NATIONAL STANDARDIZATION RULES

SR 7:2025

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Structure, drafting and content of Moldovan standards

Structure, draw up and content of Moldovan standards

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Preamble

These national standardization rules represent a revision of the RS 7:2025 standardization rules, which they replace.

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

These national standardization rules establish rules for the structure, drafting, and content of Moldovan standards, amendments, and errata to standards.

The following documents were consulted in the development of these national standardization rules:

- ISO/IEC Directives, Part 1 - Procedures for the technical work - Consolidated ISO Supplement - Procedures specific to ISO;
- CEN/CENELEC Internal Regulations, Part 3:2003 Rules for the structure and drafting of CEN/CENELEC publications.

Compared to the previous edition, some provisions regarding the presentation of the title of standards have been modified.

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1 Scope

These national standardization rules establish rules for the structure, drafting and content of the Moldovan standards, as well as their amendments and eratas.

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

2 References

SR 2 Adoption of European standards as Moldovan standards

SR 3 Adoption of international standards as Moldovan standards

SR 6 Presentation of Moldovan Standards

3 General principles

3.1 Basic conditions

3.1.1 The texts of the standards must be presented correctly and logically in such a way that their meaning is unequivocal, seeking continuity and correlation between provisions. There can be no contradiction between the different parts of the text.

The standard shall be easily understandable for qualified professionals, including those who have not participated in the development of the standard.

3.1.2 The grammar, spelling and punctuation rules of the Romanian language must be respected when drafting standards.

3.2 Homogeneity of standards

The uniformity of structure, style and terminology must be maintained in each standard, in similar standards and between standards in the same field. Analog drafting must be used to express analog conditions and identical drafting to express identical conditions.

The same term must be used throughout the whole standard or in the whole series of standards to designate a particular notion. The use of another term (synonym) for an already defined notion should be avoided. Each term chosen should also be assigned a single meaning.

These rules are introduced in order to understand the standard correctly and easily, taking full advantage of the possibilities associated with the automatic text processing technique.

3.3 Consistency of standards

When drafting any Moldovan standard, the provisions of national standardization rules and general standards in force must be observed, so as to achieve a coherent set of standards. This concerns in particular terminology, sizes and units of measurement, abbreviations, technical drawings, graphic symbols, tolerance systems, normal numbers, statistical methods, environmental conditions, test methods, security.

4 Structure of standards

4.1 General structure

4.1.1 The elements making up a standard are classified into three groups:

a) preliminary elements identifying the standard, presenting its content, detailing the link with other standards;

b) normative elements that lay down the necessary provisions to ensure compliance with the standard;
c) additional elements providing additional information to facilitate the understanding and use of the standard.

4.1.2 The general structure of a standard is given in Table 1.

Table 1

Type of item		Name of item	Point (according to these standardization rules)
Preliminary		Title Page Preamble Contents	4.2. 4.2. 4.2.
Regulatory	general	Title Scope References	4.3.1. 4.3.2. 4.3.3.
	technical	Terminology Abbreviations General provisions Regulatory annexes	4.4.1. 4.4.2. 4.4.3. 4.4.4.
Additional		Information Annexes Bibliography	4.5.1. 4.5.2.

4.1.3 The nomenclature and the sequence of structural elements, except for the elements "Cover page", "Preamble", "Scope", "General Provisions", shall be established in the standard in accordance with the particularities of the subject of standardization.

4.1.4 The texts of the standards, figures and tables may contain notes that are used for a better understanding of the standard.

4.2 Preliminary elements

The title page, preamble and table of contents shall be presented in accordance with SR 6.

4.3 General regulatory elements

4.3.1 Title

4.3.1.1 The title of the standard must be as concise as possible and unequivocally determine the subject of the standard, so as to ensure that it is possible to distinguish this standard from other similar standards, without examining its content. Any additional details should be given in the chapter "Scope".

4.3.1.2 In the title of the standard, abbreviations (except product notations), Roman numerals, mathematical signs, Greek letters, parentheses are not usually allowed.

4.3.1.3 The title of the standard should be composed of separate elements, which should be as concise as possible, ranging from general to particular. As a rule, no more than three elements should be used in the title of the standard:

a) the supertitle, an introductory element (optional) indicating the general scope to which the standard relates;
b) the main title, a normative element indicating the main subject covered by the standard in this field;
c) the subtitle, an additional element (optional) indicating the particular aspect of the main subject or specifying and enabling the specific standard to be distinguished from other standards, or parts of the same standard.

4.3.1.4 The title (if exists), the title and the subtitle shall be in lower case, with only the first letter in capital. After the last element, the title or subtitle is not ending.

4.3.1.5 The supertitle shall be indicated if:

– the principal title, considered independent, does not sufficiently define the scope of the standard.

EXAMPLE

Machine security. Visual distress signals. General requirements, design and testing

If the main title, together with the subtitle (if exists), defines the topic of the standard, then the supertitle should be avoided.

EXAMPLE

Road surface treatment machines. Security requirements

4.3.1.6 In the title of the standard, the main element must persist permanently.

EXAMPLE

Conformity assessment. Vocabulary and general principles

4.3.1.7 The subtitle is required when the document covers only one or several aspects of the standardization topic, which is indicated in the main title.

EXAMPLE

Heat exchangers. Terminology

If the standard consists of several parts, the subtitle allows to distinguish them from each other and sets out the particularities of each part (the supertitle (if exists) and the main title remain unchanged).

EXAMPLES

1 Sizes and units. Part 1: Space and time

2 Sizes and units. Part 2: Periodic and related phenomena

The subtitle shall be avoided if the standard:

− frame the basic aspects of the standardization topic already indicated in the main title;
− presents the only document (and this is how it remains) from the topic.

EXAMPLE

Coffee grinders

4.3.1.8 In order to further characterize the subject of standardization, further specifications are given under the main heading of the standards, which are necessary to identify:

(a) whether the subject belongs to a specific product group;

EXAMPLE

Freight transportation

(b) the manufacture of the product by a specified method;

EXAMPLE

Carpets and carpets jacquard double plush made mechanically

(c) the manufacture of the product of a particular material;

EXAMPLE

Wool fabrics

(d) the manufacture of the product in specified shapes and sizes.

EXAMPLE

Cylindrical gears with straight teeth

4.3.1.9 As a rule, the main title must be formulated using the plural of nouns.

EXAMPLE

Nut trees

Nouns are used in the singular cases where the standard refers to a single type of product or where the specific Romanian language requires the use of the singular.

EXAMPLE

Fire security. Vocabulary

4.3.1.10 If a product is manufactured from more than one type and the standard relates only to a specific type of that product, the symbol of the type must be given in the main cover, if necessary for identification.

EXAMPLE

Pls brick pallets

4.3.1.11 If the subject of the standard is a constituent part of a whole, then in the main heading first indicate the constituent part and the whole is used to identify it.

EXAMPLE

Bicycle headlamps

4.3.1.12 The title of the standard shall be translated into English and indicated on the title page. The title in English must be in lower case, the first being in upper case.

4.3.1.13 The title of the standard shown on the title page is in bold type. The title in English shall be given in italics.

4.3.2 Scope

4.3.2.1 In the element entitled 'Scope', the subject matter to which the standard relates must be specified, even if this is clearly apparent from the title and, where applicable, the scope of application of the standard. This element should not contain requirements.

4.3.2.2 Additional details may be given in the content of this element in order to supplement the title, but this information shall not contain technical conditions relating to the product concerned.
Indications on the limitation of the application of the standard, or on the special conditions of its application (explosive environment, wet environment, etc.), as well as on the particular areas or situations in which the standard does not apply, shall also be given, if necessary.

4.3.2.3 The following expressions are usually used to indicate the subject to which the standard refers:

− for product standards, laying down general technical conditions or technical conditions:
'This standard refers to ... (product name)'.

EXAMPLE

This standard concerns the safety of toys that have at least one function dependent on electricity.

− for the other categories of standards:
“This standard establishes ...(type of standard and product to which it relates)”.

EXAMPLES

1 This standard lays down test methods for checking the correct operation of grip and cutting pliers.

2 This standard lays down the methods for the determination of residues of organochlorine pesticides in fruit, vegetables and preserved fruit and vegetable products.

3 This standard sets out the rules for the representation of bearings in drawings.

4.3.2.4 When concretizing the scope, as a rule, the expression “This standard applies … shall be used” or "This Standard is intended to apply ...,".

EXAMPLES

1 This standard applies to signal controllers used for industrial process management systems.

2 This standard applies to electrical insulating materials in the form of plates.

3 This standard does not apply to medical equipment.

4 This standard is intended to be applied by all organizations regardless of the type, capacity and product supplied.

4.3.3 References

4.3.3.1 The item “References” contains the normative documents referred to in the text of that standard.

4.3.3.2 The list shall read as follows:

(a) the call sign of the standards (publications) in increasing order, including the year of approval;
(b) the title of the standards (publications).

4.3.3.3 The item “References” does not include standards (publications) used as information and documents to which users do not have access. These should be presented in the "Bibliography".

