indicated.

The form: „this Serbian standard”, „this Technical Specification”, etc., shall be used for an individual document, except in the introductory text for the „Normative references” and „Terms and definitions” clauses.

The wording shall be altered as a function of the document type concerned, i.e. Standard, Technical Specification, Publicly Available Specification, Technical Report or Guide.

For a document published in separate parts, the following forms shall be used:

- „this part of SRPS ISO 2382” (reference to a part only);
- „SRPS ISO 60335” (reference to a complete series of parts).

Such references are understood to include all amendments and revisions to the document, since they are undated.

Use, for example, the following forms:

- „in accordance with Clause 3”;
- „according to 3.1”;
- „as specified in 3.1 b”;
- „details as given in 3.1.1”;
- „see Annex B”;
- „the requirements given in B.2”;
- „see the Note in Table 2”;
- „see 6.6.3, Example 2”;
- „see 3.1, Formula (3)”.

It is unnecessary to use the term „subclause”.

Imprecise references such as „this Clause” and „This Annex” shall not be used.

If there is a need to refer to an unordered list item in another document, the following formulation shall be used:

„as specified in SRPS A.L2.001, 3.1, second list item”.

Every figure and table included in the document shall normally be referred to in the text.

Use, for example, the following forms:

- „shown in Figure A.6”;
- „(see Figure 3)”;
- „given in Table 2”;
- „(see Table B.2)”.

References to other documents may be undated or dated. All normative references, undated and dated, shall be given in the „Normative references” clause (see 4.2.5).

Undated references may be made only to a complete document and only where at least one of the following cases applies:

- a) 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;
- b) for informative references.

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

Use the following forms:

- „... as specified in SRPS A.L2.001 ...”;
- „... see SRPS A.L2.001”.

Dated references are references to:

- a) a specific edition, indicated by the date of publication, or
- b) 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.

Within the text, references to specific divisions or subdivisions, tables and figures of another document shall always be dated.

Use the following forms:

- „... carry out the tests given in SRPS IEC 60068-1:1988 ...” (dated reference to a published document);
- „... in accordance with SRPS A.L2.001 —, Clause 3, ...” (dated reference to an enquiry or final draft);
- „... as specified in SRPS A.L2.001, Table 1, ...” (dated reference to a specific table in another published document);
- „... as specified in ISO/TS 10303-1000:2010-03 ...” (dated reference to a published document for which more than one edition is published in the same calendar year);
- „see IEC 60417-5017:2002-10” (dated reference to an entry within a database standard).

4.2.21 Representation of numbers and numerical values

The decimal sign shall be a comma on the line in all language versions.

If the magnitude (absolute value) of a number less than 1 is written in decimal form, the decimal sign shall be preceded by a zero.

EXAMPLE 0,001.

Each group of three digits reading to the left and to the right of a decimal sign shall be separated by a small space from preceding digits or following digits respectively, except for four-digit numbers designating years.

EXAMPLE 23 456 2 345 2,345 2,345 6 2,345 67, *but* the year 1997.

The multiplication cross (\times) shall be used to indicate the multiplication of numbers and numerical values written in decimal form, in vector products and in cartesian products. The half-high dot (\cdot) shall be used to indicate a scalar product of vectors and comparable cases. It may also be used to indicate a product of scalars and in compound units such as shown in Example 3 and Example 5 respectively.

EXAMPLE 1 $A = 80 \text{ mm} \times 25 \text{ mm}$.

EXAMPLE 2 $\vec{I}_G = \vec{I}_1 \times \vec{I}_2$.

EXAMPLE 3 $U = R \cdot I$.

EXAMPLE 4 $l = 2,5 \times 10^3 \text{ m}$.

EXAMPLE 5 $\text{rad} \cdot \text{m}^2/\text{kg}$.

ISO 80000-2 gives an overview of multiplication symbols for numbers.

To express values of physical quantities, Arabic numerals followed by the international symbol for the unit (see ISO 80000 and IEC 60027) shall be used.

4.2.22 Quantities, units, symbols and signs

The International System of units (SI) as set out in ISO 80000 and IEC 80000 shall be used. Symbols for quantities shall be chosen, wherever possible, from the various parts of ISO 80000 and IEC 60027. For more detailed guidelines on application, see ISO 80000.

The units in which any values are expressed shall be indicated.

The unit symbols for degree, minute and second for plane angle shall follow immediately the numerical value; all other unit symbols shall be preceded by a space.

Mathematical signs and symbols shall be in accordance with ISO 80000-2.

See also Annex B to these rules.

4.2.23 Mathematical formulae

Mathematical formulae between quantities are preferred to mathematical formulae between numerical values (because mathematical formulae between quantities are independent of the choice of units whereas mathematical formulae between numerical values are not). Mathematical formulae shall be expressed in mathematically correct form, the variables being represented by letter symbols the meanings of which are explained in connection with the formulae.

The style shown in Example 1 shall be followed.

EXAMPLE 1

$$v = \frac{l}{t}$$

where:

- v is the speed of a point in uniform motion;
- l is the distance travelled;
- t is the duration.

If, exceptionally, an equation between numerical values is used, the style shown in Example 2 shall be followed.

EXAMPLE 2

$$v = 3,6 \times \frac{l}{t}$$

where:

- v is the numerical value of the speed, expressed in kilometers per hour (km/h), of a point in uniform motion;
- l is the numerical value of the distance travelled, expressed in meters (m);
- t is the numerical value of the duration, expressed in seconds (s).

However, the same symbol shall never be used within a document both for a quantity and for its corresponding numerical value. For example, use of the equation in Example 1 and of the equation in Example 2 in the same context would imply that $1 = 3,6$ which obviously is not true.

Descriptive terms or names of quantities shall not be arranged in the form of a mathematical formula. Names of quantities or multi-letter abbreviated terms, for example presented in italics or with subscripts, shall not be used in the place of symbols. The same symbol should not be used to represent different quantities within the same document.

EXAMPLE 3 Write

$$a - b < x < a + b$$

EXAMPLE 4 Write

$$\rho = \frac{m}{V}$$

and not

$$\text{density} = \frac{\text{mass}}{\text{volume}}$$

EXAMPLE 5 Write

$$\dim(E) = \dim(F) \cdot \dim(l)$$

where

- E is energy;
- F is force;
- l is length.

and not

$$\dim(\text{energy}) = \dim(\text{force}) \cdot \dim(\text{length}) ,$$

or

$$\dim(\text{energy}) = \dim(\text{force}) \cdot \dim(\text{length})$$

EXAMPLE 6 Write

$$t_i = \sqrt{\frac{S_{ME,i}}{S_{MR,i}}}$$

where:

- t_i is the statistical value for the system i ;
- $S_{ME,i}$ is the residual mean square for the system i ;
- $S_{MR,i}$ is the mean square due to regression for the system i .

and not

$$t_i = \sqrt{\frac{MSE_i}{MSR_i}}$$

where

- t_i is the statistical value for the system i ;
- MSE_i is the residual mean square for the system i ;
- MSR_i is the mean square due to regression for the system i .

Notations such as

$$\frac{V}{\text{km/h}}, \frac{l}{\text{m}} \text{ and } \frac{t}{\text{s}} \text{ or } V/(\text{km/h}), l/\text{m}, \text{ and } t/\text{s}$$

for numerical values may be used; they are particularly useful on the axes of graphs and in the headings of columns in tables.

Guidance on the presentation of mathematical formulae is given in the *ISO eServices Guide* and on the IEC website. As far as possible, symbols having more than one level of subscript or superscript shall be avoided, as shall any symbols and mathematical formulae that would involve printing more than two lines of type.

EXAMPLE 1 $D_{1,\max}$ is preferable to $D_{1\max}$.

EXAMPLE 2 In the text, a/b is preferable to $\frac{a}{b}$.

EXAMPLE 3 In a displayed mathematical formula, use

$$\frac{\sin[(N+1)\varphi/2]\sin(N\varphi/2)}{\sin(\varphi/2)}$$

rather than

$$\frac{\sin\left[\frac{(N+1)}{2}\varphi\right]\sin\left(\frac{N}{2}\varphi\right)}{\sin\frac{\varphi}{2}}$$

Further examples of the presentation of mathematical formulae are given in Examples 4 to 6.

EXAMPLE 4

$$-\frac{\partial W}{\partial x} + \frac{d}{dt} \frac{\partial W}{\partial \dot{x}} = Q \left[\left(-\mathbf{grad} V - \frac{\partial \mathbf{A}}{\partial t} \right)_x + (\mathbf{v} \times \mathbf{rot} \mathbf{A})_x \right]$$

where

- W is the dynamic potential;
- x is the x -coordinate;
- t is time;
- \dot{x} is the time derivative of x ;
- Q is the electric charge;
- V is the electric potential;
- A is the magnetic vectopotential;
- v is the velocity.

EXAMPLE 5

$$\frac{x(t_1)}{x(t_1 + T/2)} = \frac{e^{-\delta t_1} \cos(\omega t_1 + \alpha)}{e^{-\delta(t_1 + T/2)} \cos(\omega t_1 + \alpha + \pi)} = -e^{\delta T/2} \approx -1,392\ 15$$

where

- x is the x -coordinate;
- t_1 is the time at the first turning point;
- T is the period;
- ω is the angular frequency;
- α is the initial phase;
- δ is the damping coefficient;
- π is the number 3,141 592 6.....

EXAMPLE 6 To express a mass fraction the following method of expression is sufficient:

$$w = \frac{m_D}{m_S}$$

However, the following equation is also acceptable:

$$w = \frac{m_D}{m_S} \times 100 \%$$

but note that expressions such as “the percentage by mass” shall not be used.

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:

$$x^2 + y^2 < z^2 \tag{1}$$

The numbering shall be continuous and independent of the numbering of clauses, tables and figures.

