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Presentation of Moldovan standards

Оформление стандартов Молдовы

Presentation of Moldovan standards



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National Preamble

These national standardization rules represent the revision of the SR 6:2022 national standardization rules, which they replace.

These national standardization rules establish the organization and presentation of Moldovan standards, amendments and ratios to standards.

In very specific cases, different from those described in the rules, the principle of similarity will apply.

| Compared to the previous edition, the provisions on interstate standardization have been modified.

1 Scope

These national standardization rules establish the organization and presentation of Moldovan standards and amendments to standards, the structure of the rates to standards.

The provisions of these national standardization rules may also be applied in the preparation of other standardization documents, with appropriate adaptations.

2 References

SM EN ISO 5457 Technical Product Documentation. Formats and presentation of the graphics of the drawing boards

SR 2 Adoption of European standards as Moldovan standards

SR 3 Adoption of international standards as Moldovan standards

SR 5 Adoption of standards of other countries as Moldovan standards

SR 7 Structure, drafting and content of Moldovan standards

3 General

3.1 The structure of a Moldovan standard is as follows:

- a) title page, according to 4.2;
- b) the preamble, in accordance with 4.3;
- c) the content, according to 4.4;
- d) current pages (text of the standard), according to 4.5.

3.2 Structure of a Moldovan standard, adopting an international standard, according to SR 3.

3.3 Structure of a Moldovan standard, adopting a European standard, according SR 2.

3.4 Structure of a Moldovan standard, adopting a standard of another country, according to SR 5.

4 Presentation of Moldovan standards

4.1 Format

Moldovan standards are printed in A4 format, according to SM EN ISO 5457, one page on each side of the sheet.

4.2 Cover page

Title page layout, as set out in Annex A.

4.3 Preamble

4.3.1 The preamble shall be placed on the page immediately following the cover page.

4.3.2 The preamble shall be in all standards and shall contain all the information necessary for the best possible understanding of the standard and its application.

Thus, the following elements shall be indicated in so far as they are necessary:

- a) information on the development of the standard (e.g. years of previous editions, problems during development);
- b) information on the standards which have been canceled, partially or totally replaced;
- c) information on the technical content of the standard;

- d) an indication of major technical changes in relation to the previous edition of the standard;
- e) the link with other standards or normative documents (enter the indicative and the title of the normative document).

Examples of the wording used in the preamble are set out in Annex B.

4.4 Contents

4.4.1 The table of contents is optional but necessary to obtain an overview of the standard and makes it easier to consult.

4.4.2 A list of divisions (if necessary subdivisions) and annexes is given in the table of contents. All the elements mentioned in the table of contents must be presented in their full titles. The annexes also indicate whether they are compulsory (regulatory or informative).

After the name of the structure element of the standard included in the table of contents, a dot shall be placed and the page number of the standard on which the presentation of this structure element begins shall be indicated.

4.4.3 Standards, should contain a table of contents the content of which exceeds 10 printed pages.

4.4.4 The table of contents shall be placed on the first page after the preamble.

4.4.5 The table of contents must bear the title „**Table of contents**” in lower case, the first letter being in upper case letter, centered on the page and highlighted in bold. To the right of the page, below the word „**Table of Contents**”, the word Page must be written, beginning with an upper case letter.

4.4.6 If the table of contents should continue to include the title of the chapter or sub-chapter in the following line, the latter shall be indicated at the level of the beginning of the inclusion of this title in the previous line, and the continuation of the inclusion of the title of the annex - at the level of the inclusion of the notation of this annex.

4.5 Current pages

4.5.1 Current pages are pages containing the text of the standard.

4.5.2 The first current page shall be the first page after the preamble or the table of contents (as the case may be).

4.5.3 The last current page is the one containing the end line of the text of the standard.

4.6 Last page

4.6.1 The control copy of the original Moldovan standards shall be supplemented by a page, placed immediately after the last page of the standards, which shall not be numbered or edited, but kept in the standard dossier.

