


ISO/TC 184/SC 4 Industrial Data Quality Committee

ISO/TC 184/SC 4/QC, WORKSHOP, NAGASAKI, 2025

Figures, Tables and more

VÉRONIQUE DUBILLOT / CHANGSOO LEE

ISO/TC 184/SC 4/QC WORKSHOP, Nagasaki, October 2025

 Winner
2007 & 2021
Lawrence D. Eicher Leadership Award



Learning Objectives

By successfully completing this course you will be able to:

- Correctly write an introduction and scope for a standard,
- Use the correct provisions,
- Recognize referencing notation,
- Define terms and definitions, and
- ➔ **▪ Draw figures, tables, and formulas.**

Training material

<https://committee.iso.org/sites/tc184sc4/home/quality-committee.html>

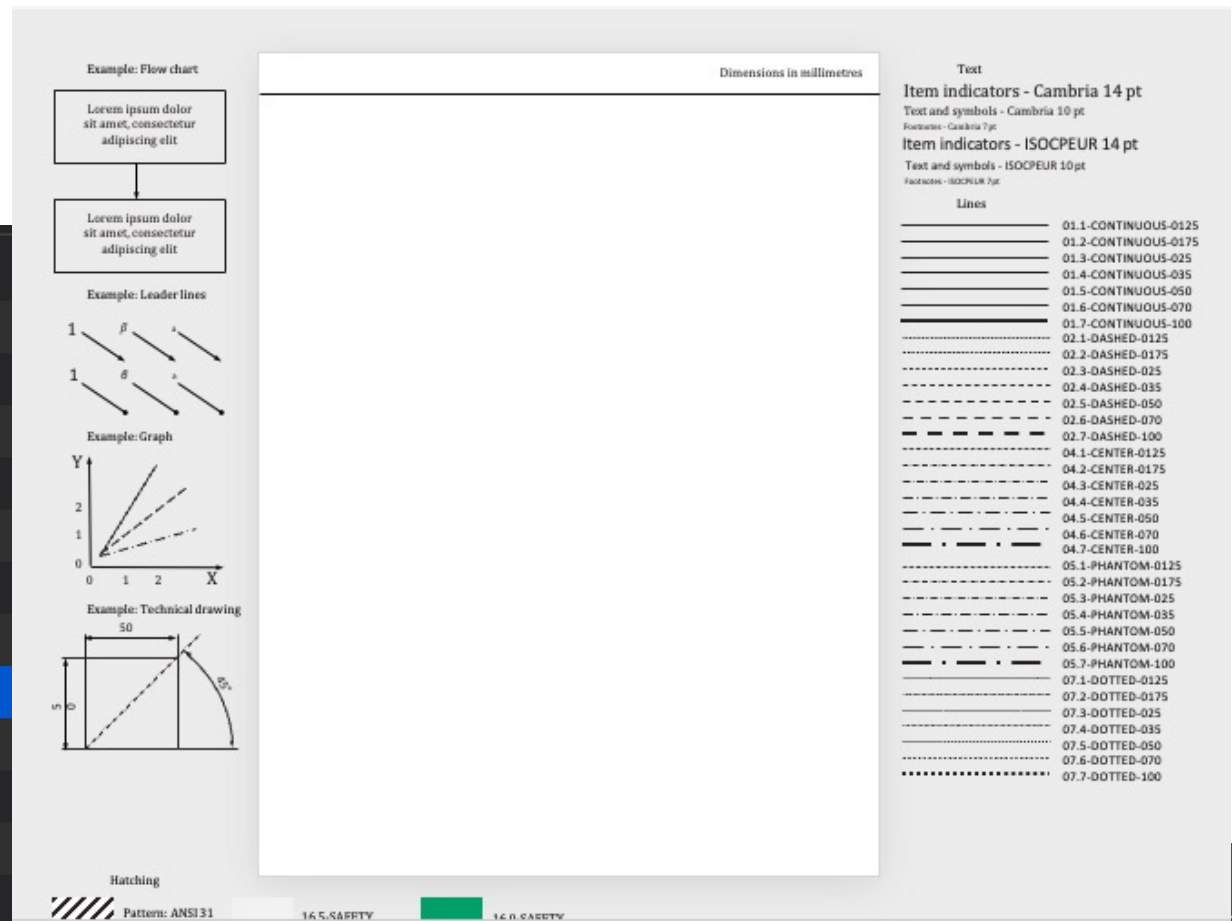
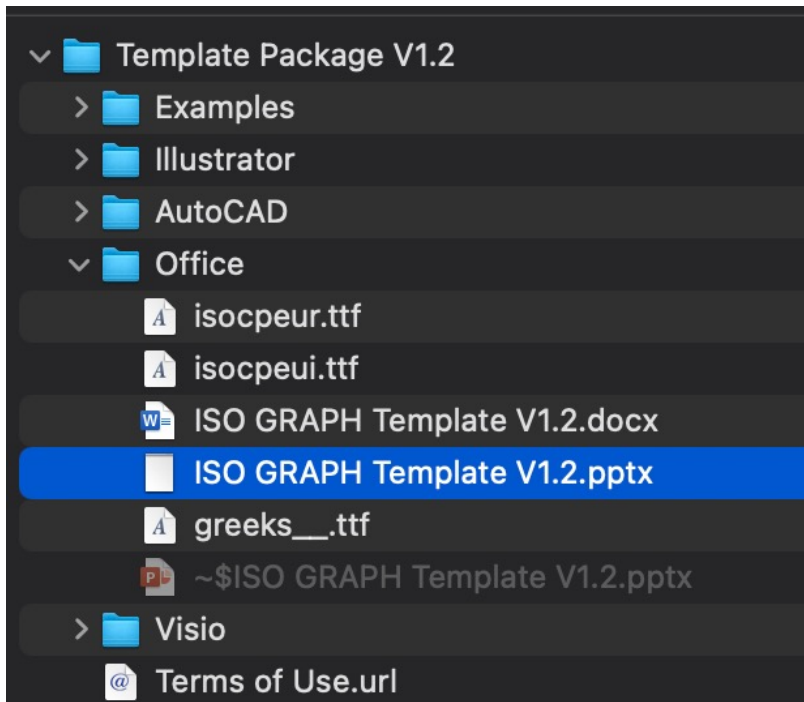
Directives and more

