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NATIONAL STANDARD OF THE PEOPLE'S REPUBLIC OF CHINA

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Directives for standardization -

Part 1: Structure and drafting of standards

标准化工作导则 第 1 部分：标准的结构和编写

(ISO/IEC Directives - Part 2:2004, Rules for the structure
and drafting of International Standard, NEQ)

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Directives for standardization -

Part 1: Structure and drafting of standards

1 Scope

This part of GB/T 1 specifies the standard structure, drafting expression rules, layout format; gives the relevant expression style.

This part applies to the preparation of national standards, industry standards and local standards, as well as national standardization guidance technical documents. The preparation of other standards can refer to it for use.

Note: Unless otherwise specified, the "standards" in the following chapters may refer to "national standards", "industry standards", "local standards", "national standardization guidance technical documents" as appropriate.

2 Normative references

The following documents are essential to the application of this document. For the dated documents, only the versions with the dates indicated are applicable to this document; for the undated documents, only the latest version (including all the amendments) are applicable to this standard.

GB/T 321 Preferred numbers - Series of preferred numbers (ISO 3)

GB 3100 The international system of units and its application (ISO 1000)

GB 3101 General principles concerning quantities, units and symbols (ISO 31-0)

GB 3102 (all parts) Quantities and units [ISO 31 (all parts)]

GB/T 4728 (all parts) Graphical symbols for diagrams [IEC 60617 (all parts)]

GB/T 5094 (all parts) Industrial systems, installations and equipment and industrial products - Structuring principles and reference designations [IEC 6134 (all parts)]

GB/T 5465.2 Graphical symbols for use on electrical equipment - Part 2: Graphical symbols (IEC 60417)

GB/T 6988 (all parts) Preparation of documents used in

electrotechnology [IEC 61082 (all parts)]

GB/T 7714 Rules for content form and structure of bibliographic references (ISO 690)

GB/T 13394 Letter symbols to be used in electrical technology - Symbols for quantities to be used for rotating electrical machines (IEC 27-4)

GB/T 14559 Symbols and units of variable quantities (IEC 27-1)

GB/T 14691 Technical drawings - Lettering (ISO 3098-1, ISO 3098-2)

GB/T 15834 General rules for punctuation

GB/T 15835 General rules for writing numerals in publications

GB/T 16273 (all parts) Graphical symbols for use on equipment (ISO 7000)

GB/T 16499 The preparation of safety publication and the use of basic safety publications and group safety publications (IEC Guide 104)

GB/T 16679 Designations for signals and connections (IEC 1175)

GB/T 17451 Technical drawings - General principles of presentation - Views

GB/T 20000 (all parts) Guide for standardization

GB/T 20001 (all parts) Rules for drafting standards

GB/T 20002 (all parts) Drafting for special aspects in standards

GB/T 20063 (all parts) Graphical symbols for diagrams [ISO 1417 (all parts)]

ISO 7000 Graphical symbols for use on equipment - Index and synopsis

IEC 60027 (all parts) Letter symbols to be used in electrical technology

IEC Guide 106 Guide for specifying environmental conditions for equipment performance rating

3 Terms and definitions

The terms and definitions defined in GB/T 20000.1 and the following apply to this document. For ease of use, some terms and definitions in GB/T 20000.1 are repeatedly listed below.

3.1

Specification

3.5.1

Preliminary informative elements

Elements that mark the standard, introduce the content, explain the background, the development situation, as well as the relationship between the standard and other standards or documents

3.5.2

Supplementary informative elements

Elements that provide additional information that contribute to the understanding or use of the standard.

3.6

Required elements

Elements that are indispensable in the standard.

3.7

Optional elements

The elements whose existence in the standard depends on the specific requirements of the specific standard.

3.8

Provisions

The expression of the content of normative documents, which generally takes the form of **requirements**, **recommendations** or **statements**.

Note: These forms of provisions are distinguished by the wording they use. For example, the auxiliary verb "should" is "recommend" and the auxiliary verb "shall" is "require".

3.8.1

Requirement

Provisions that express the criteria that need to be met if the declaration conforms to the standard, which do not allow any deviation.

Note: The auxiliary verbs specified in Table F.1 are used to express requirements.

3.8.2

4.2 Unity

Within each standard or series of standards (or different parts of a standard), the standard style and terminology shall be consistent. The structure of each standard of the series of standards (or different parts of a standard) and the number of its chapters and articles shall be the same as possible. Similar provisions shall be expressed in similar wording; the same provisions shall be expressed in the same wording.

Within each standard or series of standards (or different parts of a standard), the same term shall be used for the same concept. Synonyms shall be avoided for defined concepts. As far as possible, each term used shall have a unique meaning.