4.2.24 Values, dimensions and tolerances

Values and dimensions shall be indicated as being minimum or maximum, and specified with their tolerances in an unambiguous manner.

EXAMPLE 1 80 mm × 25 mm × 50 mm (не 80 × 25 × 50 mm)

EXAMPLE 2 80 μF ± 2 μF или (80 ± 2) μF

EXAMPLE 3 $\lambda = 220 \times (1 \pm 0,02) \text{ W/(m}\cdot\text{K)}$

EXAMPLE 4 80^{+2}_0 (не 80^{+2}_0)

EXAMPLE 5 80 mm $^{+50}_{-25} \mu\text{m}$

EXAMPLE 6 10 kPa to 12 kPa (not 10 to 12 kPa or 10 – 12 kPa)

EXAMPLE 7 0 °C to 10 °C (not 0 to 10 °C)

In order to avoid misunderstanding, tolerances on values expressed in percent shall be expressed in a mathematically correct form.

EXAMPLE 8 Write „from 63 % to 67 %” to express a range.

EXAMPLE 9 Write “(65 ± 2) %” to express a center value with tolerance.

The form „65 ± 2 %” shall not be used.

The degree should be divided decimally, for example write 17,25° rather than 17°25'.

Any value or dimension that is mentioned for information only shall be clearly distinguishable from requirements.

4.2.25 Representation of numbers, symbols for variables, and numerical values for programming languages, pseudocodes, and markup languages

When programming languages, pseudocodes, or markup languages are defined, described, referred to, or included in a document, the representation of numbers, symbols for variables, and numerical values must follow the syntax of the corresponding programming language, pseudocode, or markup language.

4.2.26 Data on the last page

The last page shall contain the following information:

- number (numbers) of International Classification of Standards (ICS);
- national classification designation according to SRPS A.A0.004;
- descriptors in Serbian language;
- descriptors in English language;
- total number of pages of a standard.

For the example of the last page, see Annex A, Figure A.6

4.2.27 Amendments and corrigenda

The structural elements of amendments and corrigenda of a pure Serbian standard shall have the structure as laid down in 4.2, but the „Serbian standard” or „related document” shall be understood as „amendment/corrigenda”.

4.3 Structure elements of Serbian standards developed by adoption of international standards

4.3.1 Structure elements of Serbian standards developed by translation

The structure of Serbian standard developed by translation shall consist of the following elements:

- the cover page;
- the text about the adoption of standard;
- the national foreword;
- the translation of the contents of international standard, if any;
- the translation of the foreword of international standard;
- the translation of the introduction of international standard, if any;
- the translation of the body of international standard along with all the elements (annexes, bibliography, etc.);
- the national annexes, if necessary;
- other information, if necessary;
- the last page.

Detailed information regarding these structural elements of Serbian standard are given in the subclauses below.

4.3.1.1 Data on the cover page

The cover page shall contain the following information:

- a) wording „SERBIAN STANDARD”
- b) national designation, date of publishing and the level of compliance according to Internal Rules of Standardization, Part 1;
- v) title of a standard in Serbian language;
- g) title of a standard in English language;
- d) designation of the standard edition; if a Serbian standard designated according to SRPS A.A0.004 from certain field had already existed and is withdrawn by the publishing of the new one, the designation of its edition shall be I)
- đ) logo („logotype”) and the wording „Institute for Standardization of Serbia”;
- e) referenced designation of Serbian standard according to Internal Rules of Standardization, Part 1.

The example of the cover page of Serbian standard is given in Annex A, Figure A.2.

The data included in the back-cover page are given in Annex A, Figure A.3.

4.3.1.2 Text about the adoption of standard

At the beginning of the first page the text about the adoption of standard shall be included, see 4.2.2, followed by the text of information on international standard being adopted along with the Serbian one, as follows:

„This standard is identical with the international standard (designation, year of publication, title in English language.)”

EXAMPLE 1 **„This international standard is identical with the international standard IEC 60335-2-9:2008, Household and similar electrical appliances – Safety – Part 2-9: Particular requirements for grills, toasters and similar portable cooking appliances.”**

EXAMPLE 2 **„This standard is identical to the international standard ISO 12687:1996, Metallic coatings – Porosity tests – Humid sulfur (flowers of sulfur) test.”**

Only if there is a European standard identical with the corresponding international one, the information thereof shall follow.

„The text of international standard (designation, year of publication) is accepted by CEN without modifications and published in (year of publication) as a European standard (designation, year of publication).”

EXAMPLE **„This standard is identical with international standard ISO 12687:1996, Metallic coatings – Porosity tests – Humid sulfur (flowers of sulphur) test. The text of international standard ISO 12687:1996 is accepted by CEN without modifications and published in 1998 as a European standard EN ISO 12687.”**

If a standard is an integrated edition with incorporated amendments and/or technical corrigenda of an international standard, the information thereof shall be given as follows:

„This standard is identical with international standard (designation, year of publication, title in English language) including its (amendments/technical corrigenda) (designation, year of publication, title in English language-if any).”

EXAMPLE **„This standard is identical with international standard ISO/IEC 10918-3:1997, Information technology – Digital compression and coding of continuous-tone still images: Extensions, including its Amendment 1:1999, Provisions to allow registration of new compression types and versions in the SPIFF header.”**

4.3.1.3 National foreword

National foreword is given with the aim of making easy the introduction of international standards into national standardization and may contain explanations, but not requirements.

Above the text itself in the national foreword there shall be a title „National foreword”.

4.3.1.3.1 Data in the national foreword

The data contained in the national foreword shall, as a rule, have the following order:

- if one or more standards are withdrawn by the publication of other standard, it must be stated as follows:
„(designation of a standard): (year of publication) is being withdrawn and replaced by this standard.”

- information about the national technical committee that developed the standard as follows:

„This standard has been prepared by the national Technical Committee for standards in the field of (subject field), (designation of a committee).”

EXAMPLE „This standard has been prepared by the national Technical Committee A046, *Information and documentation – librarianship*.”

- data on participation in the development of an international standard, if any;
- information about the proposer of a standard or the author of initial text if the proposer is a relevant technical committee;
- information on the fact that a standard was developed by translation of an international standard and a language from which the translation had been made, as follows:

„Standard (designation of a standard) is a translation of international standard (designation of a standard with the year of publication) from (name of the language) to Serbian language.”

EXAMPLE „Standard SRPS ISO/IEC 10918-3 is the translation of amendment of international standard ISO/IEC 10918-3:1997 and its Amd. 1:1999 from English to Serbian language.”

- If the Serbian standard was previously published in English, the following is stated:
„This standard was previously published as a Serbian standard in English (year of publication of the Serbian standard in English), and therefore, the title page of this standard bears the same publication date and designation as the title page of the English version.”

NOTE If the English-language version of a Serbian standard contains information about its replacement or withdrawal, this information must also be included in the Serbian-language edition.

- in case of a multilingual edition, the information thereof shall be given as follows:

EXAMPLE „Standard is a bilingual edition in Serbian and English language. In addition, the terms in French language shall be given along with the terms in Serbian language. Standard shall also contain the registers of terms for each of the mentioned languages.”

- information about eventual editorial changes;

EXAMPLE

For the purpose of this standard the following editorial changes have been made:

- „international standard” is replaced with „standard”;
- a text of amendment of international standard is marked in this standard with a vertical line in the margin;
- national notes and footnotes for additional explanations are added;
- bulletins in the text are given in Serbian Cyrillic alphabet order rather than in English alphabet order;
- the decimal sign is a comma instead of a point;
- a standard contains informative Annex NA which contains the comparative register of terms in Serbian and English language.

- information about standardized terminology in Serbian as follows:

„The Institute for Standardization of Serbia maintains a database of standardized terms in Serbian, which are used when translating standards. This database of standardized terms can be found at the following address: https://iss.rs/sr_Cyrl/term.”

- relationship between national documents and cited foreign documents.

4.3.1.3.2 Relation between the national documents and cited foreign documents

Below the subtitle „Relationship between Serbian documents and cited international (European, international and European...) documents” a list of only those national documents identical with the foreign documents cited in the clause „Normative references” shall be given, or, if that clause is left out, with the foreign normative documents cited in the text of a standard. For dated references, the link of a national document with the cited edition of a foreign document shall be given. For undated references, the link with the latest edition of a foreign document at the time of publication of a national document referenced to shall be given.

EXAMPLE

„Relationship between Serbian documents and cited international documents

SRPS ISO 6166:1997, *Securities – International securities identification numbering system* (ISO 6166:1994, IDT)
SRPS ISO/IEC 10918-3:2003, *Information technologies – Digital compression and coding of continuous-tone still image: Extensions* (ISO/IEC 10918-3:1997 + Amd. 1.1999, IDT)”

When a foreign document contains a normative reference to documents that are not adopted as identical national documents or when the cited foreign documents are not adopted at all at the national level, the following text shall be given:

„Other (international, European, international and European...) documents [in case of one document, the designation of a document with the year of publication shall be stated] to which this (type of a national document) is normative referenced to shall apply for the purpose of this (type of a national document) since these are not adopted as identical Serbian documents.”

4.3.1.4 Translation of the contents

The translation of the contents of an international standard, if any, that is being adopted as the Serbian one shall be given on the next page.

If a Serbian standard contains informative annexes, the information thereof may be given in the national foreword or the list of national annexes may accompany the translation of the contents by adding the national note with the corresponding text and the list of national annexes.

EXAMPLE

“NATIONAL NOTE Standard contains the following national annexes:

Annex NA (informative) Comparative review of international, European and national standards

Annex NB (informative) Comparative register of the terms in Serbian and English language”

4.3.1.5 Translation of the foreword and the introduction of international standard

A translation of the foreword of international standard is placed at the next page after the translation of the table of content of international standard.

If a Serbian standard includes also amendments or technical corrigenda of an international standard, translation of the text of a foreword of amendments or corrigenda shall be given in the national note below the translation of a foreword of an international standard.