- ISO/IEC Directives, Part 2, current
<https://www.iso.org/sites/directives/current/part2/index.xhtml>
- ISO House Style
<https://www.iso.org/ISO-house-style.html>
- ISO.org website / *Taking part / Resources / Drafting standards*
<https://www.iso.org/home.html>
<https://www.iso.org/drafting-standards.html>

Drawing activities

- Templates for drawing files
<https://www.iso.org/iso-templates.html>
- [Requirements and guidelines for the submission of drafts to ISO/CS](#)
- [DRG Directives](#)

Templates for drawing files



Why adding a Figure?

Figures are a graphical means of representation used when they are the most efficient means of presenting information in an easily comprehensible form.

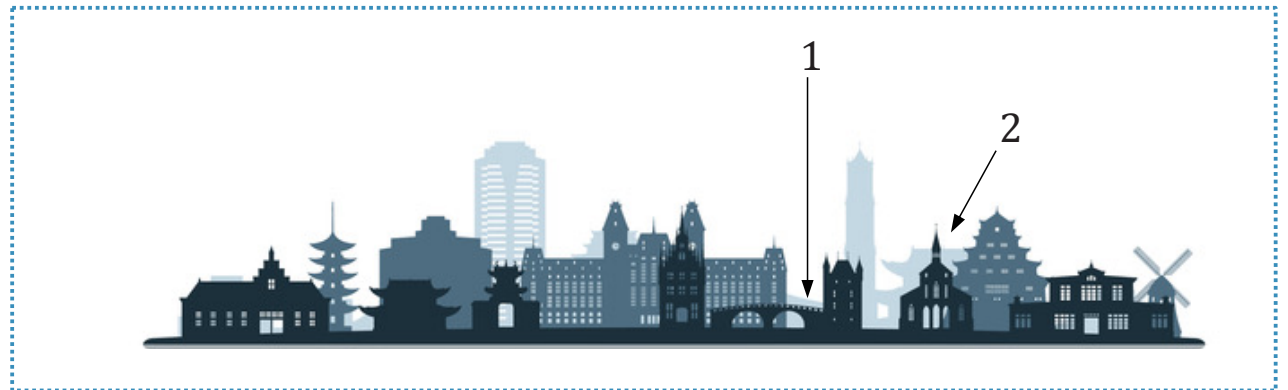


NAGASAKI
JAPAN



Drafting
Figures, a
difficult activity

What we name “Figure” is
the graphic, the key and the title combined.



