


# ISO/TC 184/SC 4 Industrial Data Quality Committee

## Terms and definitions overview

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ISO/TC 184/SC 4/QC Terms and definitions, Overview

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# Objective

The objective today is to provide a simple overview of the ISO/IEC Directives, Part 2, Clause 3: Terms and definitions.

# Agenda

- **ISO Code of Conduct**
- SC 4 Training material
- Terms and definitions, overview
- Quiz

# ISO code of conduct

Respect others

Behave ethically

Escalate and resolve disputes

Work for the net benefit of the international community

Uphold consensus and governance

Agree to a clear purpose and scope

Participate actively and manage effective representation

<b>Respect others</b>	<p>We are committed to:</p> <ul style="list-style-type: none"> <li>▶ Respecting others and the professional culture of international standardization within ISO</li> <li>▶ Conducting ourselves in a professional manner</li> <li>▶ Respecting others and the diversity of professional opinions – scientific, technical, or otherwise</li> <li>▶ Embracing the concepts of compromise and consensus-building in the development of ISO standards</li> <li>▶ Accepting and respecting consensus decisions of the committee or working group and of the ISO/TMB</li> <li>▶ Making the effort to hear and understand the views of all, regardless of the diversity of acceptable accents and levels of command of the language of the meeting</li> </ul>	<b>Work for the net benefit of the international community</b>	<p>We recognize that the development of International Standards is for the net benefit of the international community, over and above the interests of any individual or organization. We are committed to advancing International Standards within their agreed scope and we will not hinder their development.</p>
<b>Behave ethically</b>	<p>We will:</p> <ul style="list-style-type: none"> <li>▶ Act in good faith and with due care and diligence</li> <li>▶ Avoid collusive or anticompetitive behavior</li> <li>▶ Promote a culture of fair and ethical behavior, without prejudice against any ISO actor based on any human differences</li> <li>▶ Refrain from debate and discussion that is disrespectful, threatening (mental or physical), or otherwise unprofessional in tone or which is offensive to other participants and damaging to ISO and the overall process of achieving consensus</li> <li>▶ Treat all persons with respect and fairness and not offer or appear to offer preferential treatment to any person or group</li> <li>▶ Refrain from disseminating false or misleading information or from withholding information necessary to a full, fair, and complete consideration of the issues</li> <li>▶ Not harass, threaten or coerce any participant in an effort to persuade or sway votes. This does not preclude professional, respectful debate and exchange of views that contain information and/or present perspectives intended to persuade other participants to lend their support or opposition to issues, proposals, etc. in order to ultimately achieve consensus</li> <li>▶ However, efforts to persuade support or opposition during the development of ISO deliverables shall not be done by committee chairs, managers, WG convenors or project leaders who must be neutral international facilitators of the work</li> </ul>	<b>Uphold consensus and governance</b>	<p>We will uphold the key principles of international standardization: consensus, transparency, openness, impartiality, effectiveness, relevance, coherence and the development dimension.</p>
<b>Escalate and resolve disputes</b>	<p>We will identify and escalate disputes in a timely manner to ensure rapid resolution. We will uphold the agreed dispute resolution processes.</p>	<b>Agree to a clear purpose and scope</b>	<p>We are committed to having a clear purpose, scope, objectives and plan to ensure the timely development of International Standards.</p>
		<b>Participate actively and manage effective representation</b>	<p>We agree to actively participate in standards development projects. We will make our contributions to the work through the official procedures in accordance with the ISO/IEC Directives.</p>

<https://www.iso.org/files/live/sites/isoorg/files/store/en/PUB100397.pdf>

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<https://committee.iso.org/sites/tc184sc4/home/forums/quality-forum/training-materials.html>

## ISO/TC 184/SC 4 Training Materials:

The screenshot displays a website interface for ISO/TC 184/SC 4 Training Materials, organized into several color-coded sections:

