

BULGARIAN INSTITUTE FOR STANDARDIZATION

RULES FOR NATIONAL STANDARDISATION ACTIVITIES

Part 3:
Drafting, Structure and Layout of Bulgarian Standards

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FOREWORD

BDS *Rules for National Standardization Activities* are developed in compliance with the principles and rules of the International Standardization Organizations (ISO and IEC), the European Standardization Organizations (CEN and CENELEC).

The *Rules for National Standardization Activities* comprises the following parts:

Part 1: General Principles

Part: 2 Organization of the Standardization Activities

Part 3: Drafting, Structure and Layout of Bulgarian Standards

The Rules for National Standardization Activities, Part 3, are developed on the basis of the recent editions of *ISO/IEC Directives* [*ISO/IEC Directives, Part 2 Rules for the structure and drafting of International Standards*] and respectively *CEN/CENELEC Internal Regulations, [Internal Regulations, Part 3 Rules for the structure and drafting of CEN/CENELEC Publications (ISO/IEC Directives Part 2, modified)]*. Certain abridgments with a view to volume reduction were made as well as relevant modifications related to the national requirements for drafting of Bulgarian Standards.

The Rules for National Standardization Activities, Part 3, are intended for the experts who develop standards, for the BDS technical committees and for the professionals whose work is related to the preparation of the Bulgarian Standards for publishing.

This second edition supersedes *Rules for National Standardization activities, Part 3 Structure, Content and Drafting of Bulgarian Standards*, 2006 edition.

In comparison with the previous edition the following modifications have been made:

- changing the subtitle of Part 3 to "*Drafting, Structure and Layout of Bulgarian Standards*";
- addition of a new clause 2, "Normative references";
- referencing to *CEN/CENELEC Internal Regulations, Part 3* in the texts given in shortened version;
- addition of new terms and definitions;
- replacement of the term "optional element" by "conditional element" and the term "required element" by "mandatory element" in accordance with the new editions of the *CEN/CENELEC Internal Regulations, Part 3* and *ISO/IEC Directives*;
- updating the dates of the of *CEN/CENELEC Internal Regulations, Part 3* and *ISO/IEC Directives* editions in the definitions of terms;
- changing the locations of some texts with a view to logical sequence;
- addition of new items related to conformity assessment and management systems;
- addition of a new clause regarding the conditions for the use of patent rights;
- improvement and expansion of the text and the application of verbal forms;
- changing the introductory text of clause "Normative references";
- the texts related to amendments and corrigenda have been refined;
- editorial changes have been made for text improving;

- updating the texts and examples in Annexes A, B, C, H, G and I according to the current practice and in accordance with the new edition of the CEN/CENELEC Internal Regulations, Part 3.

Rules for National Standardization Activities - Part 3: Development, Structure and Drafting of Bulgarian Standards were developed in implementation of *the Law on National Standardization* and *BDS Statute* and were approved by BDS Governing Board on 4 July 2014.

1 Scope

This part of the *Rules for National Standardization Activities* specifies rules for drafting, structure and layout of documents intended to be published as Bulgarian Standards and Technical Specifications. As far as applicable, these rules shall also apply to Technical Reports and Guides. All these document types are referred hereinafter collectively as documents, unless otherwise necessary.

NOTE: The terms "standard" and "document" shall be used with equivalent meaning.

The rules are intended to ensure that all documents prepared by the Technical Committees are drafted and presented in as uniform a manner, irrespective of their technical content.

2 Normative references

The following documents, in whole or in part, are normatively referenced in this document and are indispensable for its application. For dated references, only the edition cited shall apply. For undated references, the latest edition of the referenced document (including any amendments) shall apply.

Rules for National Standardization Activities Part 1: General Principles

Rules for National Standardization Activities Part: 2 Organization of the Standardization Activities

CEN/CENELEC Internal Regulations. Part 3: Rules for the structure and drafting of CEN/CENELEC Publications, 2011 (ISO/IEC Directives – Part 2:2011, modified)

ISO/IEC Guide 21-1 Regional or national adoption of International Standards and other International Deliverables Part 1: Adoption of International Standards,

ISO/IEC Guide 21-2 Regional or national adoption of International Standards and other International Deliverables -Part 2: Adoption of International Deliverables other than International Standards, 2005

БДC EN 45020 Standardization and related activities - General vocabulary

БДC EN ISO 80000 (all parts) Quantities and units

БДC ISO 78-2 Chemistry -- Layouts for standards - Methods of chemical analysis

БДC EN ISO 216 Writing paper and certain classes of printed matter - Trimmed sizes - A and B series, and indication of machine direction

БДC ISO 128-1 Technical drawings -- General principles of presentation Introduction and index

БДC ISO 128-30:2005 Technical drawings -- General principles of presentation Basic conventions for views

БДC ISO 690 Information and documentation -- Guidelines for bibliographic references and citations to information resources

БДC ISO 639 Code for the representation of names of languages

БДC EN ISO 3098 (all parts) Technical product documentation - Lettering

БДC ISO 3166-2 Codes for the representation of names of countries and their subdivisions Country subdivision code

БДC EN ISO 6428 Technical drawings - Requirements for microcopying

IEC 60027 (all parts) Letter symbols to be used in electrical technology

3 Terms and definitions

For the purposes of this document, the terms and definitions given in the *Rules for National Standardization Activities Part 1 and Part 2, БДC EN 45020* as well as the following shall apply:

3.1

normative element

element that describes the scope of the document or sets out provisions

[SOURCE: CEN/CENELEC Internal Regulations. Part 3:2011, definition 3.2.1]

3.2

informative element

3.2.1

preliminary informative element

element that identifies the document, introduces its content and explains its background, its development and its relationship with other documents

[SOURCE: CEN/CENELEC Internal Regulations. Part 3:2011, definition 3.2.2.1]

3.2.2

supplementary informative element

element that provides additional information intended to assist the understanding or use of the document

[SOURCE: CEN/CENELEC Internal Regulations. Part 3:2011, definition 3.2.2.2]

3.3

mandatory element

element the presence of which in a document is obligatory

[SOURCE: CEN/CENELEC Internal Regulations. Part 3:2011, definition 3.2.3]

3.4

conditional element

element the presence of which in a document is dependent on the provisions of the particular document

[SOURCE: CEN/CENELEC Internal Regulations. Part 3:2011, definition 3.2.4]

3.5

provision

3.5.1

requirement

expression in the content of a document conveying criteria to be fulfilled if compliance with the document is to be claimed and from which no deviation is permitted

NOTE: Table A.1 specifies the verbal forms for the expression of requirements

[SOURCE: CEN/CENELEC Internal Regulations. Part 3:2011, definition 3.3.1]

3.5.2

recommendation

expression in the content of a document conveying that among several possibilities one is recommended as particularly suitable, without mentioning or excluding others, or that a certain course of action is preferred but

not necessarily required, or that (in the negative form) a certain possibility or course of action is deprecated but not prohibited

NOTE: Table A.2 specifies the verbal forms for the expression of recommendations.

