

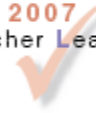


ISO/TC 184/SC 4/QC "Quality committee"  
Convenorship: AFNOR  
Convenor: Dubillot Véronique Mme



## ISOsimpleTemplateDivelInReport

Document type	Related content	Document date	Expected action
Meeting / Presentation	Meeting: <a href="#">Saratoga Springs (United States) 22 Oct 2023</a>	2023-10-23	



# ISO/TC 184/SC 04/Quality Committee

## ISO simple template: 30' dive in workshop Report - update 2023-10-23

Validity	Until a change occurs in the drafting rules
Reviewed	November 2022 (adjusted October 2023)
Update to monitor	<ul style="list-style-type: none"> <li>- ISO/IEC Directives, Part 2, 2021</li> <li>- ISO House Style</li> <li>- Rice model</li> <li>- <a href="#">ISO/TC.184/SC.4 Supplementary directives</a></li> </ul>



# ISO/TC 184/SC 4 Industrial Data

### Quality Committee

Véronique Dubillot / Changsoo Lee

### ISO simple template: 30' dive in

2022-11-03 (update 2023-10-23)

### Objectives

The objective today is to dive into the ISO simple template, reviewing the common mistakes and highlighting the training material.

### Agenda

ISO Code of Conduct  
Workshop



## General principles

1. Comply with legal and statutory obligations.
2. Perform and act in good faith, consistent with the purpose, policies and principles of the organization.
3. Behave ethically.
4. Promote and enable all voices to be heard.
5. Engage constructively in ISO activities.
6. Declare actual and potential conflicts of interest and manage them appropriately.
7. Protect confidential information.
8. Protect ISO assets.
9. Avoid and prevent any form of bribery or corruption.
10. Escalate and resolve disputes and uphold agreed resolution.

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ISO Simple template  
<https://isotc.iso.org/livelink/livelink/properties/17851245>

- Normative
- Mandatory
- Informative
- Optional or conditional

headers and footers are different for this first page.

Page break

Should already be recorded. Check <https://sd.iso.org/projects/my-projects>

ISO/IEC Directives, Part 2, 2021, Clause 11

ISO/IEC Directives, Part 1, 2021, 2.1.3

ISO #####-#-####(X)  
 ISO TC ###/SC ##/WG #  
 Date: YYYY-MM-DD

**Title (Introductory element — Main element — Part #: Part title)**

- Clear and concise
- Reflect the Scope
- Consistent with titles of related documents
- Maximum of three elements

**WD/CD/DIS/FDIS stage**

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*A model manuscript of a draft International Standard (known as "The Rice Model") is available at [https://www.iso.org/iso/model\\_document-rice\\_model.pdf](https://www.iso.org/iso/model_document-rice_model.pdf)*

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ISO House style

TABLE OF CONTENTS  
The table of contents is given on page iii and is called simply "Contents". For the main text, it shows the heading titles up to level 3. For the preliminary pages, the annexes and the Bibliography, it shows the heading titles only up to level 1. It does not include a list of any other elements, e.g. tables, figures, examples.  
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ISO/IEC Directives, Part 2, 2021, 6.4

Table(s) of content (Optional)a)

a) These may include a list of major subdivisions of the document and lists of figures, tables and similar numbered elements.



Page break

ISO #####-#####(X)

**Foreword**

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This second/third/... edition cancels and replaces the first/second/... edition (ISO #####:###), which has been technically revised.

The main changes are as follows:

— xxx xxxxxxxx xxx xxxxx

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Normative  
Mandatory  
Informative  
Optional or conditional

The Foreword shall not contain requirements, permissions or recommendations.

This text is a boilerplate. It shall not be modified.

List your changes.  
You can also add an annex with the changes. In these case, reference the annex here.



Page break

Legend:

- Normative
- Mandatory
- Informative
- Optional or conditional

ISO #####-#####(X)

**SC 4** Introduction  
Type text.

Question: Are permission and recommendation allowed?

Only requirements are not allowed. The Introduction provides specific information about the technical content so if there was a recommendation it probably belongs in the main part of the document. This would have to be assessed on a case by case basis. (update 11-2022)

discussion: No NOTE in the introduction

Editor should think about their relevance as informative Notes can be considered unnecessary in an already informative element.

In SC 4 the introduction is a mandatory element.  
If a required text has been defined for your series it is stored on the ISO repository

SC 4 boilerplate

- Browse ISO/TC 184/SC 4 - Industrial data / boilerplate - ISO Sources (Pilot)
- Source of 10303 introduction.txt - boilerplate - ISO Sources (Pilot)
- Source of 15926-introduction.txt - boilerplate - ISO Sources (Pilot)
- ISO 8000

see in the footer, roman numerals



Page break, odd page, change in the numbering.

### ISO/IEC Directives, Part 2, 2021, Clause 14

The Scope clearly defines the subject of the document and the aspects covered, thereby indicating the limits of applicability of the document or particular parts of it. For the purposes of clarity, the Scope can indicate other subjects that are excluded from the document, when other subjects can be implied by the wording of the Scope or title.

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ISO #####-#####(X)

**Title (Introductory element — Main element — Part #: Part title)**

**1 Scope (mandatory)**  
Type text.

The Scope shall not contain requirements, permissions or recommendations.