- Drafting standards (Blue background):** Contains links to ISO templates, ISO House Style, ISO Drafting Made Efficient, Guidelines for the submission of text and graphics to ISO/CS, Guidance on legal statements in ISO standards, Guidelines for coding IEC and ISO standards in NISOSTS, DRG Directives, and Best practices for vocabularies and terminologies.
- Rice model (Blue background):** Features two book covers: 'Model document International Standard' and 'Model document of 20 Amendments'.
- Directives (Yellow background):** Includes ISO/IEC Directives, Part 2, and ISO/IEC Directives Part 1 and Consolidated ISO Supplement.
- ISO/TC 184/SC 4 Website, Quality Forum (Dark Blue background):** Lists SC 4/QC workshop Materials, SC 4 Suppl. Directives, SC 4 boilerplate, SC 4 Standing documents, SC 4 Jira (develop), and SC 4 Bitbucket (develop).
- OBP (Orange background):** Offers access to the most up-to-date content in ISO standards, graphical symbols, codes or terms and definitions, with preview and search capabilities.
- Electropedia (Red background):** Provides all terms and definitions in the International Electrotechnical Vocabulary.

# Why is the Clause Terms and Definitions so important?

ISO 10241-1

Terminological entries in standards — Part 1: General requirements and examples of presentation

Introduction

To ensure that communication in a **particular domain** is effective and that *difficulties in understanding* are minimized, it is essential that **the various participants use the same concepts** and concept representations. The **standardization of terms and definitions** is thus **fundamental** to all standardization activities.


understand

same

difficulties

various

*“ it is essential that **the various participants use the same concepts and concept representations.** ”*

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# What the Directives say

## ISO/IEC Directives, Part 2, 2021, Clause 16

- The Terms and definitions clause provides **definitions necessary for the understanding** of certain **terms used** in the document.
- If necessary, **terminological entries** can be **supplemented** by information (including requirements) given in the notes to entry.
- Terminology may take the form of an **independent terminology standard** (a vocabulary, nomenclature, or list of equivalent terms in different languages) or be **included in a Terms and definitions clause** in a document that also deals with other aspects.

## ISO/IEC Directives, Part 2, 2021, Clause 16

- Terms and definitions should preferably be listed according to the hierarchy of the concepts (i.e. **systematic order**). Alphabetical order is the least preferred order.
- Terminological entries shall be drafted **in accordance with ISO 10241-1**. Subclause 16.5 of the Directives contains only a **summary of some of these rules**. General principles and methods for terminology work are **specified in ISO 704**.

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# How to draft the generic text of the Clause 3, four options of text are available

## Option 1

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

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

## Option 2

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

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

## Option 3

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

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

## Option 4

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

No terms and definitions are listed in this document.

# Basic rules structuring and styling the Clause 3

## The Clause

- The **Terms and definitions** clause is a **mandatory** clause **clarifying** the **meaning** of certain words in the context of the **document**.
- **Only terms** which are **used** in the document shall be **defined**. **Common terms**, which a qualified user of the document will already know, should not be defined.
- **Abbreviated terms** and **symbols** can be listed in a separate clause immediately after Clause 3.

## The Term and its definition

- It does **not take** the form of, or contain, a requirement or recommendation.
- A **definition** is a **single phrase** that can **replace** the **term** wherever used.
- It does **not** start with an article (e.g. “ a ”, “ the ”) or end with a full-stop.
- **Additional** information can be included in a **Note to entry** or an **Example**.
- **Italics** shall be used for **cross-referenced terms**.



## Terms and definitions – entry

**Preferred term**

**Term number**

3.3

**Admitted term**

milled rice  
white rice  
*husked rice* (3.2) from which almost all of the bran and embryo have been removed by milling

**Cross-reference**

**Definition**

[SOURCE: ISO 7301:2011, 3.3]

**Source**

**Abbreviated term**

3.7  
**HDK**  
heat-damaged kernel  
kernel, whole or broken, which has changed its normal colour as a result of heating

**Note to entry**

Note 1 to entry: This category includes whole or broken kernels that are yellow due to alteration. Parboiled rice in a batch of non-parboiled rice is also included in this category.