Key
1 Megane Bridge
2 Oura Church

Figure 1 — Nagasaki skyline

part of the document file

Only graphics should be submitted

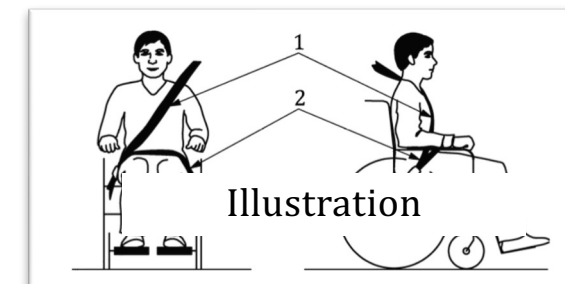
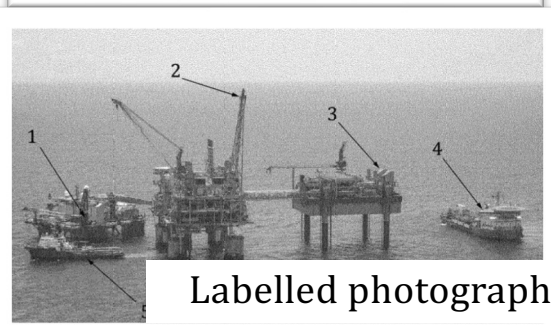
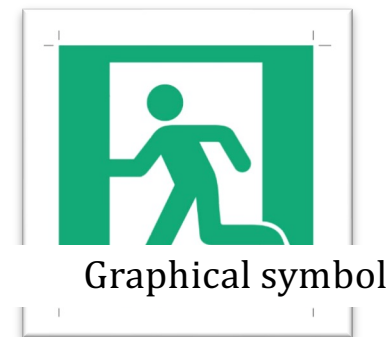
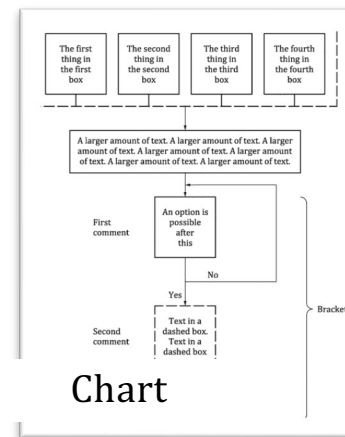
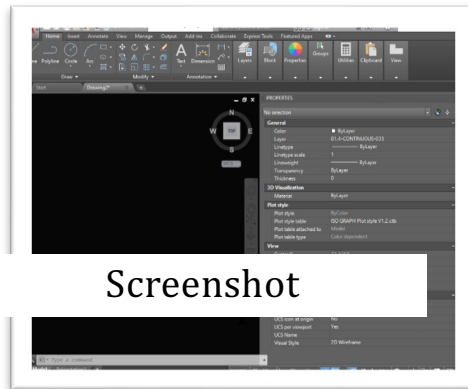
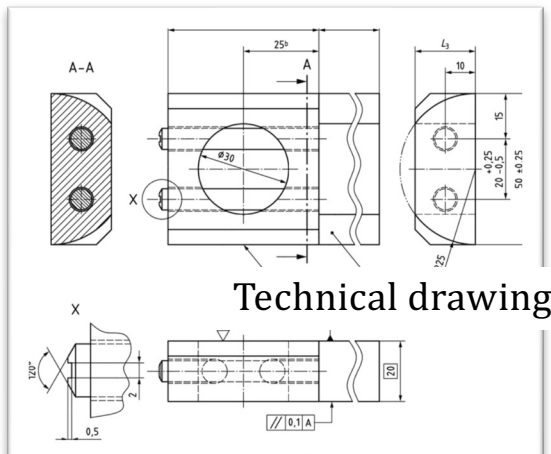
What is at
stake?

- creating a Figure that is simply defining a complex thing and making your document clear, unambiguous and fully understandable,
- producing correct revisable graphics files,
- avoiding document going back and forth with ISO/CS.

Warning to project leaders

- In case of a revision of a document, please remember to download the **Graphics processed by ISO/CS files** from the ISO Projects page of the previous edition or other document.
- Do not hesitate to contact your Editorial Manager (EM) if you are facing issues editing the graphics.

Graphic types



Description block (optional)	International standard Number block	Individual-item block			
		1	2	3	4
Thermoplastics	ISO 20568	PTFE-DH	HS W1	2-4-2	
SO Standard					
Data block 1: Symbol					
Data block 2: Position 1: Not used					
Data block 3: Position 1: Spray coating Position 2: Improved chemical res					
Data block 4: Position 1: PTFE level Position 2: Surfactant level					

Designation

Retrieval Form

Form name:

Contents:

Form (ideally in Word)