SC 4 boilerplate

Source of SC4\_Scope-1.txt - boilerplate - ISO Sources (Pilot)

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Specific boilerplate for a series.

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1

see in the footer, arabic numerals



ISO #####-#:#####X

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References, overview

**2 Normative references (mandatory)**  
*Two options of text (remove the inappropriate option).*  
1) *The normative references shall be introduced by the following wording.*  
The following documents are referred to in the text in such a way that some or all of their content constitutes requirements of this document. For dated references, only the edition cited applies. For undated references, the latest edition of the referenced document (including any amendments) applies.  
ISO #####-#, *General title — Part #: Title of part*  
ISO #####-##:20##, *General title — Part #: Title of part*  
2) *If no references exist, include the following phrase below the clause title:*  
There are no normative references in this document.

Only normative documents shall be referenced in Clause 2.

Ensure that in the text, the document is cited normatively.

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The screenshot shows a Microsoft Word document titled "Simple template" with a dark theme. The document content includes a clause title "4 Clause title", an example of text, a technical drawing of a cylindrical component with dimensions (50, 1 000 a, 1 000 b, 20), and mathematical formulas for  $K_{2A}$ . Annotations include a legend for Normative (pink), Mandatory (orange), Informative (light blue), and Optional or conditional (dark blue). Callouts provide guidance on verbal forms, requirements in notes, and figure numbering. A cloud-shaped callout points to a reference document.

ISO #####-#:####(X)

**4 Clause title**  
Type text.  
EXAMPLE Text of the example.

50 1 000 a 4  
20 3  
2  
1  
1 000 b

Figure 1 — Example

5.1 a

There are two options for providing  
Example of formula in MS Equation  
$$K_{2A} = 10 \log \left( 1 + \frac{4S}{A} \right) (1)$$
  
where  
A is the equivalent absorption area of the room, in square meters  
S is the area in square meters of the measurement sphere with a radius of 1 m, i.e.  $S = 4\pi$ .

The same formula in MathType Equation:  
$$K_{2A} = 10 \log \left( 1 + \frac{4S}{A} \right) (2)$$

2

Page 8 of 12 1432 words English (United Kingdom) Focus 136%

Committee workshops  
Verbal forms for expression of provisions  
Do not forget to use the right verbal forms to express your provisions.  
"may not" shall not be used from 2021-10-01 (Directives update)  
Avoid hanging paragraph Directives, Part 2, 22.3  
No requirements, recommendations, Permission in the NOTE and EXAMPLE  
The figures and examples shall be explicitly referred to within the text and numbered and have a title.  
See ISO/IEC Directives, Part 2, 2021, for pictures, tables, numbering of NOTE and EXAMPLE....



Page break

ISO #####-#;#####(X)

**Annex A**  
(informative)

**Annex title e.g. Example of a figure and a table**

**A.1 Clause title**  
*Use subclauses if required e.g. A.1.1 or A.1.1.1. For example:*

**A.1.1 Subclause**  
Type text.

**A.1.1.1 Subclause**  
Type text.

**Figure A.1 — Example**

**Key**

- 1 desiccant/aqueous saturated salt solution
- 2 test specimen
- 3 sealant
- 4 template

**NOTE** Figure note.  
a It is the upper exposed area.  
b It is the lower exposed area.

**Figure A.1 — Example**

**Figure Description:** A cross-sectional diagram of a test specimen. The specimen is cylindrical with a diameter of 1 000<sup>a</sup> and a height of 150. It is shown inside a container with a diameter of 1 000<sup>b</sup>. The specimen is divided into four numbered parts: 1 (desiccant/aqueous saturated salt solution), 2 (test specimen), 3 (sealant), and 4 (template). Dimensions are indicated with arrows and labels.

**Callout Box 1 (Pink):** An annex is **normative** when it provides **additional normative text** to the main body of the document. The status of the annex (informative or normative) shall be made clear by the way in which it is referred to in the text. Informative annexes may contain optional requirements.

**Callout Box 2 (Blue):** In the annex, the figures and tables shall be numbered with the letter of the annex.



Page break

- Normative
- Mandatory
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- Optional or conditional

ISO\*\*\*\*\*-#:#(X)†

### Bibliography†

[1]-ISO\*\*\*\*\*-#, General title†—Part#: Title of part†  
[2]-ISO\*\*\*\*\*-##:20##, General title†—Part#: Title of part†

Only informative documents shall be referenced in the Bibliography.

Do not add callout "[#]" within the text when you refer to ISO or IEC document.

Committee workshops

References, overview

Committee SC 4 Newsletters

SC 4 Newsletter V26 ND1 QC Tips for Standards Writers

#### 6.3 Nitrogen content and crude protein content

Determine the nitrogen content and crude protein content in accordance with either ISO 16634—, Clause 9, or ISO 20483. For details on the determination of protein content using the Kjeldahl method, see Reference [12] in the Bibliography. For details concerning the use of the Dumas method, see References [10] and [16].

Calculate the crude protein content of the dry product by multiplying the value of the nitrogen content by the conversion factor specified in ISO 20483:2013, Annex C and Table C.1, that is adapted to the type of cereals or pulses [13][14] and to their use.

Notice that when the callout is given as part of a sentence it is on the line (e.g. "is given in Reference [1]"); when it does not constitute part of the sentence, it is given as a superscript.

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