ISO/IEC  
Directives, Part  
2, 2021, Clause  
16

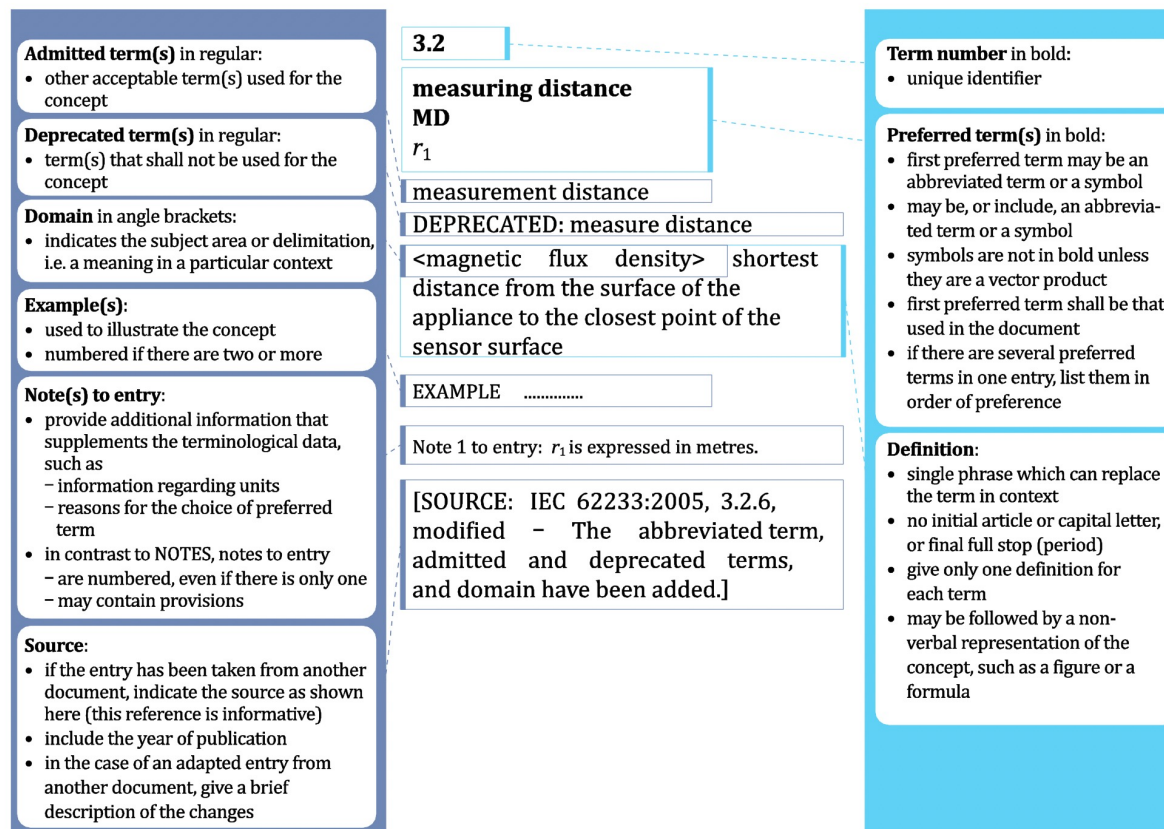


Figure 1 — Overview of the main elements of a terminological entry

# ISO Online Browsing Platform

[www.iso.org/obp](http://www.iso.org/obp)

Update in the  
ISO/IEC  
Directives,  
Part 2, 2021

In order to avoid the unnecessary proliferation of terminological variants, it is recommended to use existing terminological entries from International Standards. Search for suitable terms existing in the terminology databases of ISO and IEC:

- <https://www.iso.org/obp>
- <https://www.electropedia.org>

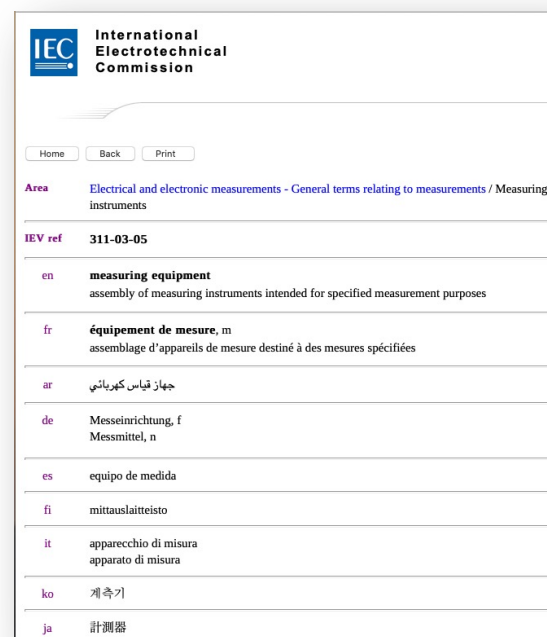
**Search** the **OBP** by committee and by standard to find terms that are already defined.