EXAMPLE

„NATIONAL NOTE Amendment 1 published in 1988 is prepared by IEC Technical Committee 75, *Classification of environmental conditions*.

A text of this amendment is based on the following documents:

The six-months rule	Report on voting
75(CO)38	75(CO)45

Full information on voting for the approval of this amendment may be found in the report on voting mentioned in the above table.”

After this page, a separate page follows with the translation of the introduction of international standard, if any.

4.3.1.6 Translation of the text of international standard

The translation of international standard starts at the first next page. The translation of international standard is preceded by the translation of the title of international standard.

When translating the international standards, the translations of general terms given in Annex B should be used.

When translating international standards into Serbian, it's important to prioritize consistency. For foreign language terms whose definitions align with those already established in relevant Serbian standards, those pre-defined Serbian terms in the translations should be used, as a rule. However, if a foreign language term within a particular standard and context is explained by a different definition, the option exists to employ a different Serbian term or provide a suitable synonym.

4.3.1.7 Bibliography

If an international standard being endorsed is comprised of bibliography, titles of documents that are cited therein shall remain unchanged in the text of translation. Along with the original title of a document, the translation thereof in Serbian language can be given in brackets.

EXAMPLE

„Bibliography

IEC/TR 60083:1997, Plugs and socket outlets for domestic and similar general use standardized in member countries of IEC

IEC 60320 (all parts), Appliance couplers for household and similar general purposes

4.3.1.8 Registers

Some international standards also contain informative annexes in which the register of terms is given in one or more languages and sorted out in alphabet of the corresponding language. As a rule, these registers shall remain unchanged in the text of translation. The corresponding terms in the text of translation in Serbian language shall be given, depending on the case, in the register with the corresponding terms in language(s) without changing the order of citation of terms in certain language or can be given in a separate register of terms in Serbian language given as a separate national annex in which the terms are sorted in alphabetical order. The information thereof shall be given in the national annex (see 4.3.4.1).

4.3.1.9 National annexes

National informative annexes may contain, for example, advice for users, guidance for training or recommended forms of reporting, as well as interpretation regarding the implementation of standards.

National informative annexes, if any, shall follow the order of the matter in the text they refer to and shall be cited with the beginning of the separate page each. They are marked with the header that contains the word „Annex” followed by a two-letter code representing their serial order beginning from „NA”. After the header of annex, the sign “informative” and a title shall follow in separate lines.

4.3.1.10 Data on the last page

The last page shall contain the following information:

- number(s) of international classification of standards (ICS);
- national classification designation according to SRPS A.A0.004;
- descriptors in Serbian language;
- descriptors in English language;
- total number of pages of a standard.

4.3.1.11 Normative references

If this item contains a cited standard that at the time of publication of an international standard had been in the process of publishing and has been published in the meanwhile (example 1) or the dated reference is cited that has been withdrawn (example 2), the information thereof shall be given in the national footnote.

EXAMPLE 1

„National footnote

*) The standard is published in 2006.”

EXAMPLE 2

„National footnote

*) The standard is withdrawn in 2006.”

The list of normative documents cited in the text of translation of an international standard shall, according to 6.2.1 SRPS ISO/IEC Guide 21-1, remain unchanged. Titles of these documents shall be given in English or French, depending on the language that is being translated from.

4.3.1.12 National notes and national footnotes

National notes and national footnotes are used only for providing additional national information, interpretation and explanation that can help in understanding or implementing the standard and shall not contain any requirement.

National note shall be added at the end of an item or sub item or after the paragraph it refers to. The text of national note shall start with the wording „NATIONAL NOTE”. The example of a national note is given in 4.3.1.4.

National footnote is placed at the bottom of corresponding page and separated from the text by a thin horizontal line. If a text of translation of international standard contains footnotes on the same page of text, national footnotes shall be placed below the footnotes of translated text, after the title „National footnotes”

National footnotes in the text are marked in the series throughout the whole document. If footnotes in the text of translation of international standard are designated with numbers, national footnotes shall be marked by asterisk or some other character and vice versa. The example of a national footnote is given in 4.3.1.11.

4.3.2 Amendments or corrigenda

The structure elements of amendments or corrigenda of a Serbian standard developed by translation shall be as laid down in 4.3.1.

The text on the adoption of amendments or corrigenda shall be as follows:

„This amendment (corrigendum) is identical with the amendment (corrigendum) of international standard (designation, year of publication, title in English language).”

EXAMPLE „This amendment is identical with the amendment of international standard ISO/IEC 10918-3:1997/ Amd. 1:1999, Information technology – Digital compression and coding of continuous-tone still images: Extensions – Amendment 1:1999, Provisions to allow registration of new compression types and versions in the SPIFF header.”

The information given in the national foreword shall be in accordance with 4.3.1.3.1, provided that the information about the fact that the amendment or corrigenda is a translation of amendment or corrigenda of international standard is given as follows:

„Amendment (corrigendum) (designation of amendment) is the translation of amendment (corrigendum) of international standard (designation, year of publication) from English to Serbian language.”

EXAMPLE “Amendment SRPS ISO/IEC 10918-3:2003/A1 is the translation of amendment of international standard ISO/IEC 10918-3:1997/Amd. 1:1999 from English to Serbian language.”

4.3.3 Structure elements of standard developed by reprinting

The data on the cover page and the text about adoption of standard shall be as described in 4.3.1.1 and 4.3.1.2.

The data contained in the national foreword shall be as described in 4.3.1.3.1 or, in case of endorsement of European standards, 4.6.1.3.1, while in both cases the following text shall be used:

„The standard (designation of a standard) is developed by reprinting of the English version of international standard (designation of international standard with the year of publication).”

For national annexes, see 4.3.1.9.

4.3.4 Structure elements of standard developed by endorsement

Adoption by endorsement shall mean the publication of the „Endorsement notice” by which the foreign document is endorsed as the national document.

The endorsement notice shall be published in the official journal (or bulletin) and as an independent document. It shall then comprise of the cover page with the data as laid down in 4.3.1.1. The data contained on the back-cover page are given in Figure A.3.

The next page shall contain the adoption notice according to 4.3.1.2, the information on withdrawn standards as in 4.3.1.3.1 or, in case of endorsement of European standards, 4.6.1.3.1, and the text of the endorsement notice as follows:

„Endorsement notice

(Type of foreign document) (designation of foreign document with year of publication, title in English language) is accepted without any modifications as (type of national document) (designation) in English language. (Type of foreign document) can be obtained in the Institute for Standardization of Serbia.”

Data on the last page are given in Figure A.6.

4.4 Structure elements of Serbian related document developed by adoption of international related document

The Serbian related document which is adopted by translation of international related document shall have the structure as laid down in 4.3.1.

The Serbian related document which is adopted by reprinting or endorsement shall have the structure as laid down in 4.3.3 and 4.3.4 respectively.

4.4.1 Data on the cover page

The item 4.3.1.1 shall apply, provided that the „standard” should be understood as the “related document”.

4.4.2 Text about adoption

The text about adoption of related document is placed at the beginning of the first page, see 4.2.2, followed by the text containing information on international related document that is being adopted along with that related document, as follows:

„This (related document) is identical with the international (related document) (designation, year of publication, title in English language).”

EXAMPLE “This publicly available specification is identical with the international publicly available specification ISO/PAS 18873:1999, International protocol for doping control.”

4.4.3 National foreword

The items 4.3.1.3.1 and 4.3.1.3.2 shall apply, provided that the „standard” should be understood as the „related document”.

4.4.4 Translation of the contents

The item 4.3.1.4 shall apply, provided that the „standard” should be understood as the „related document”.

4.4.5 Translation of the foreword and the introduction

A translation of the foreword of international related document is placed at the next page after the translation of the table of content.

After this page, a separate page follows with the translation of the introduction of international related document, if any.

4.4.6 Translation of the text

The item 4.3.1.6 shall apply, provided that the „standard” should be understood as the „related document”.

4.4.7 National annexes

The item 4.3.1.9 shall apply, provided that the „standard” should be understood as the „related document”.

4.4.8 Normative references

If the international related document that is being adopted is such type that refers to normative international standards and/or related documents, 4.3.1.3.1 shall apply.

4.4.9 National notes and national footnotes

The item 4.3.1.12 shall apply, provided that the „standard” should be understood as the „related document”.

4.4.10 Amendments and corrigenda

The item 4.3.2 shall apply, provided that the „standard” should be understood as the „related document”.

4.5 Structure elements of Serbian standard/related document modified in relation to the international standard/related document

The structure of the Serbian standard/related document developed by adoption of international standard/related document with modifications in terms of provisions laid down in 4.3 SRPS ISO/IEC Guide 21-1, must be as defined in 4.3.1.

4.5.1 Data on the cover page

The cover page of a national standard/related document shall contain the following information:

- a) wording „SERBIAN STANDARD (related document)“;
- b) national designation of a standard/related document, date of publication and degree of correspondence according to 5.3.;
- v) title of a standard/related document in Serbian language;
- g) title of a standard/related document in English language;
- d) designation of edition of a standard/related document;
- đ) symbol (logo) and the text „Institute for Standardization of Serbia“;
- e) reference designation of a Serbian standard/related document according to the Internal rules of standardization, Part 1.

4.5.2 Text about adoption of standard/related document

The text about adoption of standard/related document is placed at the beginning of the first page-as laid down in 4.2.2, followed by the text containing information on international standard/related document that is being adopted along with that standard/related document, as follows:

„This standard/related document is the modified international standard/related document (designation, year of publication, title in English language).“

EXAMPLE “This standard is the modified international standard IEC 60335-2-9:2002, Household and similar electrical appliances – Safety – Part 2-9: Particular requirements for grills, toasters and similar portable cooking appliances.”