[SOURCE: CEN/CENELEC Internal Regulations. Part 3:2011, definition 3.3.2]

3.5.3

statement

expression in the content of a document conveying information

NOTE: Table A.3 specifies the verbal forms for indicating a course of action permissible within the limits of the document. Table A.4 specifies the verbal forms to be used for statements of possibility and capability.

[SOURCE: CEN/CENELEC Internal Regulations. Part 3:2011, definition 3.3.3]

3.6

state of the art

developed stage of technical capability at a given time as regards products, processes and services, based on the relevant consolidated findings of science, technology and experience

[SOURCE: CEN/CENELEC Internal Regulations. Part 3:2011, definition 3.4]

4 General principles

4.1 Objective

The objective of every document is to define clear and unambiguous provisions in order to facilitate internal and international trade and communication. To achieve this objective, the document shall

- a) be as complete as necessary within the limits specified by its scope;
- b) be consistent, clear and accurate;
- c) take to the extent necessary of the state of the art;
- d) provide a framework for future technological development;
- e) be comprehensible to qualified persons who have not participated in its development, and
- f) take into account the principles for the drafting of documents.

4.2 Homogeneity

Uniformity of structure, of style and of terminology shall be maintained not only within each document, but also within a group of associated documents. The structure of associated standards and the numbering of their clauses shall, as far as possible, be identical. Analogous wording shall be used to express analogous provisions. Identical wording shall be used to express identical provisions.

The same term shall be used throughout each document or series of associated documents to designate a given concept. The use of an alternative term (synonym) for a concept already defined shall be avoided. As far as possible, only one meaning shall be attributed to each term chosen.

These requirements are important not only to ensure comprehension of a document, or of a series of associated documents, but also to derive the maximum benefit available through automated text processing techniques and computer-aided translation.

The language and spelling rules and regulations of the Bulgarian language shall be respected when formulating the text. It is recommended to be used the latest editions of the following reference materials:

- Orthography Dictionary of Bulgarian Language;
- Bulgarian Interpretation Dictionary;
- Dictionary of Foreign Words in Bulgarian Language;
- Dictionary of New Words in Bulgarian Language;
- Bulgarian Synonymus Dictionary, etc.

4.3 Consistency and coherence

In order to achieve the aim of consistency and coherence within the complete collection of Bulgarian Standards, the text of every standard shall be in accordance with the relevant provisions of existing basic Bulgarian documents in respect of:

- a) standardized terminology;
- b) principles and methods of terminology;
- c) quantities, units and their symbols;
- d) abbreviated terms;
- e) bibliographic references;
- f) technical documentation;
- g) technical drawings and diagrams,;
- h) graphical symbols;

In addition, for specific technical aspects, the respective provisions in the documents dealing with the following subjects shall be respected:

- i) limits, fits and assemblies and surface properties;
- j) tolerancing of dimensions and uncertainty of measurement;
- k) preferred numbers;
- l) statistical methods;
- m) environmental conditions and associated tests;
- n) safety;
- o) chemistry;
- p) EMC (electromagnetic compatibility);
- q) conformity and quality;
- r) environmental management;
- s) packaging;
- t) consumer issues;
- u) international standardisation.

4.4 Planning

The rules for the planning of new work items proposals are given in the *Rules for National Standardization Activities - Part 2*.

In order to ensure the timely publication of a document or of a series of associated documents, the intended structure and any interrelationships shall be established before detailed drafting begins, in particular, the subdivision of the subject matter (see 5.1). In the case of a multipart document, the intended parts together with their titles shall be drawn up. The *Rules for National Standardization Activities* shall be applied throughout the development to avoid delay at any stage.

4.5 Use of trade names and trademarks

The correct indication or description of a product is preferred, rather than a trade mark or trade name.

The protected trade name or trademark of a product, even if widespread, should be avoided.

If, exceptionally, the trademark or the trade name cannot be avoided, their nature, for example indication ® for registered trade mark (see Example 1) or ™ for trademark, shall be indicated.

EXAMPLE 1

"Instead of "Teflon ®" "polytetrafluoroethylene (PTFE) shall be written".

If it is known that only one product is currently available that is suitable for the successful application of the document, the trade name or trademark of the product may be given in the text of the document but it shall be associated with a footnote as shown in Example 2.

EXAMPLE 2

"1) ... [trade name or trademark of product] ... is the [trade name or trademark] of a product supplied by ... [supplier] ... This information is given for the convenience of users of this document and does not constitute an endorsement by ... [CEN, ISO or IEC] ... of the product named. Equivalent products may be used if they can be shown to lead to the same results."

If it is considered essential to give an example (or examples) of commercially available products suitable for successful application of the document because the product characteristics are difficult to describe in detail, trade names or trademarks may be given in a footnote as shown in Example 3.

EXAMPLE 3

"1) ... [trade name(s) or trademark(s) of product(s)] ... is (are) an example(s) of a suitable product(s) available commercially. This information is given for the convenience of users of this document and does not constitute an endorsement by ... [CEN, CLC, ISO or IEC] ... of this (these) product(s)."

4.6 Patent Rights

The rules set out in Annex F of *CEN/CENELEC Internal Regulations, part 3* (see also *Rules of National Standardizations Activities, part 1*) shall be followed to express the conditions of use of patent rights (such as patents, models and other laid down by law rights based on inventions, including the publications of some of them).

4.7 Aspects of conformity assessment and management systems

All documents containing requirements for products, processes, services, individuals, systems and bodies shall be written in accordance with the "neutrality principle" such that the conformity can be assessed by the manufacturer or supplier (first party), the user or the purchaser (second party), or an independent body (third party).

NOTE 1 First-party, second-party and third-party conformity assessment activities are defined in BDS EN ISO/IEC 17000.

NOTE 2 The term "document" is defined in Clause 1.

Such documents shall not include requirements related to conformity assessment other than requirements which are necessary to provide repeatable and reproducible conformity assessment results.

No document containing requirements for products, processes, services, persons, systems and bodies shall make conformity dependent on a quality management systems standard, i.e. it shall not, for example, make normative reference to ISO 9001.

Additional requirements for conformity assessment of products, processes, services, individuals, systems and bodies can be included only in separate documents or in a separate part of a document, provided that they can be applied separately.

The conditions for the development of documents for conformity assessment, including for systems and schemes for conformity assessment, referring documents for conformity assessment and aspects of quality management systems, reliability and sampling are given in Clauses 6.7 and 6.8 of *CEN/CENELEC Internal Regulations, part 3*.

5 Structure

5.1 Subdivision of the subject matter

5.1.1 General

Documents are so diverse that no universally acceptable rules can be established for the subdivision of the subject matter.