4.4 Technical regulatory elements

4.4.1 Terminology

4.4.1.1 This optional element gives the definitions necessary to understand certain terms used in the standard.

4.4.1.2 Where the standard contains the structure element “Terminology”, the following expressions shall be used at the beginning of this element as appropriate:

a) in the absence of the terminology standard in the given field:
“The following terms shall apply for the correct interpretation of this Standard:”;
(b) in the presence of the terminology standard in the given field, if necessary to give definitions to some non-standard terms:
"In order to correctly interpret this standard, the terms according to the _____ apply, with the following additions:".
(indicative of the standard)

4.4.1.3 Definitions shall be as concise as possible and expressed only in one sentence. Further explanations shall be given by notes.

4.4.1.4 Each terminological article shall be assigned a number, which shall consist of the chapter number and the serial number of the presentation of that term. Each terminological article is written again, by number. After each terminological article there is no point. The term and definition shall be written in lower case. Each terminological article is written again, by number. The term shall be highlighted in bold. The definition is written again, below the term, at the end of the definition is not put point.

EXAMPLE

3.2.
product brand
any sign or combination of signs, helping to distinguish products of one natural or legal person from those of another natural or legal person

4.4.1.5 If it is appropriate to indicate the equivalent of this term in another language, it shall be presented in brackets after the term in Romanian.

When a terminological article is presented in standard, the term shall be written in bold and its equivalent in another language shall be written in plain characters.

The synonyms of terms may not be indicated.

EXAMPLE

3.2.
conformity assessment
any activity, the object of which is to determine, directly or indirectly, that the specified conditions are met

4.4.1.6 The order of presentation of terms shall be determined by the correlation of their terms expressed by those terms, starting "from general to particular", if that correlation can be established. In other cases, the words shall be presented in the order of presentation in the text or in alphabetical order (if more than 20).

4.4.1.7 Where necessary, definitions of terms set out in other standards in force at the same level of standardization may be repeated in the standard. In this case, this terminological article shall be presented according to 5.3.5.

4.4.2 Abbreviations

4.4.2.1 This optional element gives a list of the abbreviations necessary to understand the standard. As a rule, abbreviations should be avoided or limited to what is strictly necessary, they are allowed only in cases where they do not cause confusion.

4.4.2.2 The abbreviations shall be presented in alphabetical order, with the following sequence being understood and explained:

- the upper-case letters in Latin, followed by the lower-case letters (A, a, B, b, C, c, D, d, etc.);
- points without indices preceding the letters with indices which in turn precede the letters with digits (B, b, C, Cm, C_2, c, d, $_{dext}$, $_{dint}$, d_{Cm}, d_{C2}, c, d, $_{dext}$, $_{dint}$, dbar, d_1, etc.);
- the Greek letters in the text should follow the Latin letters (Z, z, *A, α, B, β, ... L, λ,* etc.);
- other special symbols.

4.4.2.3 Where necessary, the elements “Terminology” and “Abbreviations” may be merged under the heading “Terminology and abbreviations”.

4.4.3 General provisions

The requirements of the standard shall be presented in the form of chapters, the structure and content of which shall be determined in accordance with the requirements of Chapter 6, according to the type of standard, the particularities of the subject and aspect of the standardization, and, in the case of adoption of international and European standards, in accordance with the requirements of the respective SR 2 and SR 3 standardization rules.

4.4.4 Regulatory annexes

4.4.4.1 The normative annexes form an integral part of the standard and include additional provisions grouped at the end of the standard for the sake of the text's organization.

4.4.4.2 Annexes may be, for example, graphic materials, large-format tables, calculations, description of appliances and devices, description of algorithms and software for computer-solved problems, etc.

4.4.4.3 Presentation of regulatory annexes according to 5.5.

4.5 Additional elements

4.5.1 Information Annexes

4.5.1.1 The information appendixes are additional information to facilitate the understanding or use of the standard and are placed after the normative elements of the standard.

4.5.1.2 Presentation of the information Annexes in accordance with 5.5.

4.5.2 Bibliography

4.5.2.1 The “Bibliography” element is an additional element, in which reference documents used as information material in the standard are presented.

4.5.2.2 In the lists of references, these are usually presented in a numerical sequence, corresponding to the citations in the text, the order numbers being included in square brackets.

4.5.2.3 In the ”Bibliography”, after the reference document serial number (enclosed in square brackets and written in normal characters), indicate in italics the document status, its designator (if exists), the year of adoption or editing of the document and the full title.

If international documents are presented in the list of reference documents, then after the indication of the data in Romanian, between round brackets, the corresponding data in English or in the original language of the document shall be indicated.

EXAMPLE

BIBLIOGRAPHY

[1] ***CIE 84-1989 Luminous flux measurement***

[2] ***Road traffic regulation, approved by Government Decision no. 357 of 13.05.2009***

[3] ***ISO/IEC Guide 2:2004 (ISO/IEC Guide 2:2004) Standardization and related activities. General vocabulary. (Standardization and related activities. General vocabulary)***

4.5.2.4 If the status of the document is subsumed from its title and/or the designator is missing, then in that list the body which approved it (edited) and the date of approval (edited) of the document shall be indicated between the round brackets after the title of the document.

5 Drafting standards

5.1 Drafting style

5.1.1 The drafting style must be simple, clear and concise, avoiding:

(a) the wording of several provisions in the same sentence;
(b) the discrepancies which interrupt the course of the sentence. If further specification is required, it is recommended that they be given in separate phrases or in notes;
c) pleonasms, prolix style, very long phrases;
(d) repeated texts of the same or other standards;
(e) the use of abbreviations which are not laid down in the standards in force or specified in that standard.

5.1.2 Standards shall be drafted using exclusively the impersonal form of verbs.

EXAMPLE

Correct: “... classify ..., store ..., ... see table”.

Incorrect: "... we classify ..., ... store ..., ... see table".

5.1.3 The mandatory nature of the provisions of the standards is expressed by using the reflective diathesis, the present time of the verbs.

EXAMPLE

"... running ..., ... checking ..., ... marking ..."

The binding nature of the provisions shall also be expressed by using the following words and expressions:
“... follows ..., ... is required ..., ... is prohibited ..., ... applies ..., ... is indicated ..., ... must be maximum ..., ... must be minimum ...".

5.1.4 The use of the future call sign (... to be corrected, ... to be delivered) must be avoided, and this expression is not precise as to the time of the action expressed by the verb.

5.1.5 To emphasize the imperative character of certain provisions, the verb "to", followed by the verb expressing the action, in the conjunctive or participatory way, is used.

EXAMPLE

"... must correspond ..., ... must be respected ..., ... must be avoided ..., ... must be resistant to ..."

5.1.6 Optional provisions shall be expressed using the verb "may".

EXAMPLE

"... may be ..., ...may present ..."

5.1.7 The recommendation or preferential character of certain provisions shall be expressed using the verb "should" or expressions with this meaning.

EXAMPLE

"... should ..., ... recommended ..., ... as a rule ..., ... as appropriate ..., ... if ..., ... allowed ..., ... only ..."

5.1.8 Prohibitory provisions are expressed by denying the verbs "should, admit".

EXAMPLE

"... shall not exceed ..., ... shall not be permitted ..."

5.2 Splitting of the text

5.2.1 The text of the standards shall be grouped into divisions as follows: chapters, subchapters, points, subpoints. Chapters may be divided into points or sub-chapters with corresponding points. The points, if necessary, may be subdivided into sub-points.

5.2.2 Chapters, subchapters, points and subpoints shall be numbered with Arabic numerals.

5.2.3 Chapters shall be numbered in the order in which they are presented in the standard.

EXAMPLE

1; 2; 3, etc.

5.2.4 The subchapter number includes the chapter and subchapter numbers separated by a dot, and the dot number - the chapter, subchapter and dot numbers (or the chapter and dot numbers) separated by dots (dot).

EXAMPLES

1 ***1.1; 1.2; 1.3 etc.***

2 1.1.1; 1.1.2; 1.1.3 etc.

5.2.5 The sub-point number includes the chapter, sub-chapter (if exists), point and sub-point numbers separated by dots.

EXAMPLE

1.1.1.1; 1.1.1.2; 1.1.1.3 etc.

5.2.6 After the number of the chapter, sub-chapter, point and sub-point do not point but separate from the text by a free space.

5.2.7 If the chapter or subchapter contains only one point, then numbering is not required.

5.2.8 If the basic text is subdivided into points or subpoints, then paragraphs that are not numbered and presented according to RS 6 shall be used to further subdivision of the text.

5.2.9 The chapters and sub-chapters of the standard must be provided with titles.

Points usually do not have to be covered by titles. If within a chapter there are more than five points divided into subpoints or paragraphs, they may be presented with titles, with a prerequisite: to maintain uniformity of presentation within the subchapter (or all points of the subchapter have titles, or all have no titles).

5.2.10 Division of titles shall be formulated in a non-articulated manner, unless the grammatical agreement requires articulation.

EXAMPLES

1 Technical quality conditions
2 Working Mode
3 Expression of results
4 Calculation of errors

5.2.11 The titles of the chapters, sub-chapters and paragraphs are written after their respective numbers in lower case, the first being in capital letters. The numbers of chapters, subchapters, and paragraphs are written after the paragraph space.

5.2.12 After the title of chapters, sub-chapters, paragraphs are not put into place. If the title is composed of two sentences, they are separated by a dot.

5.2.13 The titles of chapters, sub-chapters and paragraphs are highlighted in bold type.

The letter size of the chapter titles must be greater than the letter size of the text of 12 points and the letter size of the chapter and paragraph titles – of 11 points.