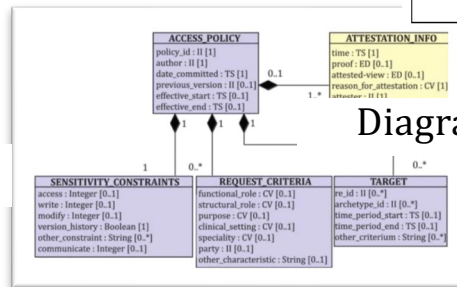
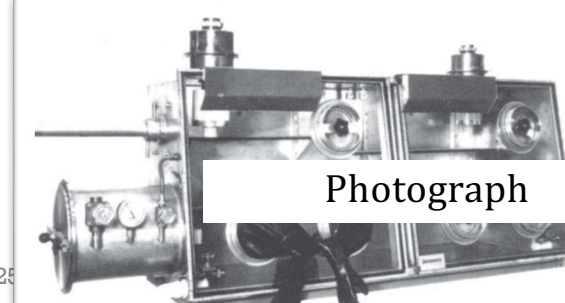
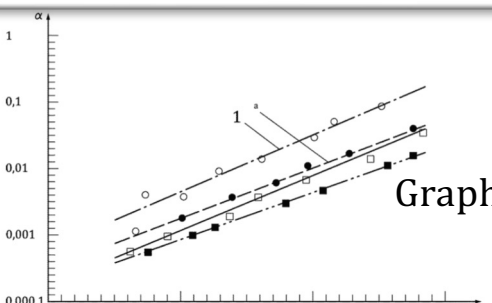
Title:

Subject:

Authors:

Keywords:

Comments:



Winner
2007 & 2021
Eicher Leadership Award



Graphic creation

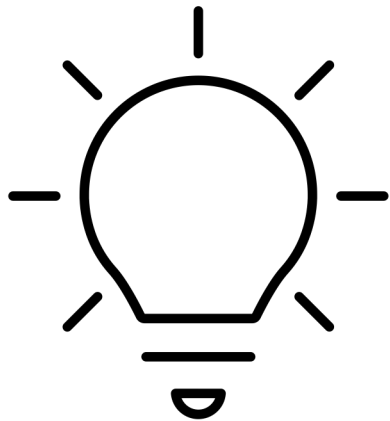
- Create the graphics in a vector drawing program.
 - AutoCAD, Illustrator, Inkscape, PowerPoint, Word, etc.
- Ensure the elements **are separate**, and the text is **editable**.
- Follow the [DRG Directives](#).
- Use the available [drawing templates](#)
- In order to facilitate the automated production processes, please name figure files according to the following conventions:

standard number (with partNumber if any), followed by “_”, followed by edition number (prefixed with “ed”) , followed by figure number (prefixed with “fig”), followed by the extension (including the dot).

12345-1_ed1fig1.dwg

Figures

- Figures are a graphical means of representation used when they are the most efficient means of presenting information in an easily comprehensible form.
- Photographs and other media may be used if it is not possible to represent the concept as a line drawing.
- Provide a concise figure title.
- Figures shall be designated “Figure” and numbered with Arabic numerals, beginning with 1. A single figure shall be designated “Figure 1”.
- The numbering shall be continuous and independent of the numbering of the clauses and of any tables.



In **annexes**, the figure numbering restarts and the number is **preceded** by the **annex letter** (e.g. Figure A.1, Figure A.2, ...).

When a figure is continued over several pages, it can 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.

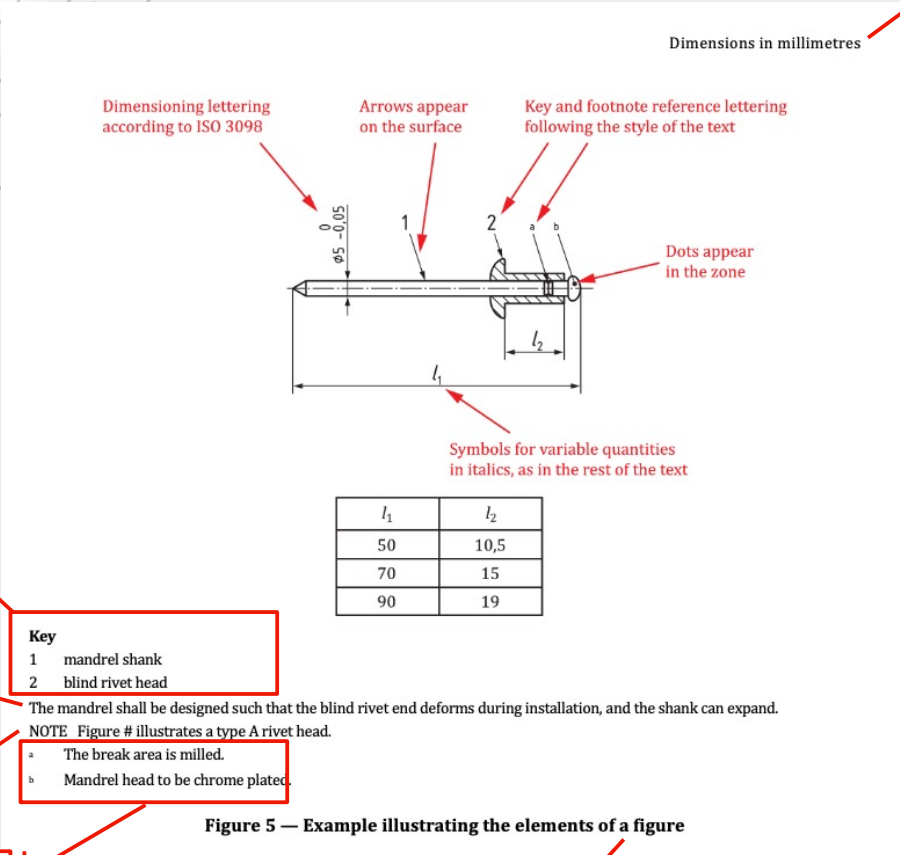
The standards listed in Table 9 of the ISO/IEC Directives, Part 2, 2021 provide information regarding the creation of graphical content.