However, as a general rule, an individual document shall be prepared for each subject to be standardized. In specific cases and for practical reasons one document may be split into separate parts under the same number, for example where:

- the document is likely to become too voluminous,
- subsequent portions of the content are interlinked,
- portions of the document could be referred to in regulations, or
- portions of the document are intended to serve for certification purposes,

This has the advantage that each part can be changed separately when the need arises.

In particular, the aspects of a product which will be of separate interest to different parties (e.g. manufacturers, certification bodies, legislative bodies) shall be clearly distinguished, preferably as parts of a document or as separate documents

Such individual aspects are, for example,

- health and safety requirements,
- performance requirements;
- maintenance and service requirements,
- installation rules; and
- quality assessment.

The terms which shall be used to designate the divisions and subdivisions that a document may have are shown in Table 1.

Table 1 - Names of divisions and subdivisions

Term	Example of numbering
Part	9999-1
Clause	1
Subclause	1.1
Subclause	1.1.1
Paragraph	[no number]
Annex	A

5.1.2 Subdivision of the subject matter within a series of parts

The parts are subdivisions of a document that are issued individually, keeping the number of the document. The number of each part shall be indicated by the basic number of the document and by one or more Arabic numerals, preceded by a hyphen, for example:

“BDS ISO 13231-3” - for Part 3 of BDS ISO 13231.

a) Each part deals with a specific aspect of the subject of the standard and can stand alone.

EXAMPLE 1

Part 1: Vocabulary (Terminology)

Part 2: Requirements

Part 3: Test methods

EXAMPLE 2

Part 1: Vocabulary (Terminology)

Part 2: Harmonics

Part 3: Voltage fluctuation

b) There are both common and specific aspects to the subject. The common aspects shall be given in Part 1.

Specific or particular aspects (which may modify or supplement the common aspects and therefore cannot stand alone) shall be given in individual parts.

EXAMPLE 3

Part 1: General requirements

Part 2: Particular requirements for general purposes rod

Part 3: Particular requirements for low carbon steel rod

Part 4: Particular requirements for rod for special purposes

Where the system described in b) is used, care shall be taken that the references from one part to another are valid. There are two ways of achieving this.

- If reference is made to a particular element, the reference shall always be dated (see 6.10.5.2).
- Since the complete series of parts is normally under the control of the same technical committee, the use of undated references (see 6.10.5.1) is permitted, provided that corresponding changes are implemented simultaneously in all parts.

Each part of a multipart document shall be drafted in accordance with this part of the rules.

5.1.3 Subdivision of the subject matter within an individual document

The elements that together form a document may be classified in two different ways:

- a) by their normative or informative nature and their position within the structure, for example:
 - preliminary informative elements (see 3.2.1),
 - general and technical elements (see 3.1), and
 - supplementary informative elements (see 3.2.2);
- b) by their mandatory or conditional presence.

An example of a typical arrangement of the elements in a document is given in Table 2. Table 2 also lists the permitted content of each of the element constituting the arrangement.

Table 2 — Example of a typical arrangement of elements in a document

Type of element	Arrangement of elements ^a in document	Permitted content^a of element(s) in document
Preliminary informative	<i>Title page</i>	Title
	<i>Table of contents</i>	<i>Generated content</i>
	Foreword	Text <i>Notes</i> <i>Footnotes</i>
	<i>Въведение</i> <i>Introduction</i>	<i>Text</i> <i>Figures</i> <i>Tables</i> <i>Notes</i> <i>Footnote</i>
General normative	Title	Text
	Scope	Text <i>Figures</i> <i>Tables</i> <i>Notes</i> <i>Footnote</i>
	Normative references	<i>References</i> <i>Footnotes</i>
Technical normative	Terms and definitions Symbols and abbreviations Normative annex	<i>Text</i> <i>Figures</i> <i>Tables</i> <i>Notes</i> <i>Footnotes</i>
Supplementary informative	<i>Informative annex</i>	<i>Text</i> <i>Tables</i> <i>Figures</i> <i>Notes</i> <i>Footnotes</i>
Technical normative	Normative annex	<i>Text</i> <i>Tables</i> <i>Figures</i> <i>Notes</i> <i>Footnotes</i>
Supplementary informative	<i>Bibliography</i>	<i>Reference</i> <i>Footnotes</i>
	<i>Index(es)</i>	<i>generated content</i>
^a Bold type = mandatory element; upright style = normative element; <i>italic style</i> = informative element.		

A document need not contain all the normative technical elements shown and it may contain normative technical elements other than those shown. Their nature and sequence are determined by the nature of the document.

A document may contain notes or footnotes to figures and tables.

Terminology standards have additional requirements for the subdivision of content (see Annex E).

5.2 Description and numbering of divisions and subdivisions

5.2.1 Clause

A clause is the basic component in the subdivision of the content of a document.

Each clause in the document shall be numbered with Arabic numerals, beginning with 1 for the "Scope" clause. The numbering shall be continuous up to but excluding any the annexes.

Each clause shall have a title, placed immediately after its number, on a line separate from the text that follows it.

5.2.2 Subclause

Subclasses are numbered subdivisions of clauses. Subclasses shall be numbered with Arabic numerals (for example "2.1").

If necessary a primary sub clause may be subdivided to the fifth level.

EXAMPLE

2.1

2.1.1

2.1.1.1 (recommended last level of subdivision)

2.1.1.1.1

2.1.1.1.1.1

A subclause shall not be created unless there is at least one further subclause at the same level. For example, text in Clause 5 shall not be designated subclause "5.1" unless there is also a subclause "5.2".

For each primary subclause should be given a title, which shall be placed immediately after its number, on a line separate from the text that follows it. When one clause has a title, all clauses of the same level shall have titles.

In the absence of titles, key terms or phrases (composed in distinctive type) appearing at the beginning of the text of the subclause may be used to call attention to the subject matter dealt with. Such clauses shall not be listed in the table of contents.

An example of numbering of the elements is given in Annex B.

5.2.3 Paragraph

A paragraph is an unnumbered, independent in semantic terms, subdivision of a clause or subclause.

Paragraphs shall be separated by a blank row.

"Hanging paragraphs" e.g. text between the title and fist numbered subdivision shall be avoided (see example of correct and incorrect numbering).

NOTE 1: Reference to "Hanging paragraphs" is ambiguous. In the following example the hanging paragraph indicated cannot be uniquely identified as being in "clause 5". In the example of correct numbering the paragraph is identified as 5.1.

NOTE 2: The first sentence in clause "Terms and definitions" is not a hanging paragraph. It introduces a list of numbered definitions and not subclauses. Introductory sentence in clauses listing reagents and apparatus also is not deemed to be a hanging paragraph.