4.3 Coordination

In order to achieve the overall coordination of all standards, the preparation of standards shall comply with the relevant provisions of the current basic standards, especially involving the following aspects:

- Standardization principles and methods;
- Standardized terminology;
- Principles and methods of terminology;
- Quantity, unit and its symbol;
- Symbols, codes and abbreviations;
- Indexing of references;
- Technical drawings and sketches;
- Preparation of technical documents;
- Graphic symbols.

For some technical fields, the preparation of standards shall also comply with the relevant provisions of the current basic standards related to the following:

- Limits, fits and surface characteristics;
- Dimensional tolerance and measurement uncertainty;
- Priority number;

20001.2, GB/T 20001.4, GB/T 20001.5²⁾, GB/T 20000.7, respectively.

5 Structure

5.1 Divided by content

5.1.1 General

Due to the large differences between standards, it is difficult to establish a generally accepted content-division rule.

Generally, for a standard object, it shall be compiled into a standard and published as a whole. In special cases, it can be compiled into several separate standards or a standard can be divided into several separate parts under the same standard sequence number. After the standard is divided into parts, each part can be revised individually if necessary.

5.1.2 Partitioning

5.1.2.1 When a standard is divided into several separate parts, there are usually special needs or specific reasons such as the following:

- The length of the standard is too long;
- The subsequent content is interrelated;
- Some contents of the standard may be cited by regulations;
- Some contents of the standard are intended for certification.

5.1.2.2 When the different aspects of the standardized object may cause the attention of all relevant parties (for example: producers, certification bodies, legislatures, etc.), these different aspects shall be clearly distinguished; it is best to separate them into separate parts of a standard. For example, these different aspects may be:

- Health and safety requirements;
- Performance requirements;
- Repair and service requirements;
- Installation rules;
- Quality assessment.

² The planned GB/T 20001.5 "Rules for drafting standards - Part 5: Specification standards".

Articles can only be set when there are two or more articles in a level. For example, in Chapter 10, if there is no 10.2, then 10.1 shall not be set. Avoid sub-segmenting untitled articles.

Articles at the first level should be titled and shall be placed after the number. Articles of the second level can be treated in the same way. In a chapter or article, the articles at the next level shall be unified with or without titles. For example, in the next level of Chapter 10, if there is a title for 10.1, then 10.2, 10.3, etc. shall also have titles.

Key terms or phrases in the first sentence of an untitled article may be marked in bold, to indicate the topics involved. Such terms or phrases shall not be included in the table of contents.

5.2.5 Paragraph

A paragraph is a subdivision of a chapter or article. The paragraph is not numbered.

In order not to cause confusion when citing, it shall avoid setting paragraphs (called "suspended paragraphs") between chapter titles or article titles and the next level of articles.

Examples:

As shown on the left below, according to the affiliation, Chapter 5 includes not only the marked "suspended paragraph", but also 5.1 and 5.2. In view of this situation, there may be confusion when referencing these suspended paragraphs. The right side below shows one of the ways to avoid confusion: number the suspended paragraphs on the left side and add the heading "5.1 General" (or other appropriate headings can also be given), meanwhile re-number 5.1 and 5.2 at the left side and change them to 5.2 and 5.3 in sequence. Other ways to avoid confusion are to move the suspended paragraphs elsewhere or delete it.

- d) Description of relationship with **international documents and foreign documents**. The standards formed on the basis of foreign documents may state the relationship with the corresponding documents in the foreword. For the standards, whose degree of consistency with international documents is equivalent, modified or non-equivalent, it shall state the relationship with the corresponding international documents in accordance with the relevant provisions of GB/T 20000.2.
-

5.2.7 Appendix

The appendix is divided into normative appendix (see 6.3.6) and informative appendix (see 6.4.1) according to its nature. Each appendix shall be clearly mentioned in the text or the relevant provisions of the foreword. The order of the appendixes shall be in the order in which they are mentioned in the article (from the foreword). (When the statement in the foreword has major technical changes compared to the previous version, the appendix mentioned shall not be used as the basis for the order of the appendix) .

Each appendix shall be numbered. The appendix number is composed of "Appendix" followed by the capital Latin letters indicating the order. The letters start with "A", for example: "Appendix A", "Appendix B", "Appendix C", etc. When there is only one appendix, the number "Appendix A" shall still be given. Below the appendix number, it shall indicate the nature of the appendix, that is, "(normative appendix)" or "(informative appendix)", below which is the title of the appendix.

The numbering of chapters, figures, tables and mathematical formulas in each appendix shall start from 1 again. The capital letters indicating the order in the appendix number shall be added before the numbering, followed by the footnotes. For example: the chapters in Appendix A are represented by "A.1", "A.2", "A.3", etc.; the figures are "Figure A.1", "Figure A.2", "Figure A.3", etc.