4.5.3 National foreword

The information stated in the national foreword are given as laid down in 4.3.1.3.1, provided that there is indicated the existence of technical deviations from international standard/related document and the list of national normative annexes in which those normative deviations exist are given.

The information on the fact that a standard/related document is the translation of international standard/related document shall be given as follows:

„Standard/related document (designation) is a translation of international standard/related document (designation with the year of publication) from (language) to Serbian language with modifications.

EXAMPLE „Standard SRPS I.B1.012 is a translation of international standard ISO/IEC 8859-5:1998 from English language to Serbian language with modifications.“

The relationship between the national documents and cited foreign documents is given as in 4.1.3.1.2, provided that this list may also contain national documents with degrees of correspondence „modified" or „not equivalent" (see SRPS ISO/IEC Guide 21-1, 6.2).

4.5.4 Other structure elements

For other elements of structure of a national standard/related document modified in relation to the international standard/related document, see 4.3.1.4 to 4.3.1.12.

For drafting of national normative annexes, see 4.2.12.

4.6 Structure elements of Serbian standards developed by adoption of European standards

This clause gives a detailed description of the structure elements of a Serbian standard developed by translation of a European standard. The structure of a Serbian standard developed by reprinting of a European standard is given in 4.3.3, while the structure of a Serbian standard developed by endorsement of a European standard is given in 4.3.4.

4.6.1 Structure elements of standard developed by translation

The elements of structure of Serbian standard developed by translation of European standard shall comprise of the following elements:

- cover page;
- text about adoption of standard;
- national foreword;
- translation of cover page of European standard;
- translation of the contents of European standard, if any;
- translation of foreword of European standard (which is, together with the translation of endorsement notice, given on the back of translation of cover page of European standard in case of adoption of EN ISO standards and EN standards published by CENELEC);
- in case of an integrated edition, the translation of the cover page of amendments or technical corrigenda of a European standard with translation of a foreword on the back which follows the translation of the cover page of the basic standard with translation of a foreword on the back;
- translation of the introduction of European standard, if any;
- translation of the text of a European standard, together with all elements (annexes, bibliographies, etc.);
- national annexes, if needed;
- other information, if needed;
- the last page.

Detailed information regarding the structure elements of Serbian standards are elaborated in the sub-clauses below.

4.6.1.1 Data on the cover page

The cover page shall contain the following information:

- a) wording „SERBIAN STANDARD”;
- b) national designation, date of publication and degree of correspondence according to 5.2;
- v) title of a standard in Serbian language;
- g) title of a standard in English language;
- d) designation of edition of a standard; if a Serbian standard from the corresponding field had already existed and had been designated according to SRPS A.A0.004 which is withdrawn by the publication of the mentioned standard, the designation of edition thereof is I;
- đ) symbol (logo) and the text „Institute for Standardization of Serbia”;
- e) reference designation of a Serbian standard according to the Internal rules of standardization, Part 1.

For data contained on the back-cover page, see Annex A, Figure A.3.

4.6.1.2 Text about adoption of standard

The text about adoption of standard is placed at the beginning of the first page-as laid down in 4.3.1.2, followed by the text containing information on European standard that is being adopted along with that standard, and in the case of adoption of CEN standard is as follows:

„This standard is identical with EN (number):(year of publication) and is reproduced by permission of CEN, Avenue Marnix 17, B-1000 Brussels.

All exploitation rights of the European Standards in any form and by any means are reserved world-wide to CEN and its National Members, and no reproduction may be undertaken without the expressed permission in writing by CEN through the Institute for Standardization of Serbia.”

„This standard is identical with EN (number):(year of publication) and is reproduced by permission of CEN, Avenue Marnix 17, B-1000 Brussels.

All exploitation rights of the European Standards in any form and by any means are reserved world-wide to CEN and its National Members, and no reproduction may be undertaken without the expressed permission in writing by CEN through the Institute for Standardization of Serbia.”

If a national standard is an integrated edition with incorporated amendments and/or technical corrigenda of a European standard, the first and the third paragraph of previously mentioned text shall change as follows:

„This standard is identical with EN (number):(year of publication), including its amendment/technical corrigenda A(AC)(number):(year of publication), and is reproduced by permission of CEN, Avenue Marnix 17, B-1000 Brussels.

„This standard is identical with EN (number):(year of publication), including its amendment/technical corrigenda A(AC)(number):(year of publication), and is reproduced by permission of CEN, Avenue Marnix 17, B-1000 Brussels ”

The adoption notice in case of adoption of CENELEC standards is given in the similar way.

4.6.1.3 National foreword

National foreword is given with the aim of making easy the introduction of European standards into national standardization and may contain explanations, but not requirements.

Above the text itself in the national foreword there shall be a title **„National foreword”**.

4.6.1.3.1 Data in the national foreword

The item 4.3.1.3.1 shall apply, provided that the „international standard” should be understood as the „European standard”. If one or more Serbian standards are withdrawn by publication of European standard, this shall be indicated as follows:

„This standard shall replace (designation):(year of publication).”

4.6.1.3.2 Relationship between national documents and cited foreign documents

4.3.1.3.2 shall apply, provided that this relationship is established with foreign documents given in a separate annex of a European standard (usually it is Annex 3A), if any.

4.6.1.4 Cover page of a European standard

Examples of translation of cover pages of European standards published by CEN/CENELEC are given in Annex A.

The order in which, below the title in Serbian language, the titles in official languages of EU are listed (English, French and German) depends on the language from which the translation is made to Serbian language. If:

- the translation is from English language: English, French, German;
- the translation is from French language: French, German, English;
- the translation is from German language: German, English, French.

A list of countries is given according to the alphabetical order of translated names of countries (that order shall be the same in the translation of a foreword of a European standard as well).

4.6.1.5 Other structure elements

For other elements of structure of a national standard adopted by translation of a European standard the following clauses of this guidance shall apply, provided that the „international standard” is understood as „European standard”.

- for a translation of the contents, see 4.3.1.4;
- for a translation of the foreword and introduction, see 4.3.1.5;
- for a translation of the text, see 4.3.1.6.

4.6.1.6 National annexes

Including the national informative annexes that do not change, do not add or delete provisions of a European standard and are not contrary to the requirements laid down in a European standard, shall not be considered a deviation from being identical with a European standard.

For national informative annexes, see 4.3.1.9.

4.6.1.7 Normative references

The item 4.3.1.11 shall apply, provided that the „international standard” should be understood as the “European standard”.

The list of normative documents that the European standard is referenced to in the text of translation must, according to CEN/CENELEC Internal Regulations, Part 3, Z.C8, remain unchanged. Titles of these documents shall be given in English or French, depending on the language that is being translated from.

4.6.1.8 National notes and national footnotes

The item 4.3.1.12 shall apply, provided that the „international standard” should be understood as the „European standard”.

4.6.1.9 Amendments and corrigenda

The structure elements of amendments or technical corrigenda of a Serbian standard developed by translation is as laid down in 4.3.2 and 4.6.1, provided that “international standard” should be understood as the “European standard”.

4.7 The structure of Serbian related documents developed by adoption of European related documents

Depending on the way of adoption and type of European related documents, the Serbian related documents developed by adoption of European related documents have the structure as laid down in 4.6.

5 The structure of Serbian standards developed on the basis of international standards not adopted by ISO and IEC, regional standards, as well as of national standards of other countries

If, during the drafting of a Serbian standard/related document another international or regional standard or national standard of a country is being used as a basis, it shall be given in the foreword, while the structure and the way of drafting such standard/related document are laid down in 4.2 of these internal rules.

If a Serbian standard/related document is an identical translation of other international or regional standard or national standard of other country, the structure thereof, as a rule, shall be as follows:

- cover page, according to 4.2.1;
- text about adoption of standard according to 4.2.2;
- foreword, containing the following information:
 - national technical committee which developed a standard,
 - the proposer of a standard,
 - another international or regional standard or national standard of other country that was used for the drafting thereof, as well as information regarding the translation in accordance with 4.3.1.3.1,
 - relationship between national documents and cited foreign documents
- translation of the contents, if any (according to 4.3.1.4);
- translation of a foreword and an introduction, if any;
- translation of the text of a standard;
- national annexes in accordance with 4.3.1.9;
- other information, if needed;
- the last page.

A Serbian standard/related document may contain national notes and/or national footnotes, in accordance with 4.3.1.12.

The structure elements of amendments and technical corrigenda of a Serbian standard/related document developed on the basis of international standards not adopted by ISO and IEC, regional standards, as well as national standards of other countries shall be as defined in 4.2.24, that is 4.3.1 if it is an identical translation of such standards.

Annex A (informative)

Example of a cover page, back cover page, the first and the last page of a Serbian standard

Figures A.1 to A.6 show the examples of a cover page, back cover page, the first and the last page of a Serbian standard.



Figure A.1 – Example of a cover page of pure Serbian standard

СРПСКИ
СТАНДАРД

SRPS IEC XXXXX-X-X

Септембар 2017.

Идентичан са IEC XXXXX-X-X:2017

Наслов на српском језику

Наслов на енглеском језику



I издање



ИНСТИТУТ ЗА
СТАНДАРДИЗАЦИЈУ
СРБИЈЕ

Референтна ознака
SRPS IEC XXXXX-X-X:2017 (sr)

Figure A.2 – Example of a cover page of Serbian standard developed by translation of an international standard

**ЗАШТИЂЕНО АУТОРСКИМ ПРАВОМ. СВА ПРАВА ЗАДРЖАНА**

Ауторска права на српским стандардима и сродним документима припадају Институту за стандардизацију Србије, у складу са законом којим се уређују ауторска и сродна права. Умножавање, у целини или делимично, као и дистрибуција српских стандарда и сродних докумената дозвољени су само уз сагласност Института за стандардизацију Србије.

Дозвола за умножавање и дистрибуцију српских стандарда и сродних докумената може се добити упућивањем писаног захтева на адресу Института за стандардизацију Србије.