EXAMPLE:

Correct	Incorrect
<p>5 Designation</p> <p>5.1 XXXXXXXX</p> <p>XXXXXX x XXXXXXXXXXXXXXXX XXXXXXXXXXXXXXXXXXXXXXXX XXXXXX x XXXXXXXXXXXXXXXX</p> <p>5.2 Type A</p> <p>XXXXXX x XXXXXXXXXXXXXXXX</p> <p>5.3 Types B and C</p> <p>XXXXXX x XXXXXXXXXXXXXXXX XXXXXX x XXXXXXXXXXXXXXXX XXXXXX x XXXXXXXXXXXXXXXX</p> <p>6 Test report</p>	<p>5 Designation</p> <p>XXXXXX x XXXXXXXXXXXXXXXX } XXXXXXXXXXXXXXXXXXXXXXXX } "hanging" XXXXXX x XXXXXXXXXXXXXXXX } paragraphs</p> <p>5.1 Type A</p> <p>XXXXXX x XXXXXXXXXXXXXXXX</p> <p>5.2 Types B and C</p> <p>XXXXXX x XXXXXXXXXXXXXXXX XXXXXX x XXXXXXXXXXXXXXXX XXXXXX x XXXXXXXXXXXXXXXX</p> <p>6 Test report</p>

5.2.4 Lists

In order to facilitate comprehension of the document particular paragraphs may be arranged in the form of lists. Each item in a list shall be in the same grammatical form (see examples, given below).

5.2.4.1 Types of lists

Lists may be introduced either by a complete sentence (see example 1), or a complete grammatical proposition followed by a colon (see example 2), or by the first part of a proposition without a colon completed by the items in the list (see example 3).

1) Where the list is in the form of a complete sentence it shall be followed by a full stop. Each item in a list shall be a complete sentence commencing by capital letter and followed by a full stop.

EXAMPLE 1

Linear graphics have the following shortcomings:

- a) in some cases the users are inclined to interpolation and extrapolation data incorrectly during presentation of a discrete category on the abscissa.
- b) interpolation becomes confusing when the values of data multitude overlap.

2) Where the list is in the form of a complete grammatical proposition it shall be followed by a colon. Each item in a list shall constitute a grammatical proposition. Each item in a list shall commence with a lower-case letter and followed by a semicolon, except for the last item, which shall be followed by a full stop.

EXAMPLE 2

No switch is required for any of the following categories of apparatus:

- apparatus having power consumption not exceeding 10 W under normal operating conditions;
- apparatus having power consumption not exceeding 50 W, measured 2 min after the application of any of the fault conditions;
- apparatus intended for continuous operation.

3) Where the list is in the form of a part of a proposition without a colon, each item in a list shall be a complete sentence together with the introductory sentence. Each item in a list shall commence with a lower-case letter and followed by a semicolon, except for the last item, which shall be followed by a full stop.

EXAMPLE 3

Vibrations in the apparatus may be caused by:

- unbalance in the rotating elements;
- slight deformations in the frame;
- the rolling bearings;
- aerodynamic loads.

5.2.4.2 Designation of items

1) Each item in a list shall be preceded by a lower-case letter followed by a parenthesis, if necessary for its identification

2) If it is necessary to subdivide further an item in the latter type of list, Arabic numerals followed by a parenthesis shall be used, with left indentation.

EXAMPLE 4

- a)...
- b)...
- 1)...
- 2)...
- c)...

3) If separate identification of items is not necessary, each item in a list shall be preceded by a dash or a bullet (see example 2 and example 3).

4) To call attention to the subject matter dealt with in the various list items, key terms or phrases may be composed in distinctive type.

If it is a requirement items to be listed in the table of contents they shall not be presented as listed items but as sub clause titles (see 5.2.2).

5.2.5 Annexes

For the description of the two types of annex, see 6.4.8 and 6.5.1.

The Annexes shall appear after the main text of the document and shall be arranged in a sequence corresponding to the sequence of their reference in the text. Each annex shall be designated by a heading comprising the word "Annex" followed by a capital letter of the Bulgarian alphabet beginning with "A". The annex heading shall be followed by the indication "(normative)" or "(informative)", and by the title, each on a separate line.

Numbers given to the clauses, subclauses, tables, figures and mathematical formulae shall be preceded by the letter designating that annex, for example "Figure A.1". The numbering shall be separate for each annex. A single annex shall be designated "Annex A".

Annexes shall not be subdivided into clauses unless there are at least two clauses, for example the text in annex A shall not be designated as "A.1" unless there is also "A.2".

Each annex shall be on a separate page.

5.2.5 Bibliography

A bibliography, if present, shall appear after the last annex. For the drafting rules, see 6.5.2.

5.2.6 Index

Index, if present, shall appear as the last element of the standard. For the drafting rules, see 6.5.3.

6 Drafting

6.1 General

The general principles for drafting standards/documents are given in Annex A of *CEN/CENELEC Internal Regulations, Part 3*.

6.1.1 Clarity

The standard/document shall be drafted in a manner that is easily understandable by the experts with skills in the respective field.

NOTE: It was accepted that fulfillment of provisions, contained in the standard prepared, will be entrusted to experts having qualification and experience required. An appropriate text may be included in the foreword of the standard if necessary.

The text shall be clear, short and logical. Contradictions between separate parts in the text shall not be allowed. The requirements that are already specified shall not be altered or lowered by subsequent text. The requirements shall be laid down according to the aim and purposes of the document, defined in the scope, e.g. specification of a product shall define characteristics of the product and not the actions of users.

The requirements to be followed shall be indicated in the text in order to conform the document. Each separate characteristic shall be given either as a specific requirement for compliance or as an optional requirement.

6.1.2 Verbal forms for expression of prescriptions

The standards themselves do not impose an obligation to be complied with. However such obligation may be imposed, for example, by legislation or by contract. In order to demonstrate compliance with a document, whoever that applies it shall be able to identify the requirements that he/she is obliged to comply. Furthermore he/she shall be able to distinguish these requirements from other prescriptions for which observance certain degrees of freedom are available.

Rules for the use of verbal forms to draw and express prescriptions (requirement, recommendation, permission, possibility) are given in Annex A.

6.1.2.1 Imperative mood

Imperative mood shall be used for instructions for carrying out procedures related to a method e.g. "Switch off the light". Imperative mood shall also be used for warnings and for information in rescue operations.

6.1.2.2 Description

The present tense of the verbs shall be used for description of apparatus for a given method e.g. "Platform is supported by four pillars".

6.1.2.3 Punctuation

Punctuation used shall be in accordance with the accepted punctuation principles of the official Bulgarian spelling.

Words or wordings referred to in the text shall be placed in quotation marks.

Dashes shall not be used in the text as punctuation marks except in unnumbered list items. Usage of dashes in tables is permissible only for indication of a range of numerical values with unambiguous context.

6.2 Preliminary informative elements

6.1.2 Title page

The title page shall contain the title of the document.