.... Key and labels to figures

- Figures shall be language neutral in order to facilitate translation, using key references or figure footnotes instead of textual descriptions (in accordance with ISO 6433).
- Choice of letter symbols, style of lettering, see ISO/IEC Directives, Part 2, 2021, 28.5.3
- Notes to figures follow the same rules as NOTE. 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”, The numbering restarts for each new figure.

A Figure

Statement concerning units



Key

Paragraphs (containing requirements)

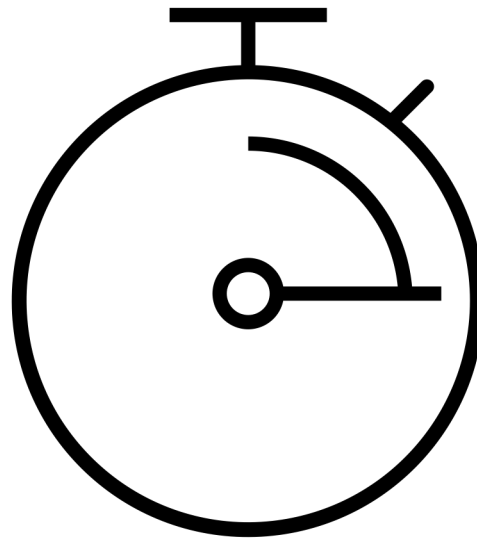
NOTE

footnotes to the figure

Figure x — Title

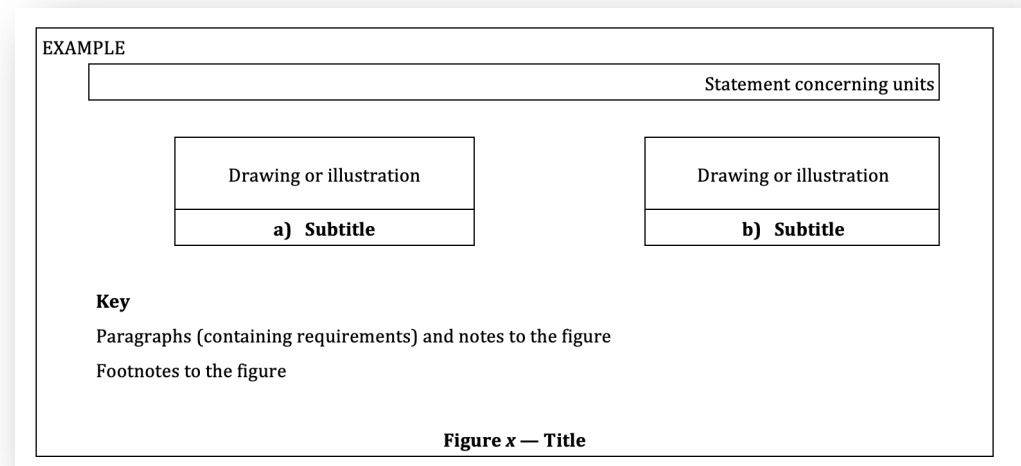
Let's take a moment here

Activity 1 - Why shall we add a key?



Subfigures

- 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), ...]. Other forms of identification of the subfigures such as 1.1, 1.2, ... and 1-1, 1-2, ... shall not be used.
- Separate keys, notes and footnotes for subfigures are not permitted.