5.2.14 In the standard text, as a rule, enumerations may be given within the points or sub-points. The enumerations are highlighted in the text by paragraph space, which is used only in the first line. Dash before each enumeration.

If in the standard text it is necessary to refer to one of the enumerations, then before each enumeration in place of the indent, a lower case letter shall be placed in alphabetical order followed by parentheses, except for the letters 'o' and 'x'.

To further detail the enumeration, use Arabic numerals followed by parentheses, written by moving two characters to the right of the enumerations marked with letters.

EXAMPLE

The following additional requirements shall be laid down for all medical products:

(a) the environmental inspection to be carried out in the following cases:

1. on delivery of sterile products;
2. on delivery of non-sterile products, which must be sterilized before use;
3. where the microbiological purity is significant in the operation of the product.

(b) the determination of the supplier and his compliance with the purity requirements for the following products:

1. cleaned preventively until sterilization and/or use;
2. delivered non-sterile but subjected to pre-sterilizing cleaning;
3. intended for non-sterile use.

(c) the establishment of the service requirements as a supplier, if these can influence the quality of the products.

5.3 References in the text

5.3.1 References in the text shall be used where appropriate:

a) exclude repetitions of certain provisions or parts thereof in the standards;
b) avoid duplication of the provisions in the given standard with those of other standards;
c) to inform that the indicated provisions, their fragments, classification, a certain indicator and its value, all indicators and their values, graphic materials, etc. are presented in the respective structure element of the given standard or in another Moldovan document;
d) to inform about the existence of other national normative documents related to the given standardization topic;
e) to cite the characteristics of a product manufactured in accordance with the provisions of another standard.

5.3.2 In case of reference in the text, indicate the number of chapters, subchapters, points, sub-points, graphics, formulas, tables, annexes to which reference is made, using the following expressions:

a) "... in accordance with Chapter 1";
b) "... according to 1.2";
c) "... in accordance with 3.2.2.1, enumeration b)";
d) "... in accordance with Figure A.2 (Annex A)";
e) "... see 3.1, formula (2)";
f) "...according to the formula (3.3)";
g) "... in accordance with Table 2";
h) "... in accordance with A.1 (Annex A)";
(k) "... in accordance with list a)".

5.3.3 When referencing certain parts of the standard, where the numbering is not separated by a dot, it is necessary to indicate the full title of the part, e.g., "... according to Table 1, paragraph 3".

5.3.4 If the provisions relating to the subject of standardization are laid down in other standards, then reference is made to the standard by including its designator, except for the last digits of the year of approval, and if reference is made to certain provisions of the standard, then the reference is made between the brackets and the respective item(s) of the standard. The full indicative of the standards is given in the "References" chapter.

EXAMPLES

1 Determination of zinc in raw materials and foodstuffs, according to SM SR EN 14082.

2 Environmental management system requirements according to SM SR EN ISO 14001 (Annex A).

5.3.5 In the text of the standards, it is permissible to repeat the content of chapters, subchapters, etc. of other standards by including in brackets the indicative of the standard, without indicating the number of chapters, subchapters, points or subpoints, which they double. In this case, this fragment shall be included in a border drawn with thin lines and the number of the structural element, separated by commas, shall be indicated between square brackets.

EXAMPLES*

1

The following are established as normal values for the climatic factors of the external environment at the tests:

- temperature plus (25 ±10) °C
- relative air humidity from 45% to 80%
- atmospheric pressure from 84,0 to 106,7 kPa (600 to 800 mm Hg) [SM SR ISO 6658:2012, paragraph 4.6]

2

3.6 Regulation
Document containing binding rules and adopted by an authority.
[SM SR EN 45020:2012, point 3.6]

Such a reference is not considered to be normative and the standards are not set out in the "References" chapter.

5.3.6 Where reference is made to more than one standard, it is necessary to mention the designators of all the standards.

EXAMPLE

"... according to MS 99, MS 100, MS ...".

5.3.7 References to normative documents used as information are allowed, indicating in square brackets the serial number of the document presented in the element "Bibliography".

[1]*In these examples (for the purpose of proper presentation) is not used the italic according to 5.10.4, by which the examples are usually presented.

5.3.8 It is not permitted to separate the logo of the normative document from its number when passing from one line to another.

5.4 Presentation of abbreviations

5.4.1 In the heading of the table and in the text of the standards abbreviations laid down by the spelling rules as well as abbreviations accompanied by numerical values shall be used:

a) max. (maximum);
b) min (minimum);
c) p. (page);
d) pics. (position);
e) pcs (pieces);
f) fig. (figure);
g) no. (current number);
h) etc. (and the others).

5.4.2 The use of abbreviations shall not be permitted:

a) approx. (write: about);
b) v. (write: see);
c) ex. (write: e.g.).

5.4.3 Additional abbreviations to those given in 5.4.1, used only in the standard, may be laid down in the standard. In this case, the abbreviated name or abbreviation entered in round brackets shall be presented immediately after this name on the first entry in the text of the full name concerned. The text then uses the abbreviation of the word concerned.

EXAMPLE

1 Gas chromatography method (GC) ...

5.4.4 If in the standard abbreviations are given in the chapter "Abbreviations" or "Symbols and abbreviations", or in the chapter "Terminology", or in other chapters that also contain abbreviations, then these abbreviations are only allowed to be used in the standard after that chapter. In this case, the presentation set out in 5.4.3 shall not be used.

5.4.5 Unjustified abbreviations which may complicate the use of the standard should be avoided in the development of standards.

5.5 Presentation of the Annexes

5.5.1 The Annexes shall be paginated in common with the other part of the standard and shall be written in capital letters of the Latin alphabet in alphabetical order, except for the letters I, O and X.

5.5.2 In the case of full use of the letters of the alphabet, it is permissible to note the following annexes by Arabic numerals.

5.5.3 The Annexes shall be noted in the order in which they are presented in the standard. If the standard contains only one annex, it is designated by the letter A.

The Annexes may contain:

- binding (regulatory) provisions;
- provisions of an informative nature.

5.5.4 Each annex shall be made from a new page. On the top of the page, the word “Annex” is written centrally, followed by the capital letter designating that Annex, highlighted by their writing in bold and with a letter size greater than 1,5 times the letter size of the text.

The character of the annexes (normative or informative) shall be written in lower case, in brackets, centered under the word "Annex".

EXAMPLES*

***1* Annex A**
(normative*)*

***2* Annex B**
(informative*)*

Two or more consecutive annexes may be placed on a single page if they can be fully displayed on that page.

5.5.5 Each annex shall have a title in lower case, the first letter being in capital letter, centered on the page, below the word “Annex”.

The title of the Annex shall be written analogously to the titles of the Chapters in accordance with 5.2.13.

5.5.6 If the annexes are voluminous, they shall be presented in successive pages, indicating only on the first page the word "Annex" and its binding nature. The expression "Annex (continued)" shall not be written.

5.5.7 The text of the Annexes may be divided as necessary into chapters, subchapters, points and subpoints, which shall be numbered consecutively within each Annex. Before the serial numbers, enter the letter of the notes of the annexes, separated by digit point.

EXAMPLES

1 A.1; A.2; A.3 ...

2 B.1.1; B.1.2; B.2.1 ...

5.5.8 Reference is made to all Annexes in the text of the standards. The compulsory nature of the annexes in the text is not indicated.

5.6 Presentation of the tables

5.6.1 The tables are used for text organization reasons to efficiently link the indicators in the standards and facilitate visual perception of the text.

If necessary, the table can have a title, which should only be indicated at the beginning of the table.

5.6.2 All tables must have table head, one or more rows and one or more columns. The intersection of the rows and columns defines the fields in which the values of the indicators are entered (see Figures 1 and 2).

5.6.3 In any table, one of the characteristics is considered directories, according to which the values of the other characteristics are ordered.

5.6.4 After the position of the guideline characteristic, the tables are two kinds:
a) vertical table, with the guideline characteristic inscribed in the main column

Table _____ _____
number table title

Feature directories	Characteristics that depend on the directory feature		
	y	b	c
A			
B			
C			
D			

Table Head
Headings
Rows
Primary Column
Columns

Figure 1

(b) a horizontal table having the principal line as a guide:

[2]* In these examples (for the purpose of proper presentation) is not used the italic according to 5.10.4, by which the examples are usually presented.

Table _____ _____
number table title

Characteristics that depend on the feature directories	Directory Characteristic		
	A	B	C
y			
b			
c			
d			

Row primary

Rows

Table Head Columns Headings

Figure 2

5.6.5 Splitting of headings, columns and table head with diagonal lines is not permitted.

5.6.6 The first word of each heading in the main column and in the main row shall begin in capital letter. The first word of each entry in the secondary rows or columns of the head of the table shall be written in capital or in lower case if it is further to the text in the main row or column.

5.6.7 The names of the characteristics listed in the table head shall be written non-articulated unless the grammatical agreement requires articulation.

5.6.8 After the text in the heading of the table, the main row or rows do not point.

5.6.9 Tables shall be numbered consecutively, starting with 1, in the order in which they are presented in the standard.

5.6.10 The tables of each annex are numbered separately, indicating their notation letter.

5.6.11 If the standard contains only one table, then number 'Table 1' or 'Table B.1' if listed in Annex B.

5.6.12 Tables may be numbered throughout the chapter. In this case, the table number consists of the chapter number and the sequence number of the table, separated by dot.