The wording of the title shall be established with great care; while being as concise as possible, it shall indicate, without ambiguity, the subject matter of the document in such a way as to distinguish it from that of other documents, without going into unnecessary detail (see Annex D).

The title shall be composed of separate short elements, proceeding from the general to the particular. In general, not more than the following three elements of a title shall be used:

- a) an *introductory element* (conditional) indicating the general field to which the document belongs (this can often be based on the title of the technical committee which prepared the document);
- b) a *main element* (mandatory) indicating the principal subject treated within that general field;
- c) a *complementary element* (conditional) indicating the particular aspect of the principal subject or giving details that distinguish the document from other documents, or other parts of the same document.

Rules for the drafting of a title page (in template form) of documents (including corrigenda) are given in Annex C.

6.2.2 Table of contents

The table of contents is a conditional preliminary element that is necessary for making the document easier to consult. It shall be placed immediately preceding the foreword, entitled "Contents" and shall list clauses and, if appropriate, subclauses with titles, annexes together with their status in parentheses, the bibliography, index, figures, tables. All the elements listed shall be cited with their full titles. Terms in the "Terms and definitions" clause shall not be listed in the table of contents.

6.2.3 Foreword

The foreword shall appear in each document on an individual page after the table of contents. It shall not contain requirements, recommendations, figures or tables.

The paragraphs in the foreword shall not be numbered.

The foreword shall contain the following information:

- a) the designation and name of the technical working body that prepared the document;
- b) information regarding subdivision of the document into parts (if any);
- c) връзка на документа с предходното издание (в случай на преработване) и съществените различия спрямо предходното издание и по-специално, когато преработеното издание:
- d) information regarding the relationship of the document to previous edition of the document (in case of revision) and a statement of significant technical changes from the previous edition of the document, particularly when revision:
 - does not supersede the previous edition of the standard in whole;
 - has a different number;

- contains provisions concerning interchangeability of products in accordance with the previous edition of the document;
- e) a statement that the document cancels and replaces other documents in whole or in part;;
- f) relationship to other national legislative documents;
- g) a statement that the standard is intended for use by experts having the qualification and experience required (when necessary);

The foreword shall contain relevant text related to the identification of patent rights.

6.2.4 Introduction

The introduction is a conditional preliminary element and shall appear after the foreword. This element shall be included, if required, to give specific information or commentary about the technical content of the document, or about the reasons prompting its preparation. It shall not contain requirements.

The introduction shall not be numbered unless there is a need to create numbered subdivisions; in this case, it shall be numbered **0**, with subclauses being numbered **0.1**, **0.2**, etc.

Any numbered figure, table, displayed formula or footnote in the introduction shall be numbered consecutively, normally beginning with 1.

6.3 General normative elements

6.3.1 Scope

This element shall appear at the beginning of each document after the foreword (or after the introduction, if any) and define without ambiguity the subject of the document and the aspects covered, thereby indicating the limits of applicability. It shall not contain requirements.

In a document that is subdivided into parts, the scope of each part shall define the subject of that part of the document only.

The element "Scope" shall be worded succinct so that it can be used as a summary for bibliographic purposes.

The scope of the document shall be worded using the following forms of expression:

"This standard (This part of BDS...)

Specifies

- requirements for...
- a method of...
- the characteristics of...
- the terms for...

Establishes

- a system for...
- general principles for...

Describes

- the manner in which...

Gives

- recommendations for...
- guidelines for

Statements of applicability of the document shall be introduced by wording such as:

"This Standard is applicable to ..." or

"This Standard is not applicable to ..."

The wording shall be altered as a function of the document type concerned, i. e. standard, technical specification, technical report or guide.

6.3.2 Normative references

This conditional element shall give a list of the referenced documents cited in the document in such a way as to make them indispensable for the application of the document (see 6.10). It shall appear after "Scope".

The list gives the number and title of the standard.

For dated references, each document shall be given with its year of publication, or, in the case of a draft, with a footnote "To be published" and full title. When the references are dated the prescriptions of the particular edition shall apply.

When the references are not dated the prescriptions of the last edition of the document shall apply.

The list shall be introduced by the following wording:

"The following documents, in whole or in part, are normatively referenced in this document and are indispensable for its application. For dated references, only the edition cited applies. For undated references, the latest edition of the referenced document (including any amendments) applies."

Normative reference in documents can be made to:

- Bulgarian Standards and Standardization documents;
- documents of International and European Organisations for Standardization (e.g. Standards, Guides, Technical Reports, Recommendations or other similar documents)

No reference shall be made to documents that:

- are not publicly available;
- are cited only for information;
- have merely served as bibliographic or background material in the preparation of the document.

Such referenced documents may be listed in a bibliography (see 6.5.2).

6.4 Technical normative elements

6.4.1 Terms and definitions

This is a conditional element giving definitions necessary for the understanding of the terms used in the document.

The following introductory wording shall be used where all terms and definitions are given in the document itself:

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

In the case where terms defined in one or more other documents also apply (for example, in the case of a series of associated documents where Part 1 specifies the terms and definitions for several or all of the parts), the following introductory wording shall be used, altered as necessary:

“For the purposes of this document, the terms and definitions given in ... and the following apply.”

If there is only one term and definition it shall also be numbered.

Rules for the drafting and presentation of terms and definitions are given in annex E, together with special rules for terminology standards, such as vocabularies, lists of terms or lists of equivalent terms in different languages.

6.4.2 Symbols and abbreviated terms

This is a conditional element giving a list of the symbols and abbreviated terms necessary for the understanding of the standard.

Unless there is a need to list symbols in a specific order to reflect technical criteria, all symbols should be listed in alphabetical order in the following sequence:

- upper case Latin letter followed by lower case Latin letter (*A, a, B, b*, etc.);
- letters without indices preceding letters with indices;
- letters with letter indices preceding letters with numerical indices (*B, b, C, C_m, C₂, c, d, d_{ext}, d_{int}, d_z*, etc.);
- Greek letters following Latin letters (*Z, z, Y, y, Δ, δ, ... Λ, λ*, etc.);
- any other special symbols.

For convenience, this element may be combined with element 6.4.1 in order to bring together terms and definitions and the used by them symbols and abbreviated terms. In this case it appears with appropriate title, for example “Terms, definitions, symbols, units and abbreviated terms”.

If a list of used abbreviations has not been included in a standard, an abbreviation shall be formulated where it appears for the first time in full designation, placed in parenthesis. The rules for its indication shall be as follows:

- lower case letters followed by full stop, formed by the first letters for the wordings lettered by lower case letters, e.g. “electric magnetic force” (e. m. f);
- if an abbreviation is lettered by upper case letters (acronyms) full stop is not required after separate letters;
- if a well known abbreviation is accepted by International and European organisations it shall be lettered unchanged by Latin letters. Its full text in English shall be written in a footnote or placed in parenthesis at the same line.