6 Drafting of elements

6.1 Preliminary informative elements

6.1.1 Cover

The cover is an indispensable element, which shall give information on the marking standards, including: the name of the standard, the English translation, the level (the national standard is "National Standard of the People's Republic of China"), the sign, the number, the international standard classification number (ICS number), Chinese standard document classification number, filing

- a) Description of standard **structure**. For the series of standards or sub-parts of the standard, describe the expected structure of the standard in the first standard or part 1 of the standard; each part of the series of standards or sub-parts of the standard lists all the names of other standards or other parts that are published or planned to publish.
- b) The **drafting rules** on which the standards are based refer to GB/T 1.1.
- c) Description of **all or part of other documents replaced** by the standard. Give the number and name of the replaced standard (including amendments) or other documents; list the main technical changes compared to the previous version.
- d) Description of **relationship with international documents and foreign documents**. The standards formed on the basis of foreign documents may state the relationship with the corresponding documents in the foreword. The standard whose degree of consistency with international documents is equivalent, modified or non-equivalent shall state the relationship with the corresponding international documents in accordance with the relevant provisions of GB/T 20000.2.
- e) Description of **patents**. For standards which may involve patents, if it does not identify the patents, it shall follow the requirements of C.2 to describe the relevant content.
- f) The **proposing** information (may be omitted) or **jurisdiction** information of standard. If the standard is proposed or under the jurisdiction of the National Standardization Technical Committee, its domestic code shall be given after the name of the corresponding technical committee, together with a parentheses. Use the following applicable form of expression:
 - "This standard was proposed by the National Standardization Technical Committee (SAC/TC XXXX)."
 - "This standard was proposed by XXXX."
 - "This standard shall be under the jurisdiction of the National Standardization Technical Committee (SAC/TC XXXX)."
 - "This standard shall be under the jurisdiction of XXXXX."
- g) The **drafting organization and main drafters** of standard, which use the following form of expression:
 - "Drafting organizations of this standard: ..."
 - "The main drafters of this standard: ..."

become indispensable for the application of the standard after being cited by the standard provisions. In the list of documents, for documents cited with dates in the standard provisions, it shall give the version number or year number (when the standard is quoted, give the standard code, sequence number and year number) and the complete standard name; for the cited undated documents in the standard text, it shall not provide the version number or year number. When quoting a standard composed of multiple parts without dates in the standard provisions, it shall indicate “all parts” after the standard’s sequence number as well as the same parts in the standard name, that is, the guiding element (if any) and the main element (see Appendix D).

In the document list, if listing international standards and foreign standards, it shall give the Chinese translation of the standard name after the standard number, as well as the original name in parentheses behind it; the method of listing non-standard documents shall be consistent with GB/T 7714.

If the cited documents are available online, it should provide detailed access and access paths. It shall give the complete website of the referenced document (see GB/T 7714). In order to ensure traceability, it should give the source URL.

Example: It can be obtained from the following website: <http: // www.abc.def / dirty / filename-new.htm>.

Any drafting of a Chinese standard that has a degree of consistency with an international document, among the standards listed in its list of normative references, if some standards have a degree of consistency with an international document, they shall follow the provisions of GB/T 20000.2, to mark the consistency of these standards with the corresponding international documents. For specific marking methods, see the provisions of GB/T 20000.2.

The order of the documents cited in the list of documents is: national standards (including national standardization guidance technical documents), industry standards, local standards (only applicable to the preparation of local standards), domestic relevant documents, international standards (including ISO standards, ISO/IEC standards, IEC standards), ISO or IEC related documents, other international standards, and other international relevant documents. National standards and international standards are arranged according to standard sequence numbers; industry standards, local standards, other international standards are first arranged in the order of the Latin alphabet and / or Arabic numerals of the standard code, then in the order of the standard sequence number.

The list of documents shall not contain:

- Documents that are not publicly available;

letters with a corner mark are placed before letters with a number corner mark (B, b, C, C_m, C₂, c, d, d_{ext}, d_{int}, d₁ etc.);

- The Greek alphabet is placed after the Latin alphabet (Z, z, A, α, B, β, ..., Λ, λ, etc.);
- Other special symbols and text.

For convenience, this element may be combined with the element "terms and definitions" (see 6.3.2). The terms and definitions, symbols, codes, abbreviations, the units of quantities may be placed under a compound heading.

6.3.4 Requirements

The requirement is an optional element and it shall include the following:

- a) All the characteristics of the products, processes or services involved in the standard are given directly or by reference;
- b) Limit values required for quantifiable characteristics;
- c) For each requirement, quote the test method for determining or verifying the characteristic value, or explicitly specify the test method.

The required statement shall be clearly different from the statement and the recommended statement.