On this page of the standard the following information is provided:

- a) at the top of the list, the information relating to the drafting technical committee:

The text “This standard has been prepared by the Technical Committee”... (the CT logo, the registration number and the name of the Technical Committee):

- First and last name of the Chairman _____
- First name and surname of the secretary and name of the unit holding the technical committee secretariat _____
- First name and name of the representative of the Institute of Standardization of Moldova (if applicable) _____
- First name(s) and names of the members of the technical committee involved in the development of the standard: _____.

- b) the following information shall be given under the text referred to in (a):

Chairman of the Technical Committee

(signature)

(first name, last name)

Secretary of the Technical Committee

(signature)

(first name, last name)

Institute Representative Moldovan Standardization Agency (if applicable)

(signature)

(first name, last name)

4.7 Page numbering

4.7.1 The current pages shall be numbered sequentially with Arabic numerals, starting with „1”, centered at the bottom of the page.

4.7.2 The cover page and the pages on which the preamble and the table of contents are placed shall be numbered successively, with figures, novels, centered, at the bottom of the page. On the cover page the page number „I” is not indicated.

4.7.3 Above the preamble, the table of contents, on each current page and on the last page, the call sign shall be given standard, centered on the top of page.

4.8 If the development of a Moldovan standard is carried out by taking over, in the same degree, a standard published by organizations other than international or regional standardization organizations (e.g. GLI, IVS, etc.), the structure of the articles and the original representation shall be preserved upon presentation.

5 Form of presentation of the Moldovan standards indicative

5.1 The designator of an original Moldovan standard is made up of the SM logo, the registration number, followed two points later by the year of approval of the standard.

EXAMPLE¹

SM 999:2015

In the indicator of the standard, which is part of a series of standards, the first digits of the registration number, separated by a hyphen, determine the series of standards.

EXAMPLE

SM 999-9:2015

The registration number is assigned by the Moldovan Institute of Standardization.

5.2 The indicative of a Moldovan standard, which adopts an international standard, is formed according to SR 3.

5.3 The sign of a Moldovan standard adopting a European standard is formed according to SR 2.

5.4 The indicative of a Moldovan standard, adopting a standard of another country, is formed according to SR 5.

6 Presentation of the text of the Moldovan standards

6.1 When forming the text of the standard, the following ranges are observed:

- a) after the title of the chapter (sub-chapter, point) - a space corresponding to a title row;
- b) between the title of the chapter (sub-chapter, point) and the previous text - a space corresponding to two lines of text;
- c) between points (subpoints) - a space corresponding to a line of text.

¹ In this and subsequent examples, the standards designators are fictitious.

No interval is allowed between the rows of the chapter title (sub-chapter, item).

6.2 The text of the standard on the page shall have a left edge of 2.5 cm, a right edge of 1 cm, a top of 1 cm and a bottom of 2 cm.

7 Presentation of amendments and installments to Moldovan standards

7.1 Amendments and errata to the Moldovan standards are printed on sheets A4 format, according to SM EN ISO 5457.

7.2 Heading of amendment or errata, as in Annex A.

7.3 If the text of the amendment or errata is printed on one or more pages:

- page numbering is done successively with arabic numerals, starting with „1”, from the first page.
- the page number is written on the center, at the bottom of the page;
- on each page, starting with the first page, enter the indicative of the amendment or errata, on the center, at the top of the page.

7.4 On the last page of the amendment or errata to the original Moldovan standards the information is presented, according to 4.6.

7.5 The Moldovan standard amendment designator consists of the Moldovan standard designator, separated by an oblique line by the letter A and a figure indicating the serial number of the respective amendment, followed two points later by the year of approval of the amendment.

EXAMPLE

SM 999:2013/A1:2015

7.6 The ratio designator to the Moldovan standard consists of the designator of the Moldovan standard, separated by an oblique line from the C8 index and a figure indicating the order number of that ratio, followed by two points after the year of approval of the errata.

EXAMPLE

SM 999:2013/C81:2022

7.6.1 The serial number of errata for Moldovan standards starts with C81 (C82, C83...C89) to be distinct from the errata of international standards, whose serial number starts with C1.