Colour

- Colour should not be used as the exclusive way to convey meaning in any element of an ISO document as it can cause issues with accessibility and legibility. Not all users will easily distinguish between colours or be able to view the document on a screen. If printed in black and white, the meaning will be unclear.
- In graphics, use dots and dashes, rather than colours, to differentiate between lines on a graph.

ISO/TC 184/SC 4 QC checklist

<https://committee.iso.org/sites/tc184-sc4/home/forums/quality-forum/training-materials.html>

	Fill with "1" if pass as shown in the example below
Figure #	1
File provided	1
File revisable(raster)	1
Figure language neutral	1
Text readable(not too small)	1
Colour does not indicate meaning	1
When needed, separate subfigures are present	1
Legend is provided as a key and not in the figure	1
Figure is not used to display a table	1
Check	

Example of a
Figures
reproduced with
permission

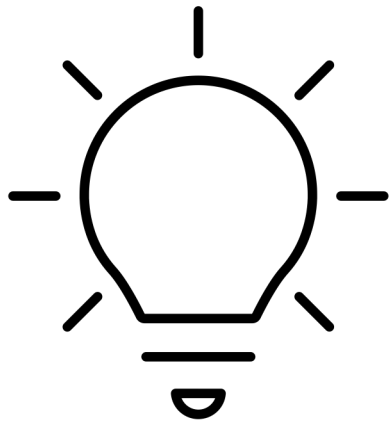


SOURCE: Rickly Hydrological Company, USA. Reproduced with the permission of the authors.

Figure A.3 — Example of a Ponar grab

Tables

- Tables are used when they are the most efficient means of presenting information in an easily comprehensible form.
- Provide a concise table title.
- Tables shall be designated “Table” and numbered. By default, tables are numbered with Arabic numerals, beginning with 1. A single table shall be designated “Table 1”.
- In annexes, the table numbering restarts and the number is preceded by the annex letter (e.g. Table A.1).
- When a table is continued over several pages, it can be useful to indicate the continuation and to repeat the header row.



Further subdivision [e.g. Table 1 a)] is not permitted. A table within a table is not permitted. Subdivision of a table into subsidiary sections with new column headings is not permitted.

It is often better to create several tables rather than trying to consolidate too much information into one table. The simpler the presentation, the better. Complex graphical representations within tables should be avoided.

In tables, use text (e.g. footnotes) rather than shading to define the contents of a table cell.

A table

Table x — Title

Table 1 — Maximum permissible mass fraction of defects

Heading columns

Defect	Maximum permissible mass fraction of defects			
	w_{\max} %			
	in husked rice	in milled rice (non-glutinous)	in husked parboiled rice	in milled parboiled rice
Extraneous matter:				
— organic ^a	0	0,5	1,0	0,5
— inorganic ^b	5	0,5	0,5	0,5
Paddy	5	0,3	2,5	0,3
Husked rice, non-parboiled	Not applicable	1,0	1,0	1,0
Milled rice, non-parboiled	1,0	Not applicable	1,0	1,0
Husked rice, parboiled	1,0	1,0	Not applicable	1,0
Milled rice, parboiled	1,0	1,0	1,0	Not applicable
Chips	0,1	0,1	0,1	0,1
HDK	2,0 ^c	2,0	2,0 ^c	2,0
Damaged kernels	4,0	3,0	4,0	3,0
Immature and/or malformed kernels	8,0	2,0	8,0	2,0
Chalky kernels	5,0 ^c	5,0	Not applicable	Not applicable
Red kernels and red-streaked kernels	12,0	12,0	12,0 ^c	12,0
Partly gelatinized kernels	Not applicable	Not applicable	11,0 ^c	11,0
Pecks	Not applicable	Not applicable	4,0	2,0
Waxy rice	1,0 ^c	1,0	1,0 ^c	1,0
Live insects shall not be present. Dead insects shall be included in extraneous matter.				
NOTE 1 This table is based on ISO 7301:2011, Table 1.				
NOTE 2 Some commercial contracts require information in addition to that provided in this table.				
NOTE 3 Only full red husked (cargo) rice is considered in this table.				
^a Organic extraneous matter includes foreign seeds, husks, bran, parts of straw, etc.				
^b Inorganic extraneous matter includes stones, sand, dust, etc.				
^c The maximum permissible mass fraction of defects shall be determined with respect to the mass fraction obtained after milling.				

footnote

Paragraphs (containing requirements)

NOTES

footnotes to the figure

Mathematical formula

Lead-in sentence

B.6 Calculation

Calculate the mass fraction, expressed as a percentage, of the waxy rice, w_{wax} , using [Formula \(B.1\)](#):

Formula

$$w_{\text{wax}} = \frac{m_1}{m_1 + m_2} \times 100 \quad (\text{B.1})$$

Formula number

Explanation of symbols

where

m_1 is the mass, expressed in grams, of the waxy rice portion;

m_2 is the mass, expressed in grams, of the non-waxy rice portion.