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Информациони центар: (011) 65-47-293

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Figure A.3 – Example of a back-cover page of Serbian standard

© ICC 2002

SRPS IEC 60721-2-4:2002

Овај стандард донео је директор Института за стандардизацију Србије решењем бр. 5/2-01-1/106 од 28. новембра 2002. године.

Овај стандард је идентичан са међународним стандардом IEC 60721-2-4:1987, *Classification of environmental conditions — Part 2: Environmental conditions appearing in nature — Section 4: Solar radiation and temperature*, укључујући и његову измену Amendment 1:1988.

Национални предговор

Овај стандард припремила је Комисија за стандарде KS N104, Услови околине, класификација и методе испитивања.

Стандард SRPS IEC 60721-2-4 представља превод са енглеског на српски језик међународног стандарда IEC 60721-2-4:1987 и његове измене Amd. 1:1988.

За потребе овог стандарда извршене су следеће редакцијске измене:

- "међународни стандард" замењен је са "стандард";
- текст измене међународног стандарда обележен је у овом стандарду вертикалном линијом на маргини;
- додате су националне напомене и фусноте за додатна објашњења;
- децимални знак је запета уместо тачке;
- стандард садржи информативни Прилог НА у којем се даје упоредни регистар термина на српском и енглеском језику.

Вежа српских докумената и цитираних међународних докумената

SRPS IEC 60721-1:—^{*)}, *Класификација услова околине — Део 1: Параметри околине и њихове строгости* (IEC 60721-1:1990 + Amd. 1:1992 + Amd. 2:1995, IDT)

SRPS A.A7.201:1991, *Класификација ујета околине — Ујети околине који се појављују у природи — Температура и влажност* (IEC 60721-2-1:1982 + Amd. 1:1987, IDT)

Остали међународни документи на које се овај стандард нормативно позива примењују се за потребе овог стандарда пошто нису преузети као идентични српски документи.

^{*)} Биће објављен.

Figure A.4 – Example of the first page of Serbian standard developed by translation

© ИСС 2012

SRPS EN 60335-1:2012

Овај стандард донео је директор Института за стандардизацију Србије решењем бр. 3067/57-51-02/2012 од 26. октобра 2012. године.

Овим стандардом замењују се SRPS EN 60335-1:2010, SRPS EN 60335-1:2010/Cor:2011, SRPS EN 60335-1:2010/Cor:2011, SRPS EN 60335-1:2010/A14:2011 и SRPS EN 60335-1:2010/A15:2012.

Саопштење о проглашавању

Европски стандард EN 60335-1:2012, *Household and similar electrical appliances — Safety — Part 1: General requirements*, прихвата се без икаквих модификација као српски стандард SRPS EN 60335-1 на енглеском језику. Европски стандард може се набавити у Институту за стандардизацију Србије.

i

Figure A.5 – Example of the first page of Serbian standard developed by endorsement

ICS 19.040

Класификациона група А.А7

Дескриптори: класификација, системи класификације, електротехника, услови околине, границе (математичке), природа, зрачење, назначене карактеристике, сунчево зрачење, температура, математика

Descriptors: classification, classification systems, electrical engineering, environmental conditions, limits (mathematics), nature, radiation, ratings, solar radiation, temperature, mathematics

Укупно страна 17

Figure A.6 – Example of the last page of Serbian standard

ЕВРОПСКИ СТАНДАРД
EUROPEAN STANDARD
NORME EUROPÉENNE
EUROPÄISCHE NORM

EN 14012

Септембар 2019.

ICS 03.240

Замењује EN 14012:2008

Верзија на српском језику

Поштанске услуге — Квалитет услуге — Принципи за поступање са приговорима

*Postal services – Quality
of service – Complaints
handling principles*

*Services postaux –
Qualité du service –
Principes de traitement
des réclamations*

*Postalische Dienstleistungen –
Dienstqualität – Grundsätze der
Bearbeitung von Beschwerden*

Овај европски стандард одобрио је CEN 5. августа 2019. године.

Чланице CEN-а обавезне су да се придржавају Интерних правила CEN/CENELEC у којима су дефинисани услови по којима европски стандард, без измена, стиче статус националног стандарда. Ажурирани спискови и библиографске референце које се односе на те националне стандарде могу се добити од CEN-CENELEC Менаџмент центра или од чланица CEN-а.

Овај европски стандард постоји у три званичне верзије (на енглеском, француском и немачком језику). Верзија на неком другом језику, настала превођењем на национални језик под одговорношћу чланице CEN-а и пријављена CEN-CENELEC Менаџмент центру, има исти статус као званична верзија.

Чланице CEN-а су националне организације за стандарде Аустрије, Белгије, Бугарске, Грчке, Данске, Естоније, Ирске, Исланда, Италије, Кипра, Летоније, Литваније, Луксембурга, Мађарске, Малте, Немачке, Норвешке, Пољске, Португала, Републике Северне Македоније, Румуније, Словачке, Словеније, Србије, Турске, Уједињеног Краљевства, Финске, Француске, Холандије, Хрватске, Чешке Републике, Швајцарске, Шведске и Шпаније.



Европски комитет за стандардизацију
European Committee for Standardization
Comité Européen de Normalisation
Europäisches Komitee für Normung

CEN-CENELEC Менаџмент центар: Rue de la Science 23, B-1040 Brussels

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Реф. ознака EN 14012:2019 E

Figure A.7 – Example of a cover page of European standard published by CEN

ЕВРОПСКИ СТАНДАРД
EUROPEAN STANDARD
NORME EUROPÉENNE
EUROPÄISCHE NORM

EN 61439-5

Јануар 2015.

ICS 29.130.20

Замањује EN 61439-5:2011

Верзија на српском језику

**Нисконапонски расклопни блокови –
Део 5: Блокови за дистрибуцију електричне енергије у јавним мрежама
(IEC 61439-5:2014)**

*Low-voltage switchgear and
controlgear assemblies –
Part 5: Assemblies for power
distribution in public networks
(IEC 61439-5:2014)*

*Ensembles d'appareillage
à basse tension – Partie 5:
Ensembles pour réseaux de
distribution publique
(IEC 61439-5:2014)*

*Niederspannungs-
Schaltgerätekombinationen –
Teil 5: Schaltgerätekombinationen
in öffentlichen
Energieverteilungsnetzen
(IEC 61439-5:2014)*

Овај европски стандард одобрио је CENELEC 29. септембра 2014. године. Чланице CENELEC-а обавезне су да се придржавају Интерних правила CEN/CENELEC у којима су дефинисани услови под којима овај европски стандард, без измена, стиче статус националног стандарда.

Ажурирани спискови и библиографске референце које се односе на те националне стандарде могу се добити од CEN-CENELEC Менаџмент центра или од чланица CENELEC-а.

Овај европски стандард постоји у три званичне верзије (на енглеском, француском и немачком језику). Верзија на неком другом језику, настала превођењем на национални језик под одговорношћу чланице CENELEC-а и пријављена CEN-CENELEC Менаџмент центру, има исти статус као званичне верзије.

Чланице CENELEC-а су национални електротехнички комитети Аустрије, Белгије, Бивше Југословенске Републике Македоније, Бугарске, Грчке, Данске, Естоније, Ирске, Исланда, Италије, Кипра, Летоније, Литваније, Луксембурга, Мађарске, Малте, Немачке, Норвешке, Пољске, Португала, Румуније, Словачке, Словеније, Турске, Уједињеног Краљевства, Финске, Француске, Холандије, Хрватске, Чешке Републике, Швајцарске, Шведске и Шпаније.



Европски комитет за стандардизацију у области електротехнике
European Committee for Electrotechnical Standardization
Comité Européen de Normalisation Electrotechnique
Europäisches Komitee für Elektrotechnische Normung

CEN-CENELEC Менаџмент центар: Avenue Marnix 17, B-1000 Brussels

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Реф. ознака EN 61439-5:2015 E

Figure A.8 – Example of a cover page translation of European standard published by CENELEC

ЕВРОПСКИ СТАНДАРД
EUROPEAN STANDARD
NORME EUROPÉENNE
EUROPÄISCHE NORM

EN ISO 17100:2015/A1

Октобар 2017.

ICS 01.020

Замењује EN ISO 15038:2006

Верзија на српском језику

Услуге превођења – Захтеви за услуге превођења – Измена 1
(ISO 17100:2015/Amd. 1:2017)

<i>Translation services - Requirements for translation – Amendment 1</i> (ISO 17100:2015/Amd 1:2017)	<i>Services de traduction - Exigences relatives aux services de Traduction – Amendement 1</i> (ISO 17100:2015/Amd 1:2017)	<i>Übersetzungsdienstleistungen - Anforderungen an Übersetzungsdienstleistungen – Änderung 1</i> (ISO 17100:2015/Amd 1:2017)
-----------------------------------------------------------------------------------------------------------------	--------------------------------------------------------------------------------------------------------------------------------------	---------------------------------------------------------------------------------------------------------------------------------------------

Ова измена А1 модификује европски стандард EN ISO 17100:2015; ову измену одобрио је CEN 25. септембра 2017. године.

Чланице CEN-а обавезне су да се придржавају Интерних правила CEN/CENELEC у којима су дефинисани услови под којима европски стандард, без измена, стиче статус националног стандарда. Ажурирани спискови и библиографске референце које се односе на те националне стандарде могу се добити од CEN-CENELEC Менаџмент центра или од чланица CEN-а и CENELEC-а.

Ова измена постоји у три званичне верзије (на енглеском, француском и немачком језику). Верзија на неком другом језику, настала превођењем на национални језик под одговорношћу чланице CEN-а и CENELEC-а и пријављена CEN-CENELEC Менаџмент центру, има исти статус као званична верзија.