EXAMPLE

Table 3.2

5.6.13 The numbering of the tables shall be made by entering the word “Table” in bold in the left-hand corner above the table, followed by the serial number and, where appropriate, the title of the table, as shown in Figures 1 and 2, separated by a long line.

5.6.14 Any reference in the text to the tables shall be made by indicating the number of the table.

EXAMPLE

Mechanical properties as per Table 3.

5.6.15 The tables must be framed within the point to which they relate. If the tables have a large number of rows and/or columns and cannot be wrapped in a single page, they can be separated and presented in successive pages, repeating on all pages the table head. In such cases, all pages (except the one starting the table) shall be written above the left corner of the table: “Table ... (continued)” and the horizontal line of table completion shall be drawn only at the end of the table, as shown in Figure 3.

Table ...

Dimensions in millimeter

Inner Diameter	Outer Diameter	Thickness of washers made of fabric					
		plastic			steel		
		y	b	c	y	b	c
5.0	7.0	0.6	0.8	1.0	1.6	1.8	2.0
...	...	...	...	...	...	...	...
38	40	0.9	1.1	1.3	2.5.	2.7.	2.9
40.0	42.0	1.0	1.2	1.4	2.6	2.8	3.0
...	...	...	...	...	...	...	...
45.0	47.0						

Figure 3

5.6.16 If the tables have a small number of columns, it is permissible to separate them into parts, which are shown side by side, separated by two vertical lines, in accordance with Figure 4.

Table ...

Diameter, mm	Mass, kg	Diameter, mm	Mass, kg
4.0	3.0	5.8	3.6
4.6	3.2	6.4	3.8
5.2	3.4	7.0	4.0

Figure 4

5.6.17 If all the numerical values in a table are indicated in the same unit of measurement, it shall be indicated above the right corner of the table and if the table is divided into parts, the unit of measurement shall be indicated on each side of the table in accordance with Figures 3 and 4.

5.6.18 If the numerical values of the characteristics in a table are indicated in different units of measurement, the symbols of the units of measurement shall be written in the table head for each particular characteristic and the symbol of the unit of measurement repeating in several columns (rows) shall be shown once above the table as shown in Figure 6.

5.6.19 Tables shall not contain the column 'Current number'.

5.6.20 To decrease the title of the characteristics in the tables, literal symbols are applied which are explained in the text of the standard.

The literal symbols are presented in alphabetical order as well as in ascending order of their lower indices, e.g. a1, a_2, a_3, b, c_1, c_{20}, c_1, c_{22}.

5.6.21 If the table has a large number of columns, it is permissible to place the table alongside the page as shown in Figure 5.

(indicative of the standard)

Characteristics, conditions of admissibility	Michigan, CFU/g, max.			50	50	50	50	50
	Yeasts, CFU/g, max.			50	50	50	50	50
	Mass of the product, g, in which no	Pathogenic micro-organisms including *Salmonella*		25	25	25	25	25
		Staphylococcus aureus					0.1	1.0
		Coliform bacteria		0.1	0.01	0.1	1.0	0.1
	Aerobic and optional anaerobic mesophilic micro-organisms number, CFU/g, max.			$5,\cdot 10^{3}$	$5,\cdot 10^{4}$	$5,\cdot 10^{4}$	$1\cdot 10^{4}$	$5,\cdot 10^{3}$
Product name			Confectionery products from waffles	with fat filling	with praline filling	with chocolate stuffing with nuts	Confectionery, not semi-finished, with margarine-based trimmings, whipped cream	Confectionery with xylite (sorbite) for dietary use

Table

_____
(page)

Figure 5

5.6.22 In the tables the limit values are given by the words “above, up to (including) minimum, maximum, etc.” and rendered in the same row or column as the title of the corresponding characteristic after the symbol of the unit of measurement if this refers to the whole column or row. After the title of the characteristic, before writing the unit and limit values, a comma is placed as shown in Figure 6.

Table ...

Dimensions in millimeter

Section area, mm^2	D	L	L_1	L_2	Mass, kg, max.
90.0	30.0	25.0			3.7
100.0	40.0	30.0	36.5	38.5	3.9

Figure 6

5.6.23 If the numerical values of a row or column are limit values, the minimum and/or maximum indications shall be written only once in the head of the column (row) and shall not be repeated before each numerical value, in accordance with Figure 7.

Table ...

Feature name	Characteristic value			
Working temperature, °C, max.	80	85	90	95

Figure 7

5.6.24 Numerical values common to several rows (columns) shall be presented only once for all rows (columns) in accordance with Figure 8.

Table ...

Type of pumps	Rated voltage, Fri	Rated current, A
PNR-6/400	6	400
PNR-6/800		800
PNR-6/900		900

Figure 8

5.6.25 The angular measurement unit shall not be removed as a common factor at the head of the column (row), but repeated in each field, as shown in Figure 9.

Table ...

α	β
3°523022	6°302
4°2326022	10°452
6°3024522	12°302

Figure 9

5.6.26 If all the numerical values in a column (row) have the same limit deviations, then those values shall be written in the head of the column (row), as shown in Figure 10.

Table ...

Dimensions in millimeter

Diameter	S ±0.5	H ±0.2	h ±0.3	Nominal thickness
4	8.0	4.0	2.5	1.0
6	10.0	5.0	2.7	1.3
8	12.0	6.0	3.0	1.6

Figure 10

5.6.27 Boundary deviations common to more than one numerical value or to set numerical values shall be indicated in separate columns in accordance with Figure 11.

Table ...

Dimensions in millimeter

Thread				D_2	Washer			
D_1		A			H		r_2	
nominal	boundary deviations	nominal	boundary deviations		nominal	boundary deviations	nominal	boundary deviations
10.2	-0.2	3.5	-0.15	14.6	3.2	-0.15	0.4	-0.1
12.2				16.8				
14.2				17.0				

Figure 11

5.6.28 The text repeating in the rows of the same column and consisting of alternating words with digits shall be substituted by quotation marks in accordance with Figure 12. If the repeating text is composed of two or more words, then at the first repetition these words are replaced by the word "Idem" and subsequently by quotation marks. If only part of the text is repeated, it is permissible to substitute this part with the word “Idem” by indicating the additional information. In the presence of horizontal lines the text is repeated. One of the variants is shown in Figure 12.

Table ...

Dimensions in millimeter

Nominal diameter	C	C_1	Destination
From 10 to 11 inclusive	2.15	–	It is recommended as high durability steel for articles used in atmospheric conditions
Over 11" 12"			
" 12" 13"	2.55	0.12	Idem
" 13" 14"	3.05	1.15	"
" 14" 15"	3.64	1.80	Idem. No Thread

Figure 12

5.6.29 Quotation marks, numbers, mathematical signs, number and percentage, symbol of the marks, materials and product types, indicative of normative documents repeated in the tables are not permitted.

5.6.30 If some of the headings in the table do not contain numerical values, then the break line is written in the headings concerned, as shown in Figure 12.

5.6.31 The sequence of certain ranges of digits comprising all the digits of a string must be indicated in the table, the words shall be written:

“Over ... to ... inclusive” in accordance with Figure 12.

5.6.32 The extreme digits of a table string shall be written using the break line according to Figure 13.

Table ...

Material name	Melting temperature, K (°C)
Steel	1 131 1 173 (858 900)
Iron	1 573 1 673 (1 300 1 400)
Brass	1 373 1 473 (1 100 1 200)

Figure 13

5.6.33 In order to highlight the range of values of respective importance or to unify the positions in groupings, to indicate the coefficients of preference of a given indicator or to highlight the columns and rows whose numerical values correspond to the limit deviations, in the tables, heavy-step lines as shown in Figure 14 are used.

Table ...

Mass in kilograms

Diameter outside, mm	Mass 1m pipe with wall thickness, mm			
	1.2	1.4	1.6	1.8
32	0.250	0.319	0.415	0.945
38	0.295	0.367	0.458	1.362
42	0.348	0.431	0.502	1.729
45	0.397	0.495	0.549	2.245
50	0.445	0.538	0.568	2.783
54	0.687	0.589	0.762	3.321
NOTE - It is preferable to use pipes, the dimensional values of which are highlighted with bold lines.				

Figure 14

5.6.34 The specification (explanation) of certain characteristics is given by footnotes.

Submission of footnotes according to 5.9.2.

If the table contains both footnotes and footnotes according to 5.9.1, the end of the table shall first show the footnotes and then the footnotes in separate boxes according to Figure 15.

Table ...

Dimensions in millimeter

Nominal diameter	D_1*	D_2*	D_3**	Thread Step
63	62.05	58.91	52.35	2.5
66	64.95	61.81	55.25	2.5
70	68.95	65.81	59.25	2.5
NOTE - To avoid incorrect mounting, D_1 and D_2 are recommended to avoid ovality wherever possible.				
*The diameters D_1 and D_2 shall be concentric. **Diameter D_3 is for the lid lining.				

Figure 15

5.6.35 The numerical values of the characteristics in the tables shall be placed at the level of the last row of the characteristic name and the value of the index presented in text form at the level of the first row of the characteristic name, in accordance with Figure 16.

Table ...