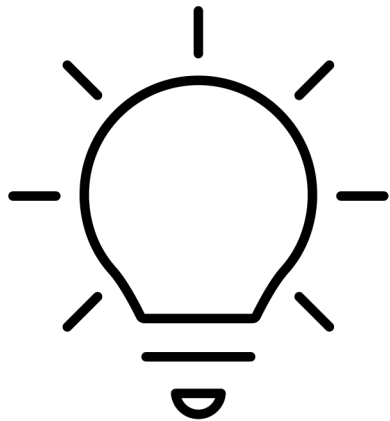
And in OSD?

There is no longer a requirement to submit files separately, they are contained inside the OSD system.

Editing asset metadata permits to add the revisable file

The image shows a screenshot of the OSD system interface. On the left, a document page displays a black silhouette of a person's head and shoulders. A right-click context menu is open over the image, with the 'Edit asset metadata' option highlighted in yellow. A blue callout box with a white border and a blue background contains the text 'Right clicking the image' with a white arrow pointing to the context menu. To the right of the screenshot is the 'Edit asset' dialog box. It contains the following fields and controls:

- Asset type *: Non Registered GRS (dropdown menu)
- Display file *: 3FB87C37.svg (file input field with a refresh icon)
- Revisable file: 3FB87C37.svg (file input field with a refresh icon)
- Contains language text: No (radio button) / Yes (radio button, selected)
- Alternative text: icon people (text input field)
- Description: (empty text input field)



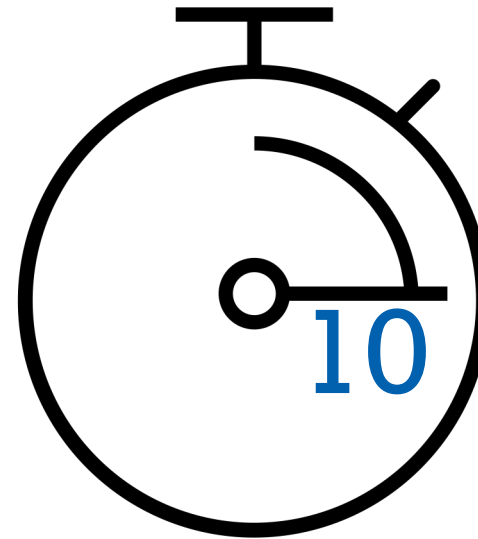
This was only an overview!

Read more about figures, tables, formulas ...

in the Directives: [ISO/IEC Directives, Part 2, 2021](#)

[in the DRG Directives.](#)

Let's play



Activity #2
On the next slide,
retrieve the type
for figures

Form (ideally in Word)

Photograph

Graph

Labelled photograph

Illustration

Designation

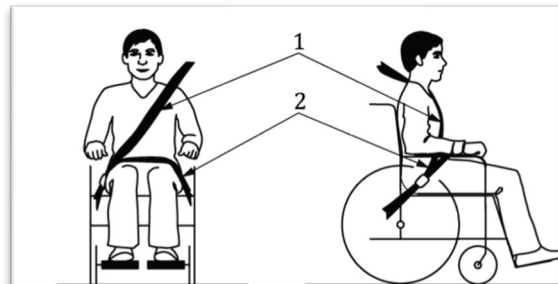
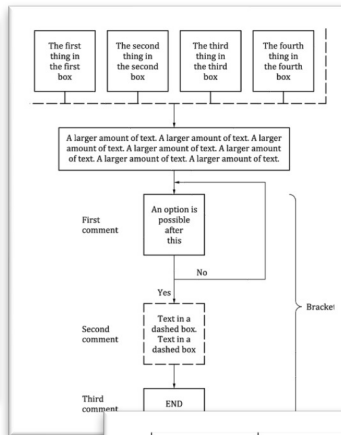
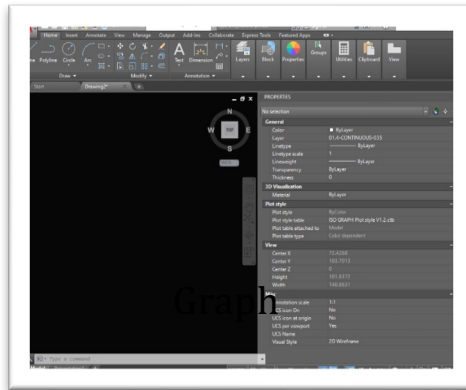
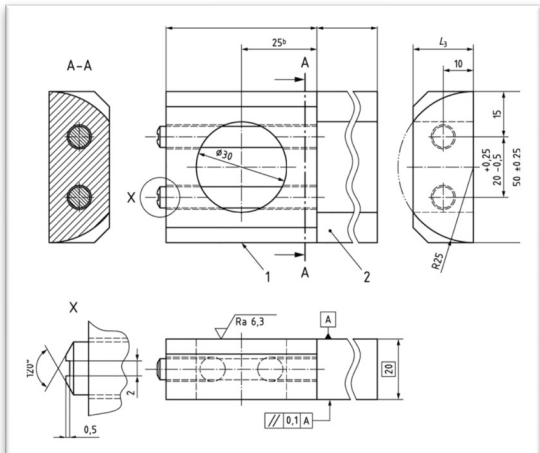
Chart