6.4.3 Requirements

This element is conditional. If present, it shall contain the following:

- all characteristics relevant to the aspects of a product, process or service covered by the document, either explicitly or by reference;
- the required limiting values of quantifiable characteristics;
- for each requirement: a reference to the test method for determining or verifying the values of the characteristic (see 6.4.5), or the test method itself.

A clear distinction shall be made between requirements, statements and recommendations.

Legal or legislative requirements and contractual requirements (concerning claims, guarantees, covering of expenses, etc.) shall not be included in this element.

In some product standards, it may be necessary to specify that the product shall be accompanied by warning notices or by instructions to the installer or user, and to specify their nature. Requirements concerning installation or use as such shall be included in a separate part or a separate document, since they are not requirements applicable to the product itself.

Documents listing characteristics for which suppliers or purchasers are required to state values or other data not specified by the document itself shall specify how such values are to be measured and stated.

6.4.4 Sampling

This conditional element specifies the conditions and methods of sampling, as well as the method for the preservation of the samples. This element may appear at the beginning of element 6.4.5.

6.4.5 Test methods

This conditional element gives all the provisions concerning the procedure for determining the values of characteristics or checking conformity to stated requirements, and for ensuring the reproducibility of the results. If necessary, tests shall be identified: type tests, routine tests, sampling tests and so on. In addition, the document shall specify the sequence of testing if the sequence can influence the results.

Test methods may be subdivided in the following order (where appropriate):

- a) principle;
- b) reagents and/or materials;
- c) apparatus;
- d) preparation and storage of test samples and test pieces;
- e) procedure;
- f) expression of results, including method of calculation and precision of the test method, and measurement uncertainty;
- g) test report.

Test methods may be presented as separate clauses, or be incorporated in the requirements, or be presented as annexes or as separate parts. A test method shall be prepared as a separate document if it is likely to be referred to in a number of other documents.

Requirements, sampling and test methods are interrelated elements of product standardization and shall be considered together even though the different elements may appear in separate clauses in a document, or in separate documents.

A document which specifies test methods shall not imply any obligation to carry out any kind of test. It shall merely state the method by which the assessment, if required and referred to (for example in the same document, in a regulation, or in contracts), is to be carried out.

Details on the requirements for the development of documents for methods of analysis, methods related to the use of hazardous products, apparatus and processes, statistical methods for conformity assessment are given in clause 6.3.5 of CEN/CENELEC Internal Regulations, Part 3. The same clause gives requirements for reagents and materials, apparatus, selection of method and use of alternative methods.

6.4.6 Classification, designation and coding

This conditional element may be included where establishment of a system of classification, designation and coding of products, processes or services that conform to stated requirements is necessary. For convenience, this element may be combined with the element in item 6.4.3.

Този елемент може да бъде допълнен с информационно приложение, даващо примери за класификация на информацията.

This element may be supplemented by an informative annex, giving an example for classification of information.

Details regarding the designation system of standardized units, the applicability of the system, including at national level are given in Annex G of CEN/CENELEC Internal Regulations, 2011, Part 3.

6.4.7 Marking, labelling and packaging

Marking, labelling and packaging are complementary aspects that shall be included wherever relevant, particularly for product standards concerning consumer goods.

If necessary, the means of marking shall also be specified or recommended.

This element shall not deal with marks of conformity. Such marks are ordinarily to be applied under the rules of a certification system. The marking of products with reference to a standards body or its documents is discussed in BDS EN ISO/IEC 17050-1 and BDS EN ISO/IEC 17050-2.

Requirements concerning marking, labeling and packaging of products as well as the documentation accompanying the products are given in CEN/CENELEC Internal Regulations, 2011, Part 3.

6.4.8 Normative annexes

Normative annexe is conditional element that gives provisions additional to those in the body of the document. An annex's normative status (as opposed to informative — see 6.5.1) shall be made clear by the way in which it is referred to in the text, by an indication in the table of contents and under the heading of the annex.

6.5 Supplementary informative elements

6.5.1 Informative annexes

6.5.1.1 Informative annexes are conditional element that gives additional information intended to assist the understanding or use of the document. They shall not contain requirements, except as described in 6.5.1.2. An annex's informative status (as opposed to normative — see 6.4.8) shall be made clear by the way in which it is referred to in the text, by an indication in the table of contents and under the heading of the annex.

6.5.1.2 Informative annexes may contain optional requirements. For example, a test method that is optional may contain requirements but there is no need to comply with these requirements to claim compliance with the document.

6.5.2 Bibliography

This optional element shall appear after the last annex of the standard. This element shall not appear in the informative annex.

For references to BDS, Bulgarian Standardization documents and other documents, the reference rules specified in 6.3.2 shall be followed.

If possible the referenced documents shall be translated in Bulgarian.

For online referenced documents, information sufficient to identify and trace the document shall be given, e.g. hiperlink. Preferably, the primary source of the referenced document should be cited, in order to ensure traceability. The reference should, as far as possible, remain valid for the expected life of the document.

A reference made in the text of a standard shall be related to the source, given in bibliography, as follows:

- a) by its number e.g. "BDS EN 61187", if the source is a standard;
- b) by Arabic numerals in square brackets in the order of documents listed in the standard, if the source is some other document.

The rules for drafting of "Bibliography" given in БДC ISO 690 shall be followed.

6.5.3 Index

This optional element shall appear at the last place of the standard.

If necessary, an index of the used terms and definitions may be introduced for non-terminology standards.

Detailed information is given in annex E.

6.6 Other informative elements

6.6.1 Notes and examples integrated in the text

Notes and examples integrated in the text of a document shall only be used for giving additional information intended to assist the understanding or use of the document. They shall not contain requirements or any information considered indispensable for the use of the document, e.g. instructions, recommendations or permission. Notes may be written as a statement of fact.

Notes and examples should be placed after the paragraph to which they refer.

Notes are not numbered unless more than one appears in the same clause or subclause. When two or more notes occur within the same numbered subdivision, they shall be designated "NOTE 1", "NOTE 2", etc.

The notes shall be set in smaller type for distinguishing from the main text.

NOTE For notes to tables and figures see 6.7.6 and 6.8.9.

The examples shall be placed immediately after the paragraph, to which they refer or at the end of the respective subclause and the text of the example shall be preceded by "EXAMPLE". They shall not contain requirements or any information considered indispensable for the use of the document, e.g. instructions, recommendations or permission.

When two or more examples (grouped or separately placed) occur within the same numbered subdivision of the text, they shall be designated "EXAMPLE 1", "EXAMPLE 2", etc. For every one numbered subdivision of the text, examples shall be numbered independently.

6.6.2 Footnotes to the text

The element "Footnotes" shall be included in the text as informative element. Its use shall be kept to a minimum. As in the case for notes and examples footnotes shall not contain requirements or information considered indispensable for the use of the document.