Чланице CEN-а су националне организације за стандарде Аустрије, Белгије, Бивше Југословенске Републике Македоније, Бугарске, Грчке, Данске, Естоније, Ирске, Исланда, Италије, Кипра, Летоније, Литваније, Луксембурга, Мађарске, Малте, Немачке, Норвешке, Пољске, Португала, Румуније, Словачке, Словеније, Србије, Турске, Уједињеног Краљевства, Финске, Француске, Холандије, Хрватске, Чешке Републике, Швајцарске, Шведске и Шпаније.



Европски комитет за стандардизацију
European Committee for Standardization
Comité Européen de Normalisation
Europäisches Komitee für Normung

CEN-CENELEC Management Centre: Avenue Marnix 17, B-1000 Brussels

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Реф. ознака EN ISO 17100:2015/A1:2017 E

Figure A.9 – Example of a cover page translation of amendment to the European standard

Annex B (informative)

Quantities and units

This list comprises provisions that are specified elsewhere in the ISO/IEC Directives, or in the particular International Standards dealing with quantities and units. The list is intended for the check of quantities and units which should be used in standards and related documents.

- a) The decimal sign shall be a **comma**.
- b) International Standards shall use **only**
- SI units, as given in the various parts of ISO 80000 and IEC 80000;
 - a few additional units used with the SI, namely minute (min), hour (h), day (d), degree (°), minute (′), second (″), litre (l), tonne (t), electron-volt (eV) and unified atomic mass unit (u), as shown in ISO 80000-1:2009, Tables 5 and 6;
 - the units Neper (Np) and Bel (B), which are given in ISO 80000-1 and ISO 80000-3, and octave, which is given in ISO 80000-8;
 - the units baud (Bd), bit (bit), erlang (E), Hartley (Hart), natural unit of information (nat) and Shannon (Sh), which are given in IEC 80000-13, and var (var) which is given in IEC 80000-6, for use in electrical technology and information technology.

NOTE For consistency, in International Standards only the symbol “l” as shown above is used for litre, although the symbol “L” is also given in ISO 80000-3.

- v) Do not mix symbols and names of units. Write, for example, either “kilometers per hour” or “km/h”, and **not** “km per hour” or “kilometers/hour”.
- g) Combine numerical values written in figures with unit symbols, e.g. “5 m”. Avoid such combinations as “five m” and “5 meters” There shall be a space between the numerical value and the unit symbol except in the case of superscript-type unit symbols used for plane angle, e.g. 5° 6′ 7″. However, the degree should preferably be subdivided decimally.

NATIONAL NOTE The unit for Celsius temperature, °C, is used with the space, ex. 10 °C

- d) Do not use non-standardized abbreviated terms for units, such as “sec” (instead of “s” for seconds), “mins” (instead of “min” for minutes), “hrs” (instead of “h” for hours), “cc” (instead of “cm³” for cubic centimeters), “lit” (instead of “l” for litres), “amps” (instead of “A” for amperes), “rpm” (instead of “r/min” for revolutions per minute).

NATIONAL NOTE: The non-standardized abbreviated terms in Serbian language that shall not be used are, for example: “rp” (instead of “g”), “ч.” (instead of “h”), “квч.” (instead of “kWh”) and all forms written in Cyrillic alphabet.

- d) Internationally standardized unit symbols shall not be modified by adding subscripts or other information. Write, for example,

“ $U_{max} = 500 \text{ V}$ ” and **not** “ $U = 500 \text{ V}_{max}$ ”

“a mass fraction of 5 %” and **not** “5 % (m/m)”

“a mass fraction of 7 %” and **not** “7 % (V/V)”

(Remember that % = 0,01 and ‰ = 0,001 are “pure” numbers.)

- e) Write, for example, “the water content is 20 ml/kg” and **not** “20 ml H₂O /kg” or “20 ml of water/kg”.
- ž) Abbreviated terms such as “ppm”, “pphm” and “ppb” shall not be used. They are language dependent, may be ambiguous and are not really needed since they only stand for numbers, which are always more clearly expressed by means of digits. Write, for example,
“the mass fraction is 4,2 µg/g” or “the mass fraction is $4,2 \times 10^{-6}$ ” and **not** “the mass fraction is 4,2 ppm”
“the relative uncertainty is $6,7 \times 10^{-12}$ ” and not “the relative uncertainty is 6,7 ppb”
- z) Unit symbols shall always be in regular type. Quantity symbols must always be written in *Italic*. Symbols representing numerical values shall be different from symbols representing the corresponding quantities.
- i) Equations between quantities are preferred to equations between numerical values.
- j) The quantity “weight” is a force (gravitational force) and is measured in newtons (N). The quantity “mass” is measured in kilograms (kg).
- k) Quotient quantities shall not contain the word “unit” in the denominator. For example, write “mass per length” or “lineic mass” and not “mass per unit length”.
- l) Distinguish between an object and any quantity describing the object, e.g. between “surface” and “area”, “body” and “mass”, “resistor” and “resistance”, “coil” and “inductance”.
- lj) Write, for example,
“10 mm to 12 mm” and **not** “10 to 12 mm” or “10 – 12 mm”
“0 °C to 10 °C” and **not** “0 to 10 °C” or “0 – 10 °C”
“24 mm × 36 mm” and **not** “24 × 36 mm” or “(24 × 36) mm”
“23 °C ± 2 °C” or “(23 ± 2) °C” and **not** “23 ± 2 °C”
“(60 ± 3) %” and **not** “60 ± 3 %” or “60 % ± 3 %”
- m) Two or more physical quantities cannot be added or subtracted unless they belong to the same category of mutually comparable quantities. Accordingly, the method of expression for a relative tolerance such as 230 V ± 5 % does not conform to this basic law of algebra. The following methods of expression may be employed instead:
“230 × (1 ± 5 %) V”
“(230 ± 11,5) V”
“230 V, with a relative tolerance of ± 5 %”
- n) Do not write “log” in formulae if the base needs to be specified. Write “lg”, “ln”, “lb” or “log_a”.
- nj) Use the mathematical signs and symbols recommended in ISO 80000-2, e.g. “tan” and **not** “tg”
- o) Line breaks in mathematical formulae and expressions shall be in accordance with ISO 80000-2. For example, any line break shall be after, and not before, the signs =, +, –, ± and \mp , or, if necessary, the signs ×, · or /.

Annex V (informative)

General terms

The list of general terms in Serbian and English language is given in table B.1. The terms in English language referenced to in this list are often used in international (ISO or IEC) and European standards, therefore the list should be used during its translation into Serbian language.

Table V.1 – General terms (1/3)

Term in English language	Term in Serbian
abbreviation	скраћеница
abbreviated procedure	скраћени поступак
accelerated procedure	убрзани поступак (видети: fast track procedure)
addendum	додатак
amendment	измена
annex	прилог
appendix	прилог
bibliographical reference	библиографска референца
bibliography	библиографија
brief history	кратак историјат
to cancel	повући
Central Office	централни биро
Central Secretariat	централни секретаријат
certification	сертификација
chapter	поглавље
classification	класификација
clause	тачка
code of practice	правило добре праксе
combined voting	комбиновано гласање
concepts	појмови; основне поставке
common modification	општа модификација
contents	садржај
consolidated	обједињен
corrigendum	исправка
date of publication	датум објављивања
date of withdrawal	датум повлачења
definition	дефиниција
definitive text	дефинитивни текст
description	опис; описивање
designation	ознака; означавање
directive	директива

Table V.1 (2/3)

Term in English language	Term in Serbian
division (of a standard)	одељак (стандарда)
drafting	израда нацрта (документа)
editing committee	редакциони комитет
erratum	грешка
explanatory note	напомена са објашњењем
fast track procedure	убрзани поступак
field of application	подручје примене
figure	слика
footnote	фуснота
foreword	предговор; преамбула (у ИЕС)
guidance	смерница; упутство
guide	смерница; упутство
guideline	смерница; упутство
implementation	примена; имплементација; увођење
index	регистар
informative annex	информативни прилог
introduction	увод
labeling	стављање етикете (налепнице; ознаке); обележавање
mandate	мандат
marking	означавање; ознака
may	сме; може
modification	модификација; модификовање
need not	не мора
nomenclature	номенклатура
normative annex	нормативни прилог
normative documents	нормативни документи
normative reference	нормативна референца
note	напомена
object	предмет; објекат
optional (element)	необавезни (елемент); опциони (елемент); (елемент) по избору
paragraph	пасус; став
part	део
preface (in IEC)	предговор (у ИЕС)
preliminary stage	прелиминарна фаза
preparatory stage	фаза припреме (израде)
presentation	приказ; приказивање; представљање
priority	приоритет
procedure	процедура; поступак
product standard	стандард за производ
proposal stage	фаза предлога (стандарда)

Table V.1 (3/3)

Term in English language	Term in Serbian
provision	одредба
publication	публикација; објављивање
publication stage	фаза објављивања
quotation	навод; навођење
recommendation	препорука
reference	референца
reference document	референтни документ
regulations	уредбе
to replace	заменити
report of voting	извештај о гласању
reporting of secretariat	извештај секретаријата
reproduction	репродуковање
requirement	захтев
revision	ревизија
scope	предмет и подручје примене
shall	мора
shall not	не сме
should	треба
should not	не треба
SI unit	јединица SI
statement	исказ; изјава
state of the art	стање развијености технике
subclause	подтачка
supplementary elements	допунски елементи
symbol	симбол
table of contents	садржај
technical corrigenda	техничке исправке
technical drawing	технички цртеж
technical management board	технички управни одбор
terminology	терминологија
terms and definitions	термини и дефиниције
title	наслов
tolerances	дозвољена одступања; толеранције
unit	јединица
vocabulary	речник; вокабулар
withdrawal	повлачење
working document	радни документ
working group	радна група

Annex G (normative)

Harmonized structure for management system standards (identical clause numbers, clause titles, identical text, common terms, and core definitions)

In proposals for identical text:

- XXX = qualifier for the specific discipline of the management system standard to be inserted (e.g., energy, road traffic safety, information technology security, food safety, societal security, environment, quality).