This element shall not include contract requirements (related claims, guarantees, expense settlement, etc.) and legal or regulatory requirements.

6.3.5 Classification, marking and coding

Classification, marking and coding are optional elements. It may establish a classification, marking (see Appendix E) and / or coding system for products, processes or services that meet the specified requirements. To facilitate the preparation of the standard, this element can also be incorporated into the requirements (see 6.3.4).

If it contains requirements for marking, it shall comply with the provisions of Appendix E.

6.3.6 Normative appendix

The normative appendix is an optional element, which gives additional or supplementary provisions of the standard text. The normative nature of the appendix (relative to the informative appendix, see 6.4.1) shall be clarified by the following methods:

7 Expression of elements

7.1 General

7.1.1 Types of provisions

The combination of different types of provisions constitutes various elements in the standard. The provisions in the standard can be divided into:

- Requirement type provisions (see 3.8.1);
- Recommendation type provisions (see 3.8.2);
- Statement type provisions (see 3.8.3).

7.1.2 Auxiliary verbs used in the expression of provisions

The requirements in the standard shall be easy to identify, so the provisions that contain the requirements shall be distinguished from other types of provisions. Different auxiliary verbs shall be used to express different types of provisions. For auxiliary verbs used in various provisions, see the column I in Tables F.1 to F.4 in Appendix F. Only in special cases where the expression in the first column cannot be used due to wording, it may use the equivalent expression in the second column.

7.1.3 Expression of technical elements

If the standard name contains "specifications", the standard shall contain the elements "requirements" and corresponding verification methods; if the standard name contains "procedures", then the standard should be drafted in the form of recommendations and suggestions; if the standard name contains "guidelines", then the standard shall not contain requirement provisions, when appropriate, it may use the recommendation form.

When drafting various technical elements of the above standards, it shall use the appropriate auxiliary verbs in Appendix F, to clearly distinguish between different types of provisions.

7.1.4 Chinese characters and punctuation marks

Standard shall use standard Chinese characters. The punctuation marks used in the standard shall comply with the provisions of GB/T 15834.

the articles are continuous from the "Foreword", i.e. 1), 2), 3), etc. After the word or sentence to be annotated in the article, the footnote shall be marked with the superscript numbers 1), 2), 3), etc. that are the same as the footnote number.

In some cases, for example, to avoid confusion with superscript numbers, it may use one or more asterisks, i.e., *, **, ***, to replace the number of the footnote of the article.

7.3 Figures

7.3.1 Usage

If the use of figures to provide information is more conducive to standard understanding, then it should use figures. Each figure shall be clearly mentioned in the text.

7.3.2 Form

A figure in the form of a drawing shall be used; photographs may only be used when a continuous tone picture is really needed. It shall provide an accurate plate-made drawing; it should provide a computer-made drawing.

7.3.3 Number

Each figure shall be numbered. The figure number is composed of "figure" and Arabic numerals starting from 1, such as "figure 1", "figure 2" and so on. When there is only one figure, it shall still give the number "Figure 1". The numbering of figures continues from the introduction to the appendix and has nothing to do with the numbering of chapters, articles and tables.

See 7.3.10.2 for the number of sub-figures. See 5.2.7 for the numbers in the appendix.

7.3.4 Figure's title

The figure's title is the name of the figure. Each figure should have a title. The figures in the standard shall be unified with or without titles.

7.3.5 Letter symbols, fonts, serial numbers

In general, the letter symbols used to represent the angle or linear quantities in the figure shall comply with the provisions of GB 3102.1. If necessary, use subscripts to distinguish the different uses of specific symbols.

The figure shows the use of the symbol series l_1 , l_2 , l_3 , etc. for various lengths, instead of using symbols such as A, B, C or a, b, c, etc.

8 Other rules

8.1 Reference

8.1.1 General

When writing standards, it is often necessary to repeat the content of the standard itself or other documents in the provisions, in order to provide users with references or indicate other provisions that users need to meet. At this time, in order to avoid inconsistency between standards, excessive length of standards, transcription errors, etc., it is usually not necessary to copy specific content that needs to be repeated, but to adopt the method of quotation. However, under special circumstances, if it thinks it is necessary to repeat a small amount of content in other documents, it shall accurately indicate the source in square brackets after the copied content.

References shall use the methods as shown in 8.1.2 to 8.1.4, instead of using page numbers. For detailed rules of quoting other documents, see GB/T 20000.3.

8.1.2 Reference to the content of standard itself

8.1.2.1 Reference to the standard itself

When referring to the standard itself as a whole in the provisions of the standard, the following applicable form of expression shall be used:

- "This standard ..." (refers to a separate standard);
- "This guidance technical document ..." (refer to the national standardization guidance technical document).