Characteristics	Conditions of admissibility	Test method
Product appearance	Clean, smooth, not thick-coated, undamaged, coated with paraffin, polymer or mixed composition (polymer with paraffin), or covered with polymer film	According to 8.2
Mass fraction of NaCl, %	1,5 - 4,0	Compliant SM SR EN ISO 5943
Fat mass fraction on dry matter, %, max.	20-55	Compliant SM SR ISO 8262-3

Figure 16

5.6.36 In order to highlight values of preference or limit applicable numerical values, or product types (brands, etc.), it is permissible to indicate in brackets those values, which are not recommended for application or are

of limited application, by specifying in a footnote below the table the information referring to brackets, in accordance with Figure 17.

Table ...

Dimensions in millimeter

Length of screw	
Nominal	Deviation Limit
(18)	± 0.43
20	± 0.50
(29)	
35	
NOTE - Dimensions in parentheses are not recommended for application.	

Figure 17

5.6.37 For products up to 100 g in mass, the mass of a defined quantity of products may be indicated, and for products made of different materials, the mass of the product may be indicated separately for each material, in accordance with Figure 18.

Table ...

Screw length, mm	Mass 1 000 pcs, kg, max.	
	of steel	of brass
12	1.20	1.30
15	1.50	1.64
NOTE For the determination of the mass of the screws, made from a concrete steel and brass mark, the value of the mass shown in the table is multiplied by the coefficients shown in Annex A.		

Figure 18

Instead of specifying the mass of the product made from different materials, it is permissible to include a reference to the correction factors in a footnote to the table, as illustrated in Figure 18.

5.6.38 The numerical values in the table columns shall be inscribed in such a way that the rank of the numbers in the whole column is arranged one below the other if they relate to one and the same indicator (parameter, size). As a rule, the same number of decimal marks are respected for all numeric values in a column.

5.6.39 If a numerical information is given in the standard, not too large in volume, then it is recommended to write it in text form, placing the figures in column form.

EXAMPLE

Limit deviations of the profile dimensions from the nominal values, percentages:

± 1,5..... regarding high

± 0,4…..... regarding the width

5.7 Presentation of graphic material

5.7.1 Graphic materials (drawings, schemes, diagrams, etc.) are an integral part of the standard and are used for more effective (correct) design, as well as for determining the properties or characteristics of the standardization subject. In the text of the standard it is necessary to make references to graphic materials.

5.7.2 Graphical materials of any kind shall be called figures and placed as close as possible to the text to which they refer and, where appropriate, in the Annexes.

5.7.3 The graphical materials in the text of the standards shall be presented according to the provisions of the design standards.

5.7.4 Graphical materials, except those in the Annexes, shall be numbered arabic numerals, in the order of their presentation in consecutive text, starting with 1. The serial number of the figure must be preceded by the word “Figure”. If the standard contains only one figure, it shall be numbered “Figure 1”.

It is permissible to number graphic materials within chapters. In this case, the figure number is formed from the chapter number and the sequence number of the figure, separated by dot.

EXAMPLES

1 Figure 2.1.
2 Figure 2.2.

The graphic materials listed in the Annexes shall be numbered separately by Arabic numerals, indicating their notation letter.

EXAMPLE

Figure A.2.

5.7.5 The word “Figure” and its number, highlighted in bold type, shall be placed centered below the figure. The figure's title can be presented here, separated by the break line, as evidenced by the bold writing.

EXAMPLE

Figure 1 – Refrigeration layout

5.7.6 Graphical materials, which have symbols or position numbers, must be supplemented by a table of component parts or by a legend (information data), which may be missing if reference is made in the text to the position numbers (e.g. description of the appliance).

The table of component elements or the legend is placed in the drawing field, before the figure number and its title.

Symbol	Name of the component
C_1	capacitor 0,5 μF
C_2	capacitor 0,5
K	relay (retranslator)
R_1	resistor 2.5 Ω
R_2	resistor 25 Ω
S_1	breaker

The legend can be presented as a column or as a string of explanations, for example:

1 – pressure – vessel;
2 – upper camp;
3 – mixer, etc.

or

1 pressure – container; 2 top – bearing; 3 – mixer.

5.7.7 Graphics are usually presented on one page. If the figure cannot be framed within a single page, it may be separated and presented in successive pages. In this case, the title of the figure is written on the first page, the informative data – on any page where the graphic material is presented, but under the figure, on each page on which the given figure is placed it is written "Figure ___, tab ___".

5.8 Presentation of formulae

5.8.1 For ease of reference, relationships and formulae shall be numbered from 1 onwards in all chapters except those listed in the Annexes to the Standard. The sequence number of the formulas shall be entered in small brackets to the right of the relationship. Formulas inserted one after the other are separated by commas.

EXAMPLE

$$A = \frac{b}{a} A = \frac{b}{a}, \qquad (1)$$

$$B = \frac{d}{c} B = \frac{d}{c} \quad \textit{I'm sorry.} \qquad (2)$$

If only one formula is given in the text of the standard, it shall be numbered (1).

5.8.2 The formulae set out in the Annexes shall be numbered separately, with Arabic numerals, within each Annex, indicating their notation letter.

EXAMPLE

(B.4)

5.8.3 Numbering of formulas within chapters is permitted. In this case, the number of formulas shall consist of the chapter number and the sequence number of the formula, separated by dot.

EXAMPLE

(...3.2).

5.8.4 The formulas shown in the tables or in the information data for the graphic material shall not be numbered.

5.8.5 The symbols of the sizes, coefficients and factors used in the formulae and relationships in the standards shall be explained directly below the formula, indicating also the unit of measurement which ensures the homogeneity of the relationship or formula. Each symbol shall be explained again in the same sequence as the symbol shown in the formula. The first line begins with the words "in which" (with two points).

EXAMPLE

The density of each sample), kg/m³ , is calculated by the formula:

$$\rho = \frac{m}{V} \rho = \frac{m}{V}, \qquad (3)$$

in which:

m - sample mass, kg;
V - sample volume, m³.

5.8.6 The passage of formulae from one line to the next is permissible only for signs of mathematical operations, by entering the sign in the next line. In the case of changing formulae, the sign "·" shall be used for the sign characterizing the multiplication operation.

5.9 Presentation of notes

5.9.1 Footnotes

5.9.1.1 Footnotes shall be used in the standard if necessary to give some explanatory or informative data on the content of the text, tables or figures. The footnotes shall not contain any requirements.

The notes inserted into the text form an integral part of all the elements of the text, except for the title page, the title of the standard and the references at the bottom of the page (footnotes).

5.9.1.2 The footnotes shall be placed immediately after the text, underneath the figure or in the table to which they refer. Under the figure, the footnotes are placed before the figure number and its title, and in the table - at the end of the table, above the line indicating the "end of the table".

5.9.1.3 The footnotes are highlighted in the text by writing the lower-case letters. End of text put a period.

5.9.1.4 If there is only one note, then it shall not be numbered, and after the word "NOTE" the pause line shall be placed, after which the text of the note shall be followed, in capital letter.

EXAMPLE*

NOTE - The optional condition may be an additional condition which must not be met unless it is applicable, otherwise it may be accepted.

5.9.1.5 If there are several footnotes, they shall be numbered with Arabic numerals, starting with 1, within each point, sub-point, table or figure. In this case, after the word "NOTES", no two points shall be placed. The text of each footnote shall be written as a separate paragraph preceded by that number.

EXAMPLE*

NOTES

1 Consensus does not necessarily imply unanimity.

2 The summary of the observations shall be drawn up by the draftsman on the basis of the proposals (comments) submitted in respect of the project as a whole.

5.9.2 Footnotes

5.9.2.1 The footnotes are used to specify some of the data given in the text of the standard. The footnotes shall not contain any requirements.

5.9.2.2 The footnotes shall be written in the text as a separate paragraph at the end of the page of the text it explains and separated from the text by a short line at the left of the page and in the table above the line indicating the end of the table.

The footnotes shall be highlighted by writing the letters in smaller characters. End of text put a period.

5.9.2.3 The footnotes shall be numbered with Arabic numerals, followed by brackets and placed as an exponent directly after the word to which the note refers.

5.9.2.4 The numbering of the footnotes restarts on each page.

5.9.2.5 If the footnotes refer to numerical values, for the avoidance of confusion, it is permissible to replace the numbering with numerals by asterisks: *, **, ***. In this case, a maximum of three asterisks shall apply. The symbols are separated by a range of the following text.

5.9.2.6 Transfer of footnotes from one page to another is not permitted.

5.10 Presentation of examples

5.10.1 Examples are given to explain some provisions of the standards or to contribute to a more concise exposure of the standards.

5.10.2 If there is only one example, then it shall not be numbered and the word "*EXAMPLE*" shall be written in capital letters from the paragraph. The text of the example starts again and is written as a separate paragraph, and at the end it is put a period.

5.10.3 If there are several examples, they shall be presented as footnotes according to 5.9.1.5.

5.10.4 When editing the standard, examples are highlighted in italics in lower and bold type.

5.11 Presentation of conventional symbols and signs

5.11.1 Conventional symbols and signs of sizes laid down in the general technical standards and/or terminology standards and specific symbols of the relevant field shall be used when drawing up the standards. All the conventional symbols and signs used in the standards must be explained. E.g. “Transmission current, I_e”.

[3]* In these examples (for the purpose of proper presentation of the notes) the italic according to the 5.10.4 by which the examples are usually presented is not used.