*The parts of the text shown in **red italics** contain advisory notes for those preparing the standards.*

Introduction

DRAFTING INSTRUCTION Specific to the discipline.

This text has been prepared using a harmonized structure (i.e., identical clause numbers, clause titles, identical text, and common terms and core definitions). This aims to improve the consistency of management system standards and make them easier for organizations to implement, especially those that need to meet the requirements of two or more such standards.

Text taken from the harmonized structure is highlighted in blue font in clauses 1 to 10. Discipline-specific text is presented in black font. Strikethrough text is used to show text that has been deleted within the harmonized structure, as agreed. The blue font and strikethrough text are used solely for analysis and will not be included in the standard's text after the draft international standard development phase is complete.

1 Scope

DRAFTING INSTRUCTION Specific to the discipline.

DRAFTING INSTRUCTION Scope of the document must refer to the intended results of the management system.

2 Normative references

DRAFTING INSTRUCTION Clause Title shall be used. Specific to the discipline.

Includes the common text given in ISO/IEC Directives, Part 2.

3 Terms and definitions

DRAFTING INSTRUCTION 1 Terms and definitions may either be within the system management standard or in a separate document.

Discipline-specific terms and definitions can also be provided in Clause 3.

This includes common text established in ISO/IEC Directives, Part 2.

Ideally, the arrangement of terms and definitions should be in a systematic order, though it may differ from the order provided below in Clause 3. Alphabetical order is the least preferred arrangement.

DRAFTING INSTRUCTION 2 The following terms and definitions constitute an integral part of the “common text” for management systems standards. Additional terms and definitions may be added as needed. Notes may be added or modified to serve the purpose of each standard.

When developing terms and definitions, those preparing management system standards are recommended to use the flowcharts provided in Annex SL, Appendix 3.

DRAFTING INSTRUCTION 3 Italics type in a definition indicates a cross-reference to another term defined in this clause, and the number reference for the term is given in parentheses.

DRAFTING INSTRUCTION 4 Where the text „XXX” appears throughout this clause, the appropriate reference should be inserted depending on the context in which these terms and definitions are being applied. For example: “an XXX objective” could be substituted as “an information security objective”.

3.1

organization

person or group of people that has its own functions with responsibilities, authorities and relationships to achieve its *objectives* (3.6)

NOTE 1 to entry: The concept of organization includes, but is not limited to sole-trader, company, corporation, firm, enterprise, authority, partnership, charity or institution, or part or combination thereof, whether incorporated or not, public or private.

NOTE 2 to entry: If an organization is part of a larger entity, the term „**organization**” refers only to the part of the larger entity that falls within the XXX management system (3.4).

3.2

interested party (preferred term)

stakeholder (admitted term)

person or *organization* (3.1) that can affect, be affected by, or perceive itself to be affected by a decision or activity

3.3

top management

person or group of people who directs and controls an *organization* (3.1) at the highest level

NOTE 1 to entry: Top management has the power to delegate authority and provide resources within the organization.

NOTE 2 to entry: If the scope of the *management system* (3.4) covers only part of an organization, then top management refers to those who direct and control that part of the organization.

3.4

management system

set of interrelated or interacting elements of an *organization* (3.1) to establish *policies* (3.5) and *objectives* (3.6) and *processes* (3.8) to achieve those objectives

NOTE 1 to entry: A management system can address a single discipline or several disciplines.

NOTE 2 to entry: The system elements include the organization’s structure, roles and responsibilities, planning and operation.

3.5

policy

intentions and direction of an *organization* (3.1), as formally expressed by its *top management* (3.3)

3.6**objective**

result to be achieved

NOTE 1 to entry: An objective can be strategic, tactical, or operational.

NOTE 2 to entry: Objectives can relate to different disciplines (such as financial, health and safety, and environmental goals) and can apply at different levels (such as strategic, organization-wide, project, product and *process* (3.12)).

NOTE 3 to entry: An objective can be expressed in other ways, e.g. as an intended outcome, a purpose, an operational criterion, as an XXX objective, or by the use of other words with similar meaning (e.g. aim, goal, or target).

NOTE 4 to entry: In the context of XXX management systems, XXX objectives are set by the organization, consistent with the XXX policy, to achieve specific results.

3.7**risk**

effect of uncertainty

NOTE 1 to entry: An effect is a deviation from the expected – positive or negative.

NOTE 2 to entry: Uncertainty is the state, even partial, of deficiency of information related to, understanding or knowledge of, an event, its consequence, or likelihood.

NOTE 3 to entry: Risk is often characterized by reference to potential „events” (as defined in ISO Guide 73:2009, 3.5.1.3) and „consequences” (as defined in ISO Guide 73:2009, 3.6.1.3), or a combination of these.

NOTE 4 to entry: Risk is often expressed in terms of a combination of the consequences of an event (including changes in circumstances) and the associated “likelihood” (as defined in ISO Guide 73:2009, 3.6.1.1) of occurrence.

3.8**process**

set of interrelated or interacting activities which transforms inputs into outputs

NOTE 1 to entry: Whether the outcome of a process is called an output, product, or service depends on the context of the reference.

3.9**competence**

ability to apply knowledge and skills to achieve intended results

3.10**documented information**

information required to be controlled and maintained by an *organization* (3.1) and the medium on which it is contained

NOTE 1 to entry: Documented information can be in any format and media, and from any source.

NOTE 2 to entry: Documented information can refer to:

- the *management system* (3.4), including related *processes* (3.12);
- information created in order for the organization to operate (documentation);
- evidence of results achieved (records).

3.11**performance**

measurable result

NOTE 1 to entry: Performance can relate either to quantitative or qualitative findings.

NOTE 2 to entry: Performance can relate to the management of activities, *processes* (3.8), products (including services), systems or *organizations* (3.1).

3.12**continual improvement**

recurring activity to enhance *performance* (3.11)

3.13**effectiveness**

extent to which planned activities are realized and planned results achieved

3.14**requirement**

need or expectation that is stated, generally implied or obligatory

NOTE 1 to entry: „Generally implied” means that it is custom or common practice for the organization and interested parties that the need or expectation under consideration is implied.

NOTE 2 to entry: A specified requirement is one that is stated, for example in documented information.

3.15**conformity**

fulfilment of a *requirement* (3.14)

3.16**nonconformity**

non-fulfilment of a *requirement* (3.14)

3.17**corrective action**

action to eliminate the cause of a *nonconformity* (3.16) and to prevent recurrence

3.18**audit**

systematic, independent and documented *process* (3.12) for obtaining audit evidence and evaluating it objectively to determine the extent to which the audit criteria are fulfilled

NOTE 1 to entry: An audit can be an internal audit (first party) or an external audit (second party or third party), and it can be a combined audit (combining two or more disciplines).

NOTE 2 to entry: An internal audit is conducted by the organization itself, or by an external party on its behalf.

NOTE 3 to entry: „Audit evidence” and “audit criteria” are defined in ISO 19011.

3.19**measurement**

process (3.8) to determine a value

3.20**monitoring**

determining the status of a system, a *process* (3.8) or an activity

NOTE 1 to entry: To determine the status, there may be a need to check, supervise or critically observe.

4 Context of the organization

4.1 Understanding the organization and its context

The organization shall determine external and internal issues that are relevant to its purpose and that affect its ability to achieve the intended outcome(s) of its XXX management system.

4.2 Understanding the needs and expectations of interested parties

The organization shall determine:

- the interested parties that are relevant to the XXX management system;
- the relevant requirements of these interested parties.
- which requirements should be addressed in the XXX management system

4.3 Determining the scope of the XXX management system

The organization shall determine the boundaries and applicability of the XXX management system to establish its scope.

When determining this scope, the organization shall consider:

- the external and internal issues referred to in 4.1;
- the requirements referred to in 4.2.

The scope shall be available as documented information.

4.4 XXX management system

The organization shall establish, implement, maintain and continually improve an XXX management system, including the processes needed and their interactions, in accordance with the requirements of this document.

5 Leadership

5.1 Leadership and commitment

Top management shall demonstrate leadership and commitment with respect to the XXX management system by:

- ensuring that the XXX policy and XXX objectives are established and are compatible with the strategic direction of the organization;
- ensuring the integration of the XXX management system requirements into the organization's business processes;
- ensuring that the resources needed for the XXX management system are available;
- communicating the importance of effective XXX management and of conforming to the XXX management system requirements;
- ensuring that the XXX management system achieves its intended outcome(s);
- directing and supporting persons to contribute to the effectiveness of the XXX management system;
- promoting continual improvement;
- supporting other relevant management roles to demonstrate their leadership as it applies to their areas of responsibility.

NOTE Reference to "business" in this document can be interpreted broadly to mean those activities that are core to the purposes of the organization's existence.

5.2 Policy

Top management shall establish a XXX policy that:

- a) is appropriate to the purpose of the organization;
- b) provides a framework for setting XXX objectives;
- c) includes a commitment to satisfy applicable requirements;
- d) includes a commitment to continual improvement of the XXX management system.

The XXX policy shall:

- be available as documented information;
- be communicated within the organization;
- be available to interested parties, as appropriate.

5.3 Organizational roles, responsibilities and authorities

Top management shall ensure that the responsibilities and authorities for relevant roles are assigned and communicated within the organization.

Top management shall assign the responsibility and authority for:

- a) ensuring that the XXX management system conforms to the requirements of this International Standard/
/this part of ISO XXXX/this Technical Specification;
- b) reporting on the performance of the XXX management system to top management.

6 Planning

6.1 Actions to address risks and opportunities

When planning for the XXX management system, the organization shall consider the issues referred to in 4.1 and the requirements referred to in 4.2 and determine the risks and opportunities that need to be addressed to:

- give assurance that the XXX management system can achieve its intended outcome(s);
- prevent, or reduce, undesired effects;
- achieve continual improvement.