When the standard is divided into multiple separate parts, if the provision of one of the parts refers to its own part, the following expression shall be used:

- "This part of GB/T 20501 ...";
- "This part ...".

If a part of a sub-part standard refers to all parts of the standard it is in, it shall be same as the method as mentioned of other standards, expressed in the form: "GB 3102 ...".

The above expressions do not apply to the leading words in the chapters of "normative references" (see 6.2.3) and "terms and definitions" (see 6.3.2), nor do they apply to the description of patent content (See Appendix C).

- The author or publisher (when known) has agreed that the document is cited; meanwhile when requested in a written manner, these documents can be obtained from the author or publisher;
- The author or publisher (when known) has agreed to notify the standardization technical committee or jurisdiction unit of the relevant standard in time of their intention to amend the document and the points involved in the amendment

Reference to other documents may be dated or not. For all documents in the standard that are normatively referred, whether dated or not, shall be listed in the chapter "normative references" (see 6.2.3). For documents in the standard that are informatively referred, if required, it should be listed in the "References" (see 6.4.2). In the standard provisions, the expressions of normative referred documents and informative referred documents shall be clearly distinguished.

8.1.3.2 Dated reference

The dated reference refers to the reference to the specified version which is indicated by the year number. The reference to the specific chapter or article, appendix, drawing or table number in the cited document shall be dated.

For dated references, if there are amendments or revisions to the documents that are subsequently cited, where applicable, the standards that quote these documents may publish their own amendments, in order to refer to the contents of the amendments or revisions of the cited documents.

For date reference, use the following method:

- "... GB/T 2423.1-2001 gives the corresponding test method, ..." (the dated reference to specific parts of other standards);
- "... abide to Chapter 5 of GB/T 16900-2008 ..." (the dated reference to specific chapters in other standards);
- "... shall comply with the provisions in Table 1 of GB/T 10001.1-2006 ..." (the dated reference to the tables in specific parts in other standards).

For the reference to the unnumbered items in the paragraphs or listed entries in other files, use the following description:

- "... as specified in the second paragraph of GB/T ××××× -2005, 3.1";
- "... according to the item 2 as listed in GB/T ××××× -2003, 4.2";
- "... according to the item 3 of the second listed items in GB/T ××××× .1-2006, 5.2".

abbreviation is given; the abbreviation is used subsequently.

Abbreviations made of Latin letters shall be used with caution, and only if they do not cause confusion. Only when the abbreviation needs to be used multiple times later in the standard, the abbreviation shall be specified.

The general principle is that the abbreviations are composed of capital Latin letters, meanwhile there is no foot point after each letter (for example: DNA). In special cases, the abbreviations derived from the first letter of the word are composed of lowercase Latin letters, with a foot point after each letter (for example: a.c.).

8.3 Trade name

It shall give the correct name or description of the product, not the product's brand name. The special trade name (trademark) of a specific product, even if it is commonly used, should be avoided as much as possible. If the use of the trade name cannot be avoided under special circumstances, its nature shall be indicated, for example, indicated by the registered trademark symbol.

Example: It is better to use "polytetrafluoroethylene (PTFE)" instead of "Teflon"

If there is currently only one type of product applicable to a standard, the product name of the product can be given in the provisions of the standard, but footnotes with the following content shall be provided:

"X) ... [brand name of product] ... is the brand name of the product provided by ... [supplier] ... This information is given for the convenience of users of this standard and does not mean approval of the product. If other equivalent products have the same effect, these equivalent products can be used. "

If the product characteristics are difficult to describe in detail, so it is necessary to give one or more examples of commercially available products to which a certain standard is applied, these trade names can be given in footnotes with the following content.

"X) [trade name (or trade names) of the product (or products)] ... is an example (or examples) of suitable commercially available products. This information is given for the convenience of user of the standard, it does not mean approval of the product (s). "

8.4 Patent

Matters related to patents in the standard shall comply with the provisions of Appendix C.

9 Layout format

9.1 General

The paper of the publication standard shall adopt A4 format, that is, 210 mm × 297 mm; the allowable tolerance is ± 1 mm. Under special circumstances (for example, when the figure or table cannot be reduced), the standard format may be extended and / or widened according to actual needs, whilst the multiple is not limited. At this time, the position of the standard number on the header shall be adjusted accordingly.

The format of standard publication shall comply with the provisions of this chapter. The format of the standard as submitted for approval should be arranged according to the provisions of this chapter.

See Appendix H for examples of layout of standard's provisions. Appendix I gives the format of different pages of standard. The font size and font of the text in each position in the standard shall comply with the provisions of Appendix J.

9.2 Cover

9.2.1 Format

The cover formats of national standards, industry standards and local standards are as shown in Figure I.1, Figure I.2, Figure I.3.