Footnotes to the text shall be placed at the foot of the relevant page and be separated from the text by a short thin horizontal line on the left of the page.

Footnotes to the text shall be distinguished by Arabic numerals, beginning with 1. The footnotes shall be referred to in the text by inserting the same numerals, as superscripts, after the word or sentence in question: 1¹),2²),3³), etc.

In certain cases, in order to avoid confusion with superscript numbers, one or more asterisks or other appropriate symbols may be used instead: *, **, ***,

The text of footnote to the text shall be set in smaller type than the main text. The designation of footnote to the text shall be given before its text.

NOTE: For footnotes to tables and footnotes to figures see 6.7.6 and 6.7.7.

6.7 Tables

6.7.1 Usage

It is recommended tables to be used when they are the most efficient means of presenting information in an easily comprehensible form. Each table shall be referred to in the text in such a way as to allow realizing its role in clarification of the requirements of the document.

A table within a table is not permitted. Subdivision of a table into subsidiary tables is not permitted.

6.7.2 Designation and numbering

Tables shall be designated "Table" and numbered with Arabic numerals, beginning with 1. This numbering shall be independent of the numbering of the clauses and of any figures. A single table shall be designated "Table 1".

Tables in the annexes shall be numbered with independent Arabic numerals and with a letter designation of the relevant annex, preceding the number, e.g. "Table A.1", "Table A.2".

The word "Table" and its number shall be in bold style.

6.7.3 Layout of number of tables and title

The title shall be lettered in bold style and centred horizontally above the table after the word "Table", and laid out as in the following example:

Table 1 — Mechanical properties

--

The table may be without title and in this case the word "Table" and its number shall appear above the table, as in the following example:

Table 1

--

6.7.4 Headings

The first word in the heading of each column or row shall begin with a capital letter. The headings of columns or rows are lettered in bold style and shall be centered.

The units used in a given column shall be indicated centered under the column heading in bold style (example 1).

EXAMPLE 1

Table 1 - Dimensions

Type	Linear density kg/mm	Inside diameter mm	Outside diameter mm

If all units are the same, a suitable statement shall instead be placed above the right-hand corner of the table with its full heading in Bulgarian in light style (example 2).

EXAMPLE 2

Table 2 - Dimensions

Type	Length	Inside diameter	Dimensions in millimetres
			Outside diameter

The use of diagonal lines in the fields for headings or rows (see example 3) is not permitted. It shall be altered as shown in example 4.

EXAMPLE 3

Table ...-

Type	A	B	C
Dimension			

EXAMPLE 4

Table ... -

Dimension	Type		
	A	B	C

6.7.5 Continuation of tables

When a table is continued over two or more pages, the number of the table shall be repeated, followed by the title (optional) and by "(continued)", in a light type, inclined (italic) letters, as in the following example:

EXAMPLE

Table 1 - (continued)

Type	Length	Inside diameter	Dimensions in millimetres
			Outside diameter

The column headings together shall be repeated on all pages after the first.

6.7.6 Notes to tables

Notes to tables shall be treated independently from notes integrated in the text (see 6.6.1). Notes to tables shall be located within the frame of the relevant table and shall precede table footnotes (see the following example). A single note in a table shall be designated by "NOTE", when several notes occur in the same table, they shall be designated "NOTE 1", "NOTE 2", "NOTE 3", etc.

Notes to tables shall not contain requirements or any information considered indispensable for the use of the document. All requirements relating to the content of the table shall be given in the text, in a footnote to the table or as a paragraph between the figure and its title. It is not necessary that notes to tables are referred to.

EXAMPLE

Type	Length	Inside diameter
	l_1^a	d_1
	l_2	$d_2^{b,c}$
A paragraph containing a requirement. NOTE 1 Text of the first table note. NOTE 2 Text of the second table note.		
^a Table footnote. ^b Table footnote. ^c Table footnote.		

6.7.7 Footnotes to tables

Footnotes to tables shall be treated independently from footnotes to the text (see 6.6.2). Footnotes to tables shall be located within the frame of the relevant table, and shall appear at the foot of the table (see the example in 6.7.6).

Footnotes to tables shall be distinguished by superscript lower case letters, beginning with "a". The footnotes shall be referred to in the table by inserting the same superscript lower case letter.

Footnotes to tables may contain requirements. As a consequence, it is particularly important when drafting the text of the table footnote to distinguish clearly between different types of provision by using the appropriate verbal forms (see Annex A).

6.8 Figures

6.8.1 Usage

Using figures is recommended wherever appropriate to present information in a precise, illustrative and comprehensible form. It shall be possible to refer to each figure explicitly within the text in order to clarify its meaning from the standards point of view. In general, if possible, the figures should be placed immediately after their first reference in the text.

6.8.2 Requirements

Figures and other graphic materials must be:

- Clear;
- Legible;
- Understandable;
- Suitable for copying.

If the figure is a graph, nomogram or scheme that shall set values, the scale should be such that the values can be determined with sufficient accuracy.

The standards included in Annex B of *CEN/CENELC Internal Regulations, Part 3* can be applied in the performance of the drawings.

6.8.3 Form

Figures shall be in the form of line drawings or schemes. Photographs may be used only if it is not possible to convert them into line drawings.

6.8.4 Designation

Figures shall be designated with "Figure" and numbered with Arabic numerals, beginning with 1, in the sequence of their reference in the text.

The numbering of figures shall be independent of the numbering of the elements of the standard and of the numbering of the tables. A single figure in a standard shall be designated "Figure 1".

The word "Figure" and the number of the figure shall be lettered in bold type.

6.8.5 Layout of number and title of the figure

Where the figure is titled the title shall be centered horizontally below the figure after the word "Figure" and its number, separated by dash, for example:

EXAMPLE

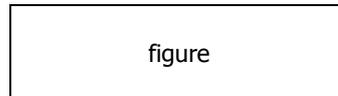


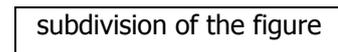
Figure 1 — Details of apparatus

Where the figure is not titled the word "Figure" and its number shall be centered horizontally below the figure, for instance "Figure 3".

Where there is a subdivision of the figure the layout shall be as follows:

- a) The word "Figure", its number and title shall be lettered below the figure in bold style.
- b) Subdivisions shall be located above the title vertically or horizontally, according to their forms and dimensions.
- c) The identifying designation and its title (if any) shall be located centrally below each subdivision, if any:

EXAMPLE



a) Basic dimension

6.8.6 Letter symbols in figures

Letter symbols that shall be used in figures to represent angular or linear quantities shall be in accordance with ISO 80000-3. Subscripts are to be used where necessary to distinguish between different applications of a given symbol.

EXAMPLE

For a series of symbols indicating various lengths on a drawing use /1, l₂, l₃, etc. and not, for instance, A, B, C, etc.