The organization shall plan:

- a) actions to address these risks and opportunities;
- b) how to:
 - integrate and implement the actions into its XXX management system processes;
 - evaluate the effectiveness of these actions.

6.2 XXX objectives and planning to achieve them

The organization shall establish XXX objectives at relevant functions and levels.

The XXX objectives shall:

- a) be consistent with the XXX policy;
- b) be measurable (if practicable);
- c) take into account applicable requirements;
- d) be monitored;
- e) be communicated;
- f) be updated as appropriate
- g) be available as documented information

When planning how to achieve its XXX objectives, the organization shall determine:

- what will be done;
- what resources will be required;
- who will be responsible;
- when it will be completed;
- how the results will be evaluated.

6.3 Planning of changes

When an organization determines there is a need for changes to the XXX management system, these changes must be carried out in a planned manner.

7 Support

7.1 Resources

The organization shall determine and provide the resources needed for the establishment, implementation, maintenance and continual improvement of the XXX management system.

7.2 Competence

The organization shall:

- determine the necessary competence of person(s) doing work under its control that affects its XXX performance;
- ensure that these persons are competent on the basis of appropriate education, training, or experience;
- where applicable, take actions to acquire the necessary competence, and evaluate the effectiveness of the actions taken;

Appropriate documented information must be available as evidence of competence.

NOTE Applicable actions can include, for example, the provision of training to, the mentoring of, or the re-assignment of currently employed persons; or the hiring or contracting of competent persons.

7.3 Awareness

Persons doing work under the organization's control shall be aware of:

- XXX policy;
- their contribution to the effectiveness of the XXX management system, including the benefits of improved XXX performance;
- the implications of not conforming with the XXX management system requirements.

7.4 Communication

The organization shall determine the internal and external communications relevant to the XXX management system, including:

- on what it will communicate;
- when to communicate;
- with whom to communicate;
- how to communicate.

7.5 Documented information

7.5.1 General

The organization's XXX management system shall include:

- a) documented information required by this International Standard/this part of ISO XXXX/this Technical Specification;
- b) documented information determined by the organization as being necessary for the effectiveness of the XXX management system.

NOTE The extent of documented information for a XXX management system can differ from one organization to another due to:

- the size of organization and its type of activities, processes, products and services;
- the complexity of processes and their interactions;
- the competence of persons.

7.5.2 Creating and updating documented information

When creating and updating documented information the organization shall ensure appropriate:

- identification and description (e.g. a title, date, author, or reference number);
- format (e.g. language, software version, graphics) and media (e.g. paper, electronic);
- review and approval for suitability and adequacy.

7.5.3 Control of documented information

Documented information required by the XXX management system and by this International Standard/this part of ISO XXXX/this Technical Specification shall be controlled to ensure:

- a) it is available and suitable for use, where and when it is needed;
- b) it is adequately protected (e.g. from loss of confidentiality, improper use, or loss of integrity).

For the control of documented information, the organization shall address the following activities, as applicable:

- distribution, access, retrieval and use;
- storage and preservation, including preservation of legibility;
- control of changes (e.g. version control);
- retention and disposition.

Documented information of external origin determined by the organization to be necessary for the planning and operation of the XXX management system shall be identified, as appropriate, and controlled.

NOTE Access can imply a decision regarding the permission to view the documented information only, or the permission and authority to view and change the documented information.

8 Operation

8.1 Operational planning and control

DRAFTING INSTRUCTION This subclause heading will be deleted if no additional subclauses are added to Clause 8.

The organization shall plan, implement and control the processes needed to meet requirements, and to implement the actions determined in 6.1, by:

- establishing criteria for the processes;
- implementing control of the processes in accordance with the criteria;

Documented information must be available to the extent necessary to have confidence that the processes have been carried out as planned.

The organization shall control planned changes and review the consequences of unintended changes, taking action to mitigate any adverse effects, as necessary.

The organization shall ensure that outsourced processes, products or services relevant to the XXX management system are controlled.

9 Performance evaluation

9.1 Monitoring, measurement, analysis and evaluation

The organization shall determine:

- what needs to be monitored and measured;
- the methods for monitoring, measurement, analysis and evaluation, as applicable, to ensure valid results;
- when the monitoring and measuring shall be performed;
- when the results from monitoring and measurement shall be analysed and evaluated.

Documented information must be available as evidence of the results.

The organization shall evaluate the XXX performance and the effectiveness of the XXX management system.

9.2 Internal audit

9.2.1 The organization shall conduct internal audits at planned intervals to provide information on whether the XXX management system:

- a) conforms to:
 - the organization's own requirements for its XXX management system;
 - the requirements of this document;
- b) is effectively implemented and maintained.

9.2.2 Internal audit program

The organization must plan, establish, implement, and maintain an audit program(s), including the frequency, methods, responsibilities, planning requirements, and reporting.

When establishing internal audit programs, the organization must consider the importance of the processes concerned and the results of previous audits.

The organization shall:

- a) define audit objectives, criteria and scope for each audit;
- b) select auditors and conduct audits to ensure objectivity and the impartiality of the audit process;
- c) ensure that the results of the audits are reported to relevant management

Documented information must be available as evidence of the implementation of the audit programme and the audit results.

9.3 Management review

9.3.1 General

Top management shall review the organization's XXX management system, at planned intervals, to ensure its continuing suitability, adequacy and effectiveness.

9.3.2 Management review inputs

The management review shall include consideration of:

- a) the status of actions from previous management reviews;
- b) changes in external and internal issues that are relevant to the XXX management system;
- c) changes in the needs and expectations of interested parties relevant to the XXX management system
- d) information on the XXX performance, including trends in:
 - nonconformities and corrective actions;
 - monitoring and measurement results;
 - audit results;
- e) opportunities for continual improvement.

9.3.3 Management review outputs

The outputs of the management review shall include decisions related to continual improvement opportunities and any need for changes to the XXX management system.

The organization shall retain documented information as evidence of the results of management reviews.

10 Improvement

10.1 Continual improvement

The organization shall continually improve the suitability, adequacy and effectiveness of the XXX management system.

10.2 Nonconformity and corrective action

When a nonconformity occurs, the organization shall:

- a) react to the nonconformity and, as applicable:
 - take action to control and correct it;
 - deal with the consequences;
- b) evaluate the need for action to eliminate the cause(s) of the nonconformity, in order that it does not recur or occur elsewhere, by:
 - reviewing the nonconformity;
 - determining the causes of the nonconformity;
 - determining if similar nonconformities exist, or could potentially occur;
- v) implement any action needed;
- g) review the effectiveness of any corrective action taken;
- d) make changes to the XXX management system, if necessary.

Corrective actions shall be appropriate to the effects of the nonconformities encountered.

The organization shall retain documented information as evidence of:

- the nature of the nonconformities and any subsequent actions taken;
- the results of any corrective action.

Annex D (informative)

Checklist used during the translation, creation, and editing of documents

The checklist provided in Table D.1 serves as an aid to translators, preparers, and editors of documents.

Table D.1 – Checklist for translation, creation, and editing of documents

Task	Evaluation	Done	Comments
Structure	Checking the contents: Is the high-level structure logical? Is the dividing consistent?		
	Hanging paragraphs: Check and remove hanging paragraphs.		
Using clear and precise language	Is the text clear and concise?		
	Are the sentences short? (Check punctuation)		
Title	Is the title organized from the general to the specific?		
	Does the title accidentally limit the subject matter and scope of the document?		
	Is it clear and concise enough?		
	Make sure the title does not contain more than three elements.		
	If there are multiple sections, check that the titles are consistent.		
Foreword	Has the document been revised? If so, include a revision statement in the document, including all amendments and technical corrections, as well as a list of changes since the previous edition.		
	Are there any other organizations that should be mentioned that were involved in the development of the document?		
Introduction	Is it purely informative?		
	Does it describe the content of the document or provide information about why the document is needed?		
Scope	Is the purpose of the document described?		
	Is it stated where it is applied?		
	Does it contain only statements of fact?		

Task	Evaluation	Done	Comments
Normative references	Are all normative references listed in the section „Terms and definitions“ cited in the text so that their content, in individual parts or as a whole, constitutes the requirements of the document?		
	Are the references dated or undated?		
	Are the relevant standards listed in the normative references? If not, are there relevant standards that can be used?		
	Are the normative references publicly available?		
Terms and definitions	Are the following terms used in the document?		
	Are there any suitable terms in existing terminology databases?		
	Are the definitions correct?		
Figures	Does each image have a concise title?		
	Is each picture numbered correctly?		
	Is there a key, if necessary?		
	Are there cross-references for all images in the text?		
Graphical symbols	Are the symbols taken from the appropriate databases?		
Tables	Does each table have a concise title?		
	Is each table numbered correctly?		
	Are there cross-references for all tables in the text?		
Annexes	Is there a reference to each annex in the main body of the text?		
	Is their status (normative or informative) correct? Is it explained in the main body of the text?		
Bibliography	Is it consistently formatted?		
	Are all entries accurate and complete?		
	Does any reference belong to the normative references listed in clause 2?		
	Is any reference listed in both the bibliography and clause 2?		

Task	Evaluation	Done	Comments
Provisions	Check whether the verbs "must", "should" and "may/may not" are used in the foreword, subject and scope or in the notes.		
	Check if the verb "must" is not used in the introduction.		
	Is the verb "can/may" used appropriately.		
	Check that there are no requirements stating compliance with national//legal regulations.		
Potential legal issues	Patent rights		
	Trade mark		
	Patents		
Conformity assessment	Are there potential problems with the conformity assessment?		
Cross-references	Are all cross-references in the text correct?		
Usual problems	Are variable symbols formatted correctly in text and mathematical formulas?		
	Is the comma consistently used as a decimal point?		
Other issues			

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