9.2.2 Standard name

When the standard name is composed of multiple elements, there shall be a Chinese character gap between each element. The standard name can also be divided into upper and lower rows; the row spacing shall be 3 mm.

The first letter of each element of the English translation of the standard name is capitalized, the remaining letters are lowercase; the connection between each element is a straight line.

9.2.3 Identification of consistency with international standards

The identification of the consistency between the national standard and the international standard shall be placed under the English translation of the standard name, with parentheses.

9.2.4 Standard number and replaced standard number

In the standard number on the cover, there is a gap of half a Chinese character

is as shown in Figure I.6. When the standard name on the first page of the main text is composed of multiple elements, there shall be a Chinese character gap between each element. The standard name can also be divided into upper and lower lines for arrangement.

9.5.2 Normative references

The documents listed in the normative references shall be arranged by blanking two Chinese characters, meanwhile it is arranged from the top grid when returning, without punctuation after each document. There is a Chinese character gap between the number of the listed standard and the standard name.

9.5.3 Terms and definitions

The "terms and definitions" chapter in the standard shall not be arranged in the form of a table. Except for the entry number, the remaining items shall be arranged by blanking two Chinese characters from another line and given in the following order:

- a) The item number (in bold) is arranged from the top grid;
- b) A Chinese character space behind the term (in bold) is followed by English corresponding words (in bold), the first letter of the English corresponding words is lowercase (unless the original text requires uppercase);
- c) Symbol;
- d) Definition or explanation of terms, which is arranged from top grid when returning;
- e) Other expressions of the concept;
- f) Examples;
- g) Note.

9.6 Appendix

Each appendix shall have a new page, the format is as shown in Figure I.7.

For the number of the appendix, the nature of the appendix [that is, "(normative appendix)" or "(informative appendix)"], the title of the appendix, each occupies one line, which are placed in the center above the text of the appendix.

note.

The footnote number shall be arranged from another line by blanking two Chinese characters. The subsequent text of the footnote and the text returning line shall be placed five Chinese characters from the left of the version center.

The footnote number of the figure shall be arranged from another line by blanking two Chinese characters. The subsequent text of the footnote content and the text returning line shall be placed four Chinese characters away from the left side of the version center.

The footnote number of the table shall be arranged from another line by blanking two Chinese characters. The subsequent text of the footnote content and the text returning line shall be placed four Chinese characters away from the left border of the table.

9.9.4 Example

Each example shall be arranged from another line by blanking two Chinese characters. "Example:" or "example ×:" should occupy a separate line. Text examples shall be arranged from the top grid when returning line.

9.9.5 Formula

The formulas in the standard shall be arranged in a new line and centered. Longer formulas shall be returned after the equal sign (=), or after the operation symbols such as plus sign (+) and minus sign (-). The fractional line, long horizontal line and short horizontal line in the formula shall be clearly distinguished; the main horizontal line shall be equal to the equal sign.

The numbers of formulas shall be right-end aligned. The formulas and numbers shall be connected with "...".

Under the formula, "Where:" shall be arranged by blanking two Chinese characters, which occupies a separate line. The symbols that need to be explained in the formula shall be described in order from left to right, top to bottom; each line is blanked with two Chinese characters and connected to the interpretation with a dash. When returning line, it shall be left-aligned to the text position of upper line of interpretation. The dashes of each line are aligned.

9.9.6 Figures and tables

Between each figure and the provisions in front of it, between each table and the provision behind it should be blanked by one line.

Figure title and table title shall be placed after the number; there is a gap of one Chinese character between the numbers.

Appendix A

(Informative)

List of some basic standards

A.1 Overview

This appendix gives a list of some of the most common basic standards (see 4.3). For specific objects, it may also involve the provisions of standards other than those listed.

A.2 Standardization principles and methods

GB/T 20000.1 Guide for standardization - Part 1: Standardization and related activities - General vocabulary (GB/T 2000.1-1-2002, ISO/IEC Guide 2:1996, MOD)

GB/T 20000.2 Guides for standardization - Part 2: Adoption of international standards (GB/T 20000.2-2009, ISO/IEC Guide 21-1:2005, MOD)

GB/T 20000.3 Guide for standardization - Part 3: Reference to documents

GB/T 20000.4 Guide for standardization - Part 4: Safety aspects for their inclusion in standards (GB/T 20000.4-2003, ISO/IEC Guide 51:1999, MOD)

GB/T 20000.5 Guide for standardization - Part 5: Environmental aspects for their inclusion in product standards (GB/T 20000.5-2004, ISO Guide 64:1997, NEQ)

GB/T 20000.6 Guide for standardization - Part 6: Code of good practice for standardization (GB/T 20000.6-2006, ISO/IEC Guide 59:1994, MOD)