Graphical symbol

Diagram

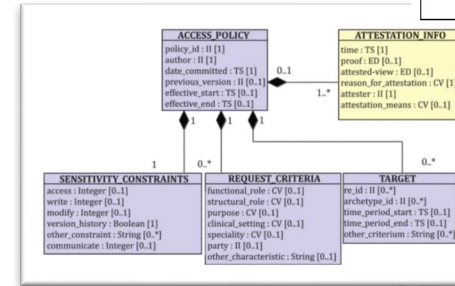
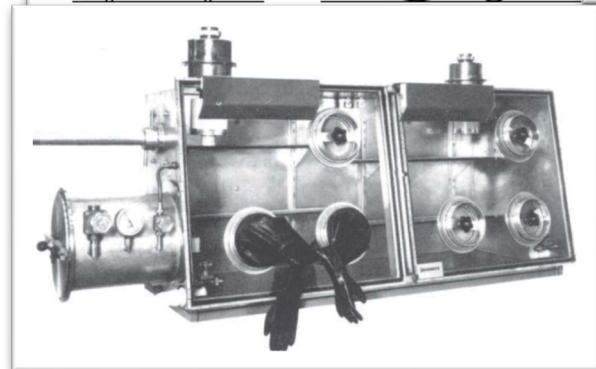
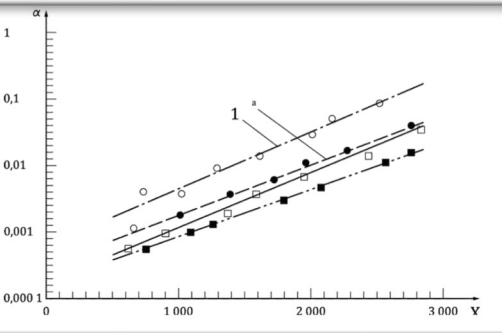
Screenshot

Technical drawing

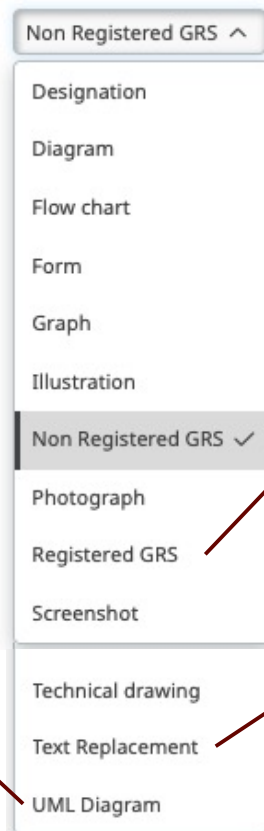


Description block (optional)	International standard Number block	Individual-item block			
		1	2	3	4
Thermoplastics	ISO 20568-	PTFE-DHL	-	H5 W1	2-4-2
SO Standard					
Data block 1: Symbol					
Data block 2: Position 1: Not used					
Data block 3: Position 1: Spray coating					
Position 2: Improved chemical resistance					
Data block 4: Position 1: PTFE level					
Position 2: Surfactant level					

Retrieval Form	
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Version No.:	Creation date: <input type="text"/>
Type:	Issue date: <input type="text"/>
Title:	<input type="text"/>
Subject:	<input type="text"/>
Authors:	<input type="text"/>
Keywords:	<input type="text"/>
Comments:	<input type="text"/>



And in OSD?



UML can be put as diagram in OSD

Registered graphical symbols can be found in the OBP, by searching after selecting "graphical symbol" : Online Browsing Platform (OBP)

Text replacement is when a symbol is needed in a paragraph but it is not possible to show it with the fonts available. For example some non-English characters, or simple shape symbols.