**Terms and definitions** from ISO documents are available on the **ISO Online Browsing Platform** ([www.iso.org/obp](http://www.iso.org/obp))

<http://www.electropedia.org>  
(IEC 60050)

Publicly accessible repository of the following material

- Table of contents
- Foreword
- Introduction
- Scope
- Normative references
- Terms and definitions
- Bibliography



International Electrotechnical Commission		
Home	Back	Print
Area	Electrical and electronic measurements - General terms relating to measurements / Measuring instruments	
IEV ref	311-03-05	
en	<b>measuring equipment</b> assembly of measuring instruments intended for specified measurement purposes	
fr	<b>équipement de mesure, m</b> assemblage d'appareils de mesure destiné à des mesures spécifiées	
ar	جهاز قياس كهربائي	
de	Messeinrichtung, f Messmittel, n	
es	equipo de medida	
fi	mittauslaitteisto	
it	apparecchio di misura apparato di misura	
ko	계측기	
ja	計測器	

Electropedia contains all the terms and definitions in the International Electrotechnical Vocabulary.

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# Thank you for your participation

Let's keep in touch!

**Veronique Dubillot**

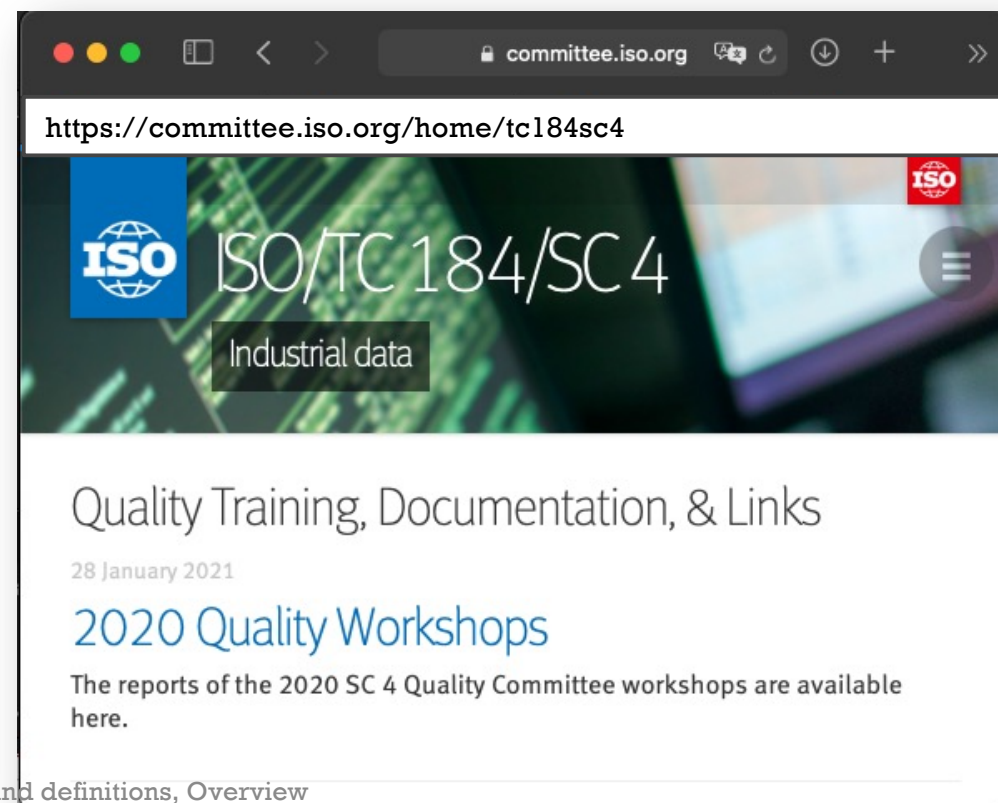
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