5.11.2 It is necessary to use conventional symbols and signs which are not set out in the normative documents, to explain them in the text or in the structure element "Abbreviations".

5.12 Presentation of units of measurement

5.12.1 When drafting standards, it is necessary to use the measurement units, their names and symbols, established in the Moldovan standards in force.

5.12.2 Within the text of the same standard, for one and the same indicator (parameter, size), one and the same unit of measurement are usually given. For example, in the text of the standard, the length of the pipe is indicated in meters; the thickness of the walls of the pipe in millimeters, and the electrical voltage in volts.

5.12.3 The unit of measurement of a string of numeric values shall be indicated only after the last value.

EXAMPLE

2.2, 2.4, 2.6, 2.8 mm.

5.12.4 The unit of measurement of the intervals of numerical values shall be indicated after the last value of the range, except for the symbols " %", " °C", ".° " (sextenth degree).

EXAMPLES

from 5 to 10 kg.
from 65 % to 70 %.
10 °C to 20 °C.
45°30′ to 65°30′.

It is forbidden to separate the unit from numeric values (write on different rows or pages).

5.13 Presentation of numerical values

5.13.1 Strings of numeric values (integers or decimals) shall be written by separating the values with a semicolon when no intermediate values are allowed or present between two neighboring values.

EXAMPLE

2.80, 3.80, 4.80, 5.80 m.

5.13.2 The ranges of numbers shall be written with the words "from" and "to" (taking into account "From and to ... inclusive") where the figures are followed by the symbol of the unit of measurement. If the figures represent delimited coefficients, order numbers or cardinal numerals, then they are written using the break line.

EXAMPLES

1 layer thickness should be from 2.5 to 5.5 mm.
2 amplifier coefficient of transistor 8 15.
3 figures 1 8.

5.13.3 The number of decimal places with which numerical values are indicated shall be determined by the accuracy required and sufficient to ensure quality, but in such a way that the same size is accurate within the same standard.

5.13.4 The number of decimal places with which the nominal values of the indicators are indicated must be correlated with the associated deviations in the limit and with the accuracy of the instruments and methods by which those indicators are verified.

5.13.5 In the text of the standards and in the tables, the numbers shall be presented by separating the three-digit groups to the right and left of the comma, except for the year notation.

EXAMPLE

1 456 756; 3 650,437 43; 2007.

5.13.6 When a number of elements are expressed in text, unlike the rule for writing the numerical value of a physical size, numbers one to nine are written in letters and not in numbers.

EXAMPLES

1 The test shall be carried out on 10 test pieces 8 mm long.
2 The test shall be carried out on three test pieces 8 mm long.

5.13.7 Roman numerals shall be used only for the indication of the quality (category, class, etc.) of the products, the valence of the chemical elements, quarters of the year. In other cases, Arabic numerals are used.

5.13.8 The use of signs shall not be permitted in the text of the standards:

a) = (equal);
b) < (lower);
c) > (higher);
d) δ (less than or equal to);
e) ε (greater than or equal to);
f) (different);
g) H (approximately);
h) (minus)
i) + (plus);
j) no. (number);
k) % (percentage);
l) D (diameter).

These signs can only be used in formulas and relationships, in tables and graphs.

5.13.9 The text of the standards does not use the signs of mathematical operations. The explanation of operations is by words.

EXAMPLE

Ratio between mechanical energy and water flow, but not "Mechanical energy/water flow".

5.13.10 The use of double-deck indicators and overlapping fractions should be avoided in the standards. Thus, the text reads:

a/c for $\frac{a}{c}$; $1/4$ for $\frac{1}{4}$;

$(2A-4B)/(3A+5)$ instead of $\frac{2A-4B}{3A+5}$ etc.

5.14 Presentation of dimensions and tolerances

5.14.1 The values of the indicators in the text of the standards required for the manufacture of products with an established accuracy shall be expressed by the nominal value and the limit deviations or by the indication of the maximum and/or minimum tolerances followed by the symbol of the unit of measurement.

EXAMPLES

1 Right 30 mm ·20 mm ·30 mm, incorrect 30 · 20 · 30 mm.

2 Correct 80 ⎛F ± 2 ⎛F or (80 ± 2) ⎛F, incorrectly 80 ± 2⎛F.

3 Correct 0°C to 10°C, incorrect 0 through 10°C or 0 through 10°C.

4 Correct $^{+2}_{0}$ ***80 mm, incorrect*** $^{+2}_{0}$ ***80mm .***

In order to avoid misunderstandings, tolerances expressed as a percentage shall be presented in a mathematically correct form.

EXAMPLES

1 To express the range, it should be written "from 63% to 67%".

2 To express the arithmetic mean value with tolerance, it should be written "(65. ± 2%"). The presentation '65 ±2%' is incorrect.

Degrees for plane angles should be expressed by decimal expression, e.g. 17.25° should be written but not 17°252.

5.14.2 Index values in the text of the standard may also be expressed by limit values, preceded by the abbreviations min. and max. respectively Or by ranges of values highlighted, where appropriate, by the words: from ... to, above ... to..

EXAMPLES

1 from 15% to 20%, or (10 ±5)%.
2 min. 2 A; max. 6 A (inclusive)
3 over 2 to 6 A.

6 Content of standards

6.1 General

6.1.1 The titles, structure and content of the chapters (points) of the standards shall be determined in accordance with the particularities of the standardized topic and the character of the requirements laid down for it.

6.1.2 The product (service) standard shall not include contractual requirements (related to complaints, warranties, damages, etc.) nor legal and regulatory requirements.

In some product standards it is necessary to specify that the product must be accompanied by warnings or instructions for installation or use and to specify their nature. In other cases, the requirements relating to installation or use must be contained in a separate part or in a separate document, as they are not requirements relating to the product itself.

6.2 Content of the fundamental standards

6.2.1 The fundamental standards shall be developed in order to establish general technical requirements and rules to ensure mutual understanding, technical interdependence and interconnection between the different branches of science, technology and industry in the process of making and using the product.

6.2.2 Basic technical standards shall set out, including but not limited to:

- technical-scientific terms and their definitions, commonly used in science, technique, technology, industry, various branches of the national economy and other fields of activity;
- conventional signs expressed as letters, numbers, letters-digits, graphic symbols, etc. (signs, codes, markings, symbols, etc.) for different standardization subjects, including the notation of the values of the parameters (in Latin or Greek letters), the units of measurement replacing the inscriptions, symbols, etc.;
- rules relating to the structure, drafting, presentation, grading and requirements for the content of the various types of documentation (design, programming, construction, repair, operating, organizational, etc.),
- general requirements and rules necessary for the technical, technological, assurance of different manufacturing processes laying down general safety requirements for different manufacturing processes;
- general requirements for improving the use of natural resources.

In particular, the basic technical standards shall set out, including but not limited to:

- rules on the accuracy of (instrumental) measurements and on the accuracy of statistical evaluations;
- requirements for reference materials and composition of substances and materials;
- preferential numbers, series of parameters and dimensions (e.g. series of nominal frequencies and electric current voltages);
- tolerances and adjustments;
- surface roughness requirements;
- transmission accuracy rules (through gears, lanes, etc.);
- requirements for various types of joints of details and assembly parts (thread, welding, etc.);
- machine accuracy classes;
- rules for the execution of technical drawings (schemes), for the application of inscriptions, dimensions;

- requirements relating to various types of technical compatibility of products (design, electrical, electromagnetic, programming, diagnostic, etc.);
- tolerated limit values for noise, vibration, radiation, radio disturbance;
- tolerated limits to external actions;
- requirements for technical aesthetics and ergonomics;
- other single technical requirements and/or general rules for technical and industrial use.

6.3 Content of product standards

6.3.1 The following types of standards shall be developed for products:

- general technical specifications which must contain general provisions for homogeneous product groups;
- technical specifications which must contain provisions for a specific product or group of products.

6.3.2 If it is possible to lay down common requirements for several groups of homogeneous products or for groups of a higher level of classification, it is appropriate to draw up product standards laying down the following groups of requirements: terms and definitions, classification (types, assortments, sorts and other groups of products), general rules for quality verification, marking, packaging, exploitation (use).

Each of these groups of requirements may be set out in a separate standard or grouped with other groups of requirements, and this must be mentioned in the subtitle of the standard. In view of the specificities of the standardization topic, it is permissible not to include in the standard some requirements, which are part of these groups.

EXAMPLES

1 Terms and definitions.
2 Marking, packaging, transport and storage.
3 Security requirements and methods for verifying them.

In developing standards for some sets of requirements or combinations thereof, the provisions set out in 6.6 to 6.8 shall be taken into account.

6.3.3 In justified cases, common, constructive requirements, types, sizes and/or basic parameters may be set for a product group (or for a higher classification level grouping) in a separate standard.

6.4 Content of the standards for general technical specifications

6.4.1 Standards referring to general technical specifications for homogeneous products or groups of products may, as a rule, contain the following chapters:

- classification;
- performance requirements;
- verification (testing) methods;
- operating conditions.

6.4.2 Classes, types or assortment of products (performance, class, etc.) are set out in the chapter "Classification".

6.4.2.1 If products have to be classified by basic dimensions and/or parameters, then the heading of the chapter “Classification” shall be supplemented by the words “basic dimensions and/or parameters”.