GB/T 20000.7 Guide for standardization - Part 7: Guidelines for the justification and development of management system standards (GB/T 2000.7-2006, ISO Guide 72:2001, MOD)

GB/T 20001.1 Rules for drafting standards - Part 1: Terminology (GB/T 20001.1-2001, ISO 10241:1992, NEQ)

GB/T 20001.2 Rules for drafting standards - Part 2: Symbol

GB/T 20001.3 Rules for drafting standards - Part 3: Information classifying and coding

GB/T 20001.4 Rules for drafting standards - Part 4: Method of chemical

GB/T 13394 Letter symbols to be used in electrical technology - Symbols for quantities to be used for rotating electrical machines (GB/T 13394-1992, eqv IEC 27-4:1985)

GB/T 14559 Symbols and units of variant quantities (GB/T 14559-1993, neq IEC 27-1:1992)

IEC 60027 (all parts) Text symbols for electrical engineering

A.6 Symbols, codes and abbreviations

GB/T 2659 Codes for the representation of names of countries and regions (GB/T 2659-2000, eqv ISO 3166-1:1997)

GB/T 4880 (all parts) Codes for the representation of names of languages [ISO 639 (all parts)]

GB/T 11617 Lexicographical symbols (GB/T 11617-2000, neq ISO 1951:1997)

ISO 3166 (all parts) Name codes for world country and region

A.7 Indexing of references

GB/T 7714 Rules for content, form and structure of bibliographic references (GB/T 7714-2005, ISO 690:1987; ISO 690-2:1997, NEQ)

A.8 Technical drawing

GB/T 4457.2 Technical drawing - Drawing presentation - General principles of leader lines and reference lines (GB/T 4457.2-2003, ISO 128-22:1999, IDT)

GB/T 4457.4 Mechanical drawings - General principles of presentation - Lines (GB/T 4457.4-2002, ISO 128-24:1999, MOD)

GB/T 4458 (all parts) Mechanical drawings [ISO 128 (all parts)]

GB/T 14689 Technical drawings. Size and layout of drawing sheets (GB/T 14689-2008, ISO 5457:1999, MOD)

GB/T 14690 Technical drawings - Scales (GB/T 14690-1993, eqv ISO 5455:1979)

GB/T 14691 (all parts) Technical drawings - Lettering [ISO 3098 (all parts)]

GB/T 16273 (all parts) Graphical symbols for use on equipment [ISO 7000]

GB/T 16900 Rules for the presentation of graphical symbols - General principles

GB/T 16901.1 Rules for the presentation of graphical symbols for use in technical product documentation - Part 1: Basic rules (GB/T 16901.1-2008, ISO 81714-1:1999, MOD)

GB/T 16901.2 Rules for design of graphical symbols for use in the technical documentation - Part 2: Specification for graphical symbols in a computer sensible form, including graphical symbols for a reference library, and requirements for their interchange (GB/T 16901.2-2000, eqv IEC 81714-2:1998)

GB/T 16902.1 Rules for the presentation of graphical symbols. Graphical symbols for use on equipment - Part 1: Symbol originals

GB/T 16902.2 Rules for the presentation of graphical symbols for use on equipment - Part 2: Form and use of arrows (GB/T 16902.2-2008, ISO 80416-2:2001, MOD)

GB/T 20063 (all parts) Graphical symbols for diagrams [ISO14617 (all parts)]

ISO 7000 Graphical symbols for equipment - Index and list

A.11 Limits, fits, surface characteristics

GB/T 131 Geometrical Product Specifications (GPS) - Indication of Surface texture in technical Product documentation (GB/T 131-2006, ISO 1302:2002, IDT)

GB/T 157 Geometrical product specifications (GPS) - Series of conical tapers and taper angles (GB/T 157-2001, eqv ISO119:1998)

GB/T 1182-2008 Geometrical Product Specifications (GPS) - Geometrical tolerancing - Tolerances of form, orientation, location and run-out

GB/T 1184 Geometrical tolerancing. Geometrical tolerance for features without individual tolerance indications (GB/T 1184-1996, eqv ISO 2768-2:1989)

GB/T 1800 (all parts) Geometrical product specifications (GPS) - Limits and fits [ISO 286 (all parts)]

GB/T 1801 Limits and fits Selection of tolerance zones and fits (GB/T 1801-1999, eqv ISO 1829:1975)

ISO 497:1973, IDT)

IEC Guide 103 Guide for fit dimensions

A.13 Statistical methods

GB/T 3358 (all parts) Statistical terminology

A.14 Environmental conditions and related tests

GB/T 20877 Environmental aspects. Inclusion in electrotechnical product standards (GB/T 20877-2007, IEC Guidance 109:2003, IDT)