6.8.7 Style of lettering used in figures

Lettering of the figures shall be in accordance with the following.

Italic letters shall be used for :

- symbols for quantities;

- subscripts representing symbols for quantities;
- letter symbols representing numbers.

6.8.8 Units for quantities used in figures

The units in which corresponding numerical values of quantities are expressed shall be indicated in the figures. If all units of quantity are the same, appropriate expression, such as "Dimensions in millimeters" should appear in the upper right corner above the figure.

6.8.9 Notes to figures

Notes to figures shall be treated independently from notes integrated in the text (see 6.6.1). They shall be located above the designation of the relevant figure and shall precede figure footnotes, if any. A single note in a figure shall be preceded by "NOTE", placed at the beginning of the first line of the text of the note. When several notes occur in the same figure, they shall be designated "NOTE 1", "NOTE 2". A separate numbering sequence shall be used for each figure.

Notes to figures shall not contain requirements or any information considered indispensable for the use of the document. Any requirements relating to the content of a figure shall be given in the text, in a footnote to the figure or as a paragraph between the figure and its title. It is not necessary that notes to figures be referred to.

6.8.10 Footnotes to figures

Footnotes to figures shall be treated independently from footnotes to the text. They shall be located immediately above the designation of the relevant figure.

Footnotes to figures shall be distinguished by superscript lower case letters, beginning with "a". The footnotes shall be referred to in the figure by inserting the same superscript lower case letter.

Footnotes to figures may contain requirements. As a consequence, it is particularly important when drafting the text of the figure footnote to distinguish clearly between different types of provision by using the appropriate verbal forms (see Annex A).

The example below shows paragraph(s) with requirements, note(s) and footnote(s) to figure within the figure.

Note(s) to figures, footnote(s) to figures and paragraph(s) with requirements shall be typed by smaller sized type.

EXAMPLE

Location of the figure

A paragraph containing a requirement.

NOTE: Note to figure

^a Figure footnote.

Figure 1- Title

6.8.11 Text description of a figure

When description of a figure by text is necessary it shall be presented as a statement of facts in the basic style of the standard and placed in the field of the figure, above its title.

NOTE: It is recommended, where possible, such information to be included in the main text but not to the figure.

6.8.12 Subfigures

In general, the use of subfigures should be avoided whenever possible since it complicates document.

Details on the designation and presentation of figures and subfigures are given in the *CEN/CENELEC Internal Regulations, Part 3*.

6.9 Photographs

Photographs shall be used only if it is not possible to present the images graphically.

NOTE Where photographs are to be used the following considerations shall be taken into account:

- a) respect of the copyright and related issues;
- b) availability high resolution necessary for electronic reproduction of photographs;

6.10 References

6.10.1 General

Always if possible and necessary, references to particular pieces of or to the whole document shall be used instead of repetition of the original source material, since such repetition involves the risk of error or inconsistency and increases the length of the document. However, if it is considered necessary to repeat such material, its source shall be identified precisely.

References shall be made in the forms indicated in 6.10.2 to 6.10.5 and shall not be made to page numbers.

6.10.2 References to the document as a whole in its own text

Where reference is made to particular document, the form "this standard" shall be used.

The wording shall be altered as a function of the document type concerned, i. e. Standard, Technical Specification, Publicly Available Specification, Technical Report or Guide.

To avoid possible confusion in the case where a standard is published in separate parts, the following forms may be used:

- "this part of BDS XXX" (reference to a part only);
- " BDS XXX all parts" (reference to a whole series of parts).

6.10.3 References to elements of text

Use, for example, the following forms:

- "in accordance with Clause 3";
- "according to 3.1";
- "as specified in 3.1 a)";
- "see Annex A";
- "details given in 3.1";
- "see the requirements given in B.2";
- "see the Note in Table 1";
- "see Clause 5, Example 3";
- "see 3.1, Formula (3)".

It is unnecessary to use the term "subclause".

Imprecise references such as "this Clause" and "this Annex" shall not be used.

6.10.4 References to figures and tables

Every figure and table included in the document shall normally be referred to in the text.

Use, for example, the following forms:

- "given in Table 2";
- "(see Figure 3)";
- " is shown in Figure 1";
- "as shown in Table 4".

6.10.5 References to other documents

Reference to other documents may be undated or dated. All normative references, undated and dated, shall be given in the "Normative references" clause.

6.10.5.1 Undated references

Undated reference may be made only to a complete document and only where at least one of the following cases applies:

- a) if it is accepted that it will be possible to use all future changes of the referenced document for the purposes of the referring document;
- b) for informative references.

Undated reference shall be understood to include all amendments to and revisions of the referenced document.

Use the following forms:

- „ ... as specified in BDS ISO 128-20 and BDS ISO 80000-1 ... ”;
- “... see BDS IEC 60027-1 ... ”.

6.10.5.2 Dated references

Dated references are references to:

- a specific edition, indicated by the date of publication;
- a specific enquiry, indicated by the year of issue.

The date of publication shall be indicated by the year or, for documents for which more than one edition of the document will be published in the same calendar year, the year of publication and the month (and where necessary the day).

Subsequent amendments to, or revisions of, dated referred documents will need to be incorporated by amendment of the document referring to them.

NOTE: In this context a part is regarded as a separate document.

Within the text, references to specific divisions or subdivisions, tables and figures of another document shall always be dated.

Use the following forms:

- “ ... carry out the tests given in BDS IEC 60068-1:1988 ... ” (dated reference to a published document);
- „ ... in accordance with prEN 1234:1999, Clause 3, ... ” (dated reference to a draft standard);
- „ ... as specified in IEC 64321-4:1996, Table 1, ... ” (dated reference to a specific table in another published document);
- “ ... as specified in ISO/TS 10303-1000:2010-03 ... ” (dated reference to a published document for which more than one edition is published in the same calendar year);

6.11 Representation of numbers and numerical values

6.11.1 The decimal sign shall be a comma on the line of the row.

6.11.2 If the magnitude (absolute value) of a number less than 1 is written in decimal form, the decimal sign shall be preceded by a zero, for example "0,66".

Broken number, worded by letters shall contain dash, e.g. two-thirds.

6.11.3 Each group of three digits reading to the left or to the right of a decimal sign shall be separated by a space from preceding digits or following digits respectively, except for four-digit numbers designating years

EXAMPLES

23 456; 2 345; 2,345; 2,345 67, but the year 2014 or BDS 4331.

6.11.3 The multiplication cross (x) shall be used to indicate multiplication of numbers and numerical values.

EXAMPLE

$1,8 \times 10^{-3}$ (not $1,8 \cdot 10^{-3}$)

6.11.4 To express numbers of items (as opposed to numerical values of physical quantities), or first word in a sentence, the numerals one to nine shall, as a general rule, be spelt out in