In this case, taking into account the specificities of the products, the following shall be presented:

- the classification of the products according to the exploitation (consumption) characteristics;
- the classification of products according to their dimensions and parameters;
- classification of products according to other basic parameters.

In order to make the classification more easily understood, graphic materials illustrating the constructive particularities of the product and/or its basic dimensions (e.g. general layout, with indication of the main dimensions) may also be included in the text.

6.4.2.2 In justified cases, the product (e.g. laminates) may be classified according to its geometric shapes and specific dimensions.

In this case, the following shall be presented:

- figures (technical drawings) showing the geometric shape;

– tables with dimensions, tolerances, cross-section areas, informative axle sizes and similar data;
– additional requirements (length of profiles, deviations from geometric surface shape, etc.).

6.4.2.3 If the subject of standardization constitutes a substance, material or other similar product, it is recommended to indicate in the chapter the classification according to chemical and/or fractional composition, other physico-chemical characteristics, as well as according to the main operational characteristics, manufacturing and/or processing methods .

6.4.2.4 Where appropriate, product notation, rules and/or examples of product writing shall be provided in this chapter.

6.4.3 The Chapter “Performance requirements” may contain the following sub-chapters:

– general (if applicable);
– characteristics (properties);
– labeling (marking);
– packing.

6.4.4 In the “General” sub-chapter some general provisions for the standardized product group are specified.

6.4.5 In the sub-chapter “Characteristics (properties)” only requirements that are relevant and subject to verification are usually presented. If some requirements cannot be expressed by specific indicators (characteristics) but can be achieved by fulfilling other requirements (requirements for the use of certain technological processes, application of coatings, use of special machinery or technological equipment, requirements for the required long-term training, requirements for the maintenance of finished products or materials, etc.), then these requirements must also be presented in this subchapter.

6.4.5.1 The sub-chapter “Characteristics (properties)”, as a rule, may contain the following points:

– destination requirements;
– performance requirements;
– physicochemical and mechanical properties;
– compatibility and/or interchangeability requirements;
– reliability requirements;
– requirements for resistance to external actions and viability;
– ergonomic requirements;
– fuel and energy efficiency requirements.

6.4.5.2 Requirements are usually laid down in the “Destination requirements” that characterize the ability of the product to fulfill its basic functions (destination) under predetermined conditions (e.g. requirements on productivity, accuracy, rapidity (speed), durability, heat resistance, wear resistance, etc.).

6.4.5.3 In the section “Performance requirements”, requirements are usually laid down for the product in the form of performance requirements, which ensure that the product can perform its function effectively. At the same time, considering the specificities of the product, it is recommended to establish the following requirements:

– the construction of the component parts, their quantity, mass, shape, dimensions, location;
– constructive requirements, ensuring joints and interaction of the component parts, their compatibility and interchangeability (direction and speed of rotation, speed and limits of movement, etc.);
– requirements for the use of different types of coatings (metallic, non-metallic, dyeing, etc.), such as requirements for their quality and resistance to the action of different factors;
– accessibility requirements to specific parts of the product during technical service and repair;
– requirements to avoid the possibility of incorrect assembly, incorrect connection of cables and hoses, incorrect or unauthorized connection and other mistakes of service personnel during technical service;
– requirements for aggregation and construction of items on block-mode principle, etc.

6.4.5.4 In the section “Physico-chemical and mechanical properties”, requirements for consistency, chemical or fractional composition, other requirements for the content of the components and/or the concentration of impurities, as well as requirements for other physico-chemical, mechanical and similar characteristics, must be stipulated for the identification of the products.

6.4.5.5 In “Compatibility and/or interchangeability requirements”, functional, geometrical, dimensional, biological, electromagnetic, electrical, resistance, programming, technological, information, metrological, diagnostic, organizational, etc., are stipulated.

6.4.5.6 Requirements for resistance to external action and viability are generally set out to ensure that the product operates during and/or after the action of the associated objects and the environment during operation (use), transport and storage of the products, including:

- requirements for resistance to mechanical actions (vibrations, knocks, twists, shakes, wind, etc.);
- requirements for resistance to climatic actions: at high and low temperature, considerable oscillations, increased humidity, low atmospheric pressure, solar radiation, atmospheric precipitation, dust, etc.;
- requirements for resistance to the action of special factors (biological, radiation, electromagnetic, chemical (including aggressive substances, gases, detergents, fuels, oils, means of deactivation, degassing and disinfection, etc.);
- requirements for ensuring the protection of products against disturbances, their protection against both intrinsic and extrinsic ionizing and electromagnetic radiation (including premeditated), and against other electromagnetic radiation of natural or artificial origin.

6.4.5.7 Requirements for ensuring the coordination of product parameters and other technical characteristics with anthropometric indices and human physiological attributes (requirements relating to the workplace of service personnel, the suitability of products and elements to the dimensions of the human body, etc.) are usually laid down in the section “Ergonomic requirements”.

6.4.5.8 In the section “Fuel and energy efficiency requirements”, appropriate provisions are usually laid down for both the technological manufacturing process of the product and the use (application) according to its intended purpose. In this case, the following indicators are established: specific fuel or energy consumption, other energy agents, efficiency, etc.

6.4.6 The content of the sub-chapters “Labeling (marking)”, “Packaging” and the chapters “Methods of verification and testing” shall be displayed in accordance with 6.6 to 6.8.

6.5 Content of standards for technical specifications

6.5.1 The standard for technical specifications shall be drawn up where it is impossible or unnecessary to draw up the standard for general technical specifications for the whole group of homogeneous products, while at the same time it is necessary to lay down sufficiently detailed requirements for specific products or groups of specific products.

6.5.2 The titles, structure and content of the chapters in the standard for technical specifications shall be established similarly as for standards for general technical specifications (according to 6.3).

6.6 Setting out requirements for labeling (marking), packaging and their content

6.6.1 Labeling (marking), packaging requirements shall be set out in chapters (sub-chapters) with the appropriate titles of the standard for general technical specifications or in a separate standard setting out those requirements for a homogeneous product group or for a higher classification product group, only if those requirements are not set out in the applicable regulations.

6.6.2 The following product marking requirements, including marking on sales and transport packaging, are set out in Chapter (sub-chapter) Labeling (marking):

- the content of the marking used to identify the products, including information about the manufacturer or responsible supplier and information about the product;
- marking and/or packaging requirements for products (e.g. hazard warning, date of manufacture);
- the means of affixing the mark (for example by means of registered plates, labels, stamps, etc.);
- the place where the marking is affixed directly to the product or, in some cases, to the packaging, where it is intended to be affixed.

6.6.3 When setting the requirements for the marking of transport packaging in standards, account should be taken of the general requirements concerning the marking of loads and potentially dangerous cargoes.

6.6.4 Requirements on the performance of packaging materials or packaging are set out in the 'Packaging' subchapter

Requirements may also be laid down for the use of bales, specialized containers or supports in the transport of products.

6.7 Determination of test methods and their contents

6.7.1 Test methods shall be laid down in a separate chapter in the standards of general technical specifications and technical specifications, in order to ensure an objective and multilateral control of the product's conformity with all technical requirements which are laid down in the respective chapter of each of these standards.

6.7.2 If there is a possibility to lay down requirements relating to a number of test methods which are common to several groups of homogeneous products, the performance requirements of which are stipulated in several Moldovan standards, then these requirements shall be set out in a separate standard. In this case, the title of the group that meets all these homogeneous product groups shall be included in the title of the standard.

EXAMPLES

1 Technical fabrics of silk. Test methods

2 Dynamic pumps. Test methods

6.7.3 If for any reason two or more alternative methods of testing an indicator are established in a separate standard, then it shall be stated that these methods ensure comparability of test results obtained from these methods. If the methods for checking an indicator set out in the standard are not fully interchangeable, then the characteristics of these differences and (or) the particularities of each of these methods must be given. In this case, it shall be determined which test methods are to be used as reference methods for the elimination of doubt or dispute.

The standardization of alternative test methods shall be justified and confirmed by procedures for assessing and cross-checking the accuracy indicators of the alternative test method, proposed to be standardized, with the already standardized arbitration or control method.

If the content of some requirements coincides for different test methods, the description of all requirements for the first method shall be provided, and references to these requirements shall be made in the descriptions of the other methods.

6.7.4 The test methods shall be objective, accurate and give consecutive and reproducible results. The presentation of the test methods shall be clear and sufficiently detailed.

For each method, depending on the specificity of its performance, the essence of the method shall be displayed, the general requirements and the safety requirements shall be presented, and the following shall be established as appropriate:

- requirements concerning the conditions under which the tests are carried out;
- requirements for test facilities, apparatus, materials, reagents, solutions, auxiliaries;
- the method of preparation for carrying out the tests;
- the method of carrying out the tests;
- rules for the processing of test results;
- rules for the presentation of test results;
- the accuracy of the respective test method.

6.7.5 When setting requirements for test facilities, apparatus, materials, reagents, solutions and auxiliaries, requirements for the necessary machinery (test facilities, apparatus, devices, instruments, etc.) and reference materials (reassets, solutions) shall be presented.
In case it is necessary to give concrete expression to the requirements for the standardized machine (test facilities, apparatus, devices, instruments, etc.) and/or reference materials, the accuracy class, measurement range or other concrete parameters and unambiguous characteristics, compliance with which is necessary to ensure the comparability and established accuracy of the test results shall be specified.