EXAMPLE

SM ISO 603-16:2022/C81:2022

7.6.2 For the Romanian version of the errata of international and European standards adopted as Moldovan standards, the provisions of the SR 3 and SR 2 standardization rules shall be respected, as appropriate.

Mențiune: Eratele standardelor internaționale poartă denumirea de „corrigendum”

EXAMPLE

ISO 28881:2013/Cor 1:2013

Note: International standard rates are called "corrigendum".

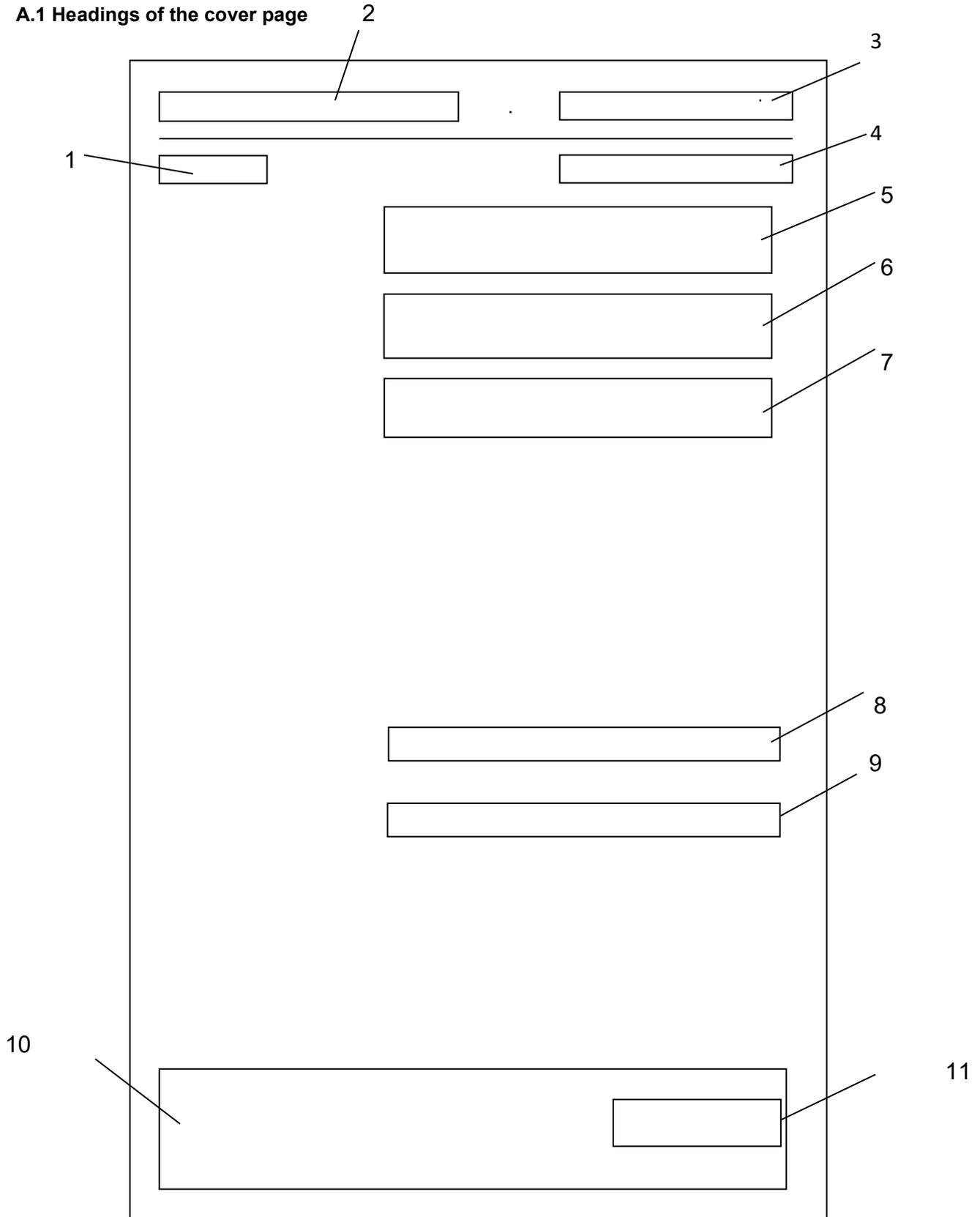
EXAMPLE

EN 144-3:2003/AC:2003

Annex A
(normative)