ISO 554 Standard atmosphere for conditions and / or testing - Specifications

ISO 558 Conditions and test - Standard atmosphere - Definition

ISO 3205 Preferred test temperature

ISO 4677-1 Conditions and test atmosphere - Determination of relative humidity - Part 1: Ventilation dry-wet meter method

ISO 4677-2 Conditions and test atmosphere - Determination of relative humidity - Part 2: Vortex dry-wet meter method

IEC Guide 106 Guideline specifying environmental conditions for equipment performance levels

A.15 Safety

GB/T 16499 The Preparation of safety publication and the use of basic safety publications and group safety publications (GB/T 16499-2008, IEC Guide 104:1997 Ed.3, NEQ)

A.16 Electromagnetic compatibility (EMC)

GB/Z 18509 Electromagnetic compatibility - Guide to the drafting of electromagnetic compatibility standards (GB/Z 18509-2001, neq IEC Guide 107:1998)

A.17 Compliance and quality

GB/T 19000 Quality management systems - Fundamentals and vocabulary

Appendix C

(Normative)

Patent

C.1 Collection of patent information

The prominent position of the cover of the draft for soliciting opinion and the draft submitted for review shall be explained as follows:

"When submitting feedback, please attach the relevant patents you know together with supporting documents."

C.2 No patents have been identified

If the patents as involved in the technical content of the standard is not identified in the standard preparation process, the foreword of the standard shall have the following content:

"Please note that some content of this document may involve patents. The issuing organization of this document does not assume responsibility for identifying these patents."

C.3 Patents have been identified

If some technical content of the standard has been identified in the process of standard preparation involving patents, the introduction of the standard shall have the following content:

"The issuing authority of this document draws attention to the fact that when a declaration conforms to this document, it may involve the use of patents related to [article] ... and ... [contents] ...

The issuer of this document has no position on the authenticity, validity and scope of the patent.

The patent holder has assured the issuer of this document that he is willing to negotiate with any applicant on patent licensing under reasonable and non-discriminatory terms and conditions. The patent holder's statement has been filed with the issuing agency of this document. Relevant information can be obtained through the following contact information:

Name of patent holder: ...

Appendix D

(Normative)

Drafting of standard name

D.1 Selection of elements in standard names

D.1.1 Leading elements

If there is no leading element, the object represented by the main element is not clear, then there shall be leading elements in the standard name.

Example 1:

Correct: Forklift - Hook arms - Vocabulary

Incorrect: Hook arms - Vocabulary

If the main elements (together with the supplementary elements) can accurately summarize the objects discussed in the standard, the leading elements shall be omitted from the standard name.

Example 2:

Correct: Sodium perborate for industrial use - Determination of bulk density

Incorrect: Chemicals - Sodium perborate for industrial use - Determination of bulk density

D.1.2 Main elements

The main element shall be included in the standard name.

D.1.3 Supplementary elements

If the standard contains only one or very few aspects of the object represented by the main element, there shall be supplementary elements in the name of the standard.

If the standard is divided into parts, it shall use supplementary elements to distinguish and identify each part [the leading element (if any) and the main element of each part remain the same].

Example 1:

GB/T 17888.1 Safety of machinery - Permanent means of access to machinery - Part 1: Selection of fixed installations entering between two levels of planes

Appendix E

(Normative)

Marking of standardization items

E.1 Overview

Standardization items can refer to both tangible items (such as materials or finished products) and intangible items (such as processes or systems, test methods, character sets, or requirements related to signs and delivery).

In many cases, it is convenient to replace the lengthy description of an item with a short mark that uniquely identifies the item. For example, when citing an item in standards, catalogs, letters, scientific literature, or orders for goods, materials, equipment, as well as gifts for exhibits.

The marking system described in this appendix is neither a commodity code (commodity code refers to the same code that a similar product with a specific purpose has), nor is it a common product code. When giving a product code to any product, it does not consider whether the product is standardized. On the contrary, the marking system provides a standardized marking style for the item, so it is easy to quickly and concisely explain an item in information exchange. The system described here is only used for national standards or industry standards. If the national standards or industry standards are equivalent to the relevant international standards, the provision of corresponding mark not only means complying with national standards or industry standards, but also complying with international standards. Therefore, it facilitates mutual understanding of the items that declare to meet national standards, industry standards, or international standards.

Marking cannot replace the entire content of the standard. To fully understand the content of the standard, it needs to read the relevant standard.

In particular, it is not necessary for every standard to contain a marking system, although it is particularly useful for standard marking systems for products and materials. Whether a marking system needs to be included in a specific standard is determined by the corresponding standardization technical committee or relevant agency.

E.2 Applicability

E.2.1 Each standardization item has several characteristics; the values related to these characteristics (for example, the volume of one mole of sulfuric acid

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