The main technical characteristics of the machine (materials, reagents) can be set out in the text of the standard or in the annexes, indicating the measurement range, uncertainty and other characteristics necessary to ensure verification with a specified accuracy, including different structural and functional schemes and technical drawings or technical descriptions of the materials and, if necessary, the preparation of reagents.

Models of equipment manufactured by a particular manufacturer may not be mentioned, thereby limiting the use of other identical equipment as technical functionality and performance.

EXAMPLE

The following machines are used for the tests:

- ***a microsyringe with a capacity that can provide complete loading of the injector loop;***

– ***water bath, capable of maintaining temperature (90 ± 2) °C.***

6.7.6 Multilateral requirements to preparation operations, including the place and method of sampling, their number, dimensions or mass, and, where appropriate, their shape, type, storage and/or transport conditions, the rules for recording results, shall be laid down when setting out the preparation for the product tests (analysis of product characteristics).

If necessary, diagrams of the location and/or connection of the machinery used to perform those tests shall be provided.

6.7.7 When setting out the requirements for the test procedure, conditions shall be laid down for the tests, indicating the tolerated limits of their values, the sequence of these tests (if this consecutiveness influences the results of the tests) and detailed descriptions of some work operations.

6.7.8 The calculation formulae, the accuracy of the calculations and the degree of approximation of the data obtained shall be provided when setting out the rules for processing the test results.

6.7.9 When presenting the test results requirements, test reports, their content, the sequence of exposure of the data included in them, the methods of presenting the test results in the test reports shall be laid down.

6.7.10 When exposing the requirements relating to the accuracy of the test method, the uncertainty and/or its components (systematic or random uncertainty) or the established uncertainty characteristic and the requirements relating to repeatability and reproducibility indicators shall be indicated.

6.7.11 The safety requirements relating to the test method shall be established whether there is an actual or potential danger to the life and health of personnel of material injury and/or environmental damage to the test method.

6.8 Content of standards for technological processes and other types of processes

6.8.1 In standards for technological processes, requirements are usually laid down for technological processes which have a wide spread across different branches of industry.

To such technological processes are welding, bonding and riveting of metals, metal processing by cutting and pressing, heat and thermochemical treatment of metals, welding of polymer materials, etc.

6.8.2 The standards for technological processes shall set out:

– general requirements for their execution;
– terms and definitions (where applicable);
– their classification (e.g. according to the basic types of welded joints, with an indication of the requirements for the constructional elements and their dimensions);
– requirements relating to machinery, devices, instruments and materials used in the technological process;
– the sequence of carrying out technological operations with the presentation, where appropriate, of the scheme of principle of the technological process;
– processes and/or methods for the execution of works from technological processes;
– tolerances, additions, admissions to be respected for the optimum performance of the technological process;
– test methods.

6.8.3 In process standards, it can also be established:

– the manner, methods and rules for carrying out the work;
– computer-aided design methods;
– block-mode construction methods;
– other methods (means, processes) and rules (procedures) for the execution of different kinds of works.

6.9 Content of standards for services

6.9.1 The following types of standards shall be developed for services:

– general requirements standards;
– standards setting requirements for service personnel;
– standards of test methods (evaluation) of services.

6.9.2 For the group of homogeneous services or groups of services of a higher classification for services, general requirements may be set out in a separate standard.

Depending on the specificities of services provided in a particular area, the following requirements are specified in the general requirements standards for services:

- the organization of that type of service and quality of service management;
- the integrity of the assets of the population (enterprises) to whom services are provided;
- functional destination service compliance;
- complexity of the service;
- relating to service personnel and culture of service;
- Social destination (compliance with the specificities of a given consumer quota);
- relating to the undertaking (premises) for servicing and its technical and material equipment;
- information on services;
- relating to documentation for the services;
- on sociological research into services.

6.9.3 In the “Classification” chapter, the types of services classified according to one or more distinguishing criteria are defined and, where appropriate, the basic characteristics of these criteria are stipulated.

6.9.4 In the chapter "Quality requirements", the requirements and/or rules that establish the basic consumption characteristics of the service are stipulated.

If these requirements cannot be presented as concrete indicators and their values, then the standard stipulates the minimum range of services provided and/or definitions describing the content and/or volume of each service or other characteristics of it.

Considering the particularities of the service, in the chapter "Quality Requirements" (separate chapter or point) requirements and/or recommendations may be established regarding the use (or limitation of use) of certain types of equipment, devices, apparatus, materials, raw materials and other means (of transport, communications, management, information representation, etc.), as well as regarding the premises (or territory) where the services are provided.

In the chapter "Quality requirements", requirements are set on how to present information about the service to consumers and/or general rules of order completion and release. In this case, specific forms of documents may be established, which are usually presented as annexes to the standard.

6.9.5 If the quality of service provided to a large extent depends on the service personnel, then an additional chapter “Service personnel requirements” is established after the chapter “Quality requirements”.

6.9.6 When setting requirements for service personnel, requirements shall be specified for:

- level of (special) qualification and/or training;
- health status;
- appearance and clothing;
- speech culture;
- ethics (kindness, goodwill, communicability);
- compliance with personal hygiene rules;
- methods for assessing the compliance of personnel with the requirements formulated.

6.9.7 Requirements relating to methods for the verification (evaluation) of quality and safety of services shall be set out in a separate standard or chapter of the standard of general technical conditions and, in justified cases, included in the chapter “Rules for evaluation”.

The requirements relating to methods for assessing the quality and safety of services shall be exposed, on the basis of the particularities of those services, taking into account the provisions set out in 6.7.

The following methods are usually used to assess the quality of the service:

- organoleptic (for most visual services);
- analytical (carried out by examination of the documentation),
- instrumental (physico-chemical, microbiological analysis);
- sociological (surveys).

7 Drafting of amendments to standards

7.1 The text of the amendments is drawn up in accordance with Chapter 5.

In the amendment, the name and number of the structural elements (chapters, sub-chapters, points, sub-points, tables, annexes, etc.) amended, excluded and included in addition shall be indicated, using the phrases "replace", "fill in", "exclude", "present in new editing", etc.

EXAMPLES

1. Point 2.1. Replace reference SM SR ISO 31-7:2003 with SM SR EN ISO 80000-8:2011.

2. Chapter 2 is supplemented by point 2.2:

'2.2 The content of toxic elements in the raw material shall be determined periodically at the request of the consumer.'

3. Paragraphs 1.2 1.5 are excluded.

4. Paragraph 2.3. The words "in force" shall be excluded.

5. Point 7.1, Table 2. Table head. Dimensions column. Replace: "mm" by "cm".

7.2 When completing the text of the standard with chapters, sub-chapters, points, sub-points, tables, graphics materials or when excluding from the standard separate structural elements, changing the previous number of chapters, sub-chapters, points, sub-points, tables, graphics materials is not allowed.

New chapters shall be placed before the Annexes and sub-chapters, points, sub-points at the end of the chapters, sub-chapters, points and sub-points, in increasing order of their serial numbers.

The new Annexes shall be placed after the last Annex and shall be assigned the following serial number.

It is permissible for points (not divided into sub-points), sub-points, new graphics to be assigned the numbers of points, previous graphics, followed by the letter designating the Romanian alphabet, placing them after or before the corresponding structural elements.

EXAMPLE

1.13a, figure 1b.

7.3 In case the content of one and the same item (sub-item, paragraph, table, graphic material) of the standard needs to be changed repeatedly, all previous amendments are taken into account in the latest amendment.

If the content of the various amendments to the standard refers to different structural elements of the standard, then in the current amendment to the standard the text of the previous amendments is not presented, as in this case each amendment is independent.

7.4 In the standards reproduced with amendments, after each chapter, subchapter, point, subpoint, new annexes included or amended, the information about that amendment shall be indicated in bold, with an indication of the serial number, placed in brackets.

EXAMPLE

(New wording Amendment A2)

If the information given refers to several points or sub-points placed consecutively, it shall be placed in parentheses after the last of these points (sub-points), with the order numbers of the points (sub-points), before the information to which it refers.

EXAMPLES

1 1.5 - 1.8 (New Edition, Amendment A2).

2 2.18, 2.19 (Included in addition, Amendment A3).

If the information on the amendment(s) relates to the chapter or subchapter, then the full name of this structural element shall be indicated.

EXAMPLE

Chapter 6 (Supplementary part, Amendment A2).

If the standard that has been amended is reissued, the excluded chapters, subchapters, points, subpoints, tables, graphics, annexes, etc. shall not be published, but only their numbers and the exclusion note shall be

indicated. If a graphic material or table is excluded in the standard, then the information on exclusion shall be presented by a footnote to the previous graphic material (table), which has not been modified.

EXAMPLES

1 Point 1.3 (Excluded, Amendment A2).
2 Annex B (Excluded, Amendment A3).
3 Figure A2* .

8. Drafting data to standards

8.1 In case of identification of an editorial error or inadequate translation in the text of the Moldovan standard, which may lead to incorrect application of the standard, an erata of it shall be elaborated.

8.2 The texts of the reports shall be drawn up in accordance with Chapter 5.

When displaying data, indicate the name and number of structural elements (chapters, sub-chapters, points, sub-points, tables, annexes, etc.), where the error was identified, specifying the corrected text.

[4]* Figures A3 to A5 excluded (amendments A1, A2).