Presentation form of the title page of a Moldovan standard, amendment and erata to the Moldovan standard

A.1 Headings of the cover page



Annex A
(normative)

(continued)

A.2 How to fill in the headings of the title page of the Moldovan standard, amendment or erratum to the Moldovan standard

Heading	Items joining	Notes
1	Classification of the standard, amendment or erratum	According to classifier international standards ICS
2	The words: "MOLDOVAN STANDARD" for standards; Words: "AMENDMENT TO THE MOLDOVAN STANDARD" for amendments; The words: "ERATA LA STANDARD MOLDOVENESC" for railways.	
3	Moldovan standard, amendment or erata sign to Moldovan standard	
4	The words "Done/Approved o" or "Done/Approved on" followed by the date of adoption/approval	
5	Title of standard, amendment or installment	
6	Title of standard, amendment or translation in Russian	
7	Title of standard, amendment or translation in English	
8	Indication: "This standard is identical to the standard ... (type of the standard taken over... (indicative of standard taken over" for standards; The indication "This amendment is identical to the amendment to the standard ... (type of standard taken on ... (indicator of amendment taken on)" for amendments to standards; The indication "This erratum is identical to the erratum to the standard ... (type of standard taken over ... (indicator of the erratum taken over)" for erratics.	If the standard of another country or an interstate standard is adopted, which take over European standards, these European standards shall also be mentioned For original standards, amendments and errors to original standards, the box is left blank
9	Indication: 'This standard replaces the standard(s) (indicative of the superseded standard(s))' which is/are canceled as of (day, month, year) Indication: This amendment/erata together with the standard (indicative of the standard...) has the status of a Moldovan standard for which the term is adopted/approved	For original standards, state "This Standard supersedes the Standard"
10	Logotype of the Institute of Standardization of Moldova (ISM). The copyright sign, the word "ISM" and the year of publication. Information on ISM address and other ISM data. Text: 'Reproduction and use of all or part of this Standard in any publication and by any process is prohibited without the written consent of ISM'	
11	Symbol indicating the language version of the standard, amendment or installment	Indicate: EN - for the English version RO - for the Romanian version RU - for the Russian version FR - for the French version

Annex B
(informative)

Examples of formulations in the drafting of the preamble

1. With regard to the replacement of standards:

B.1 Where a standard replaces an existing standard

„This standard is the revision of the standard (indicative), which it replaces.

The standard was first developed in ... and revised in the ...

The following main changes have been made to the standard it replaces:..." or "The standard it replaces has been updated..."

B.2 Where a standard partially replaces one or more standards in force

„This standard is the partial revision of the standard (indicative), replacing _____ The others (chapters, points) remain in force.
(points, chapters, etc.)

The following main changes have been made to the provisions that it replaces:..." (This information is provided for each of the replaced standards).

B.3 Where a standard replaces several standards in force

„This standard is the revision of the standards ... (indicative), which it replaces. The standard (call sign) was first developed in

The following main changes have been made to the standards it replaces:..." (Information given for each of the replaced standards).

B.4 Where the standard is part of a set of standards

„This standard is part of the SM series ...”

2. With regard to matters of correspondence with international or European standards:

B.5 Where there are no international or European standards on the subject covered by moldovan standard

„At the time of approval of this standard, no international or European standards exist that relate to the same subject matter.”

B.6 If an international, respectively European, interstate or other country standard is adopted

“This Standard is _____
(identical/amended)
standard _____
(international/European/interstate of another country)
_____”
(indicative of the standard to be adopted)

3. The following sentences shall be added after any entry under B1↓B6:

„To be current, all standards are subject to periodic review, following which they can be revised, amended or withdrawaled.

Users of the standards should ensure that they use an updated standard which includes all published amendments.

The information relating to the Moldovan standards, their adoption, amendment or withdrawal is published in The Standardization Bulletin, on the website www.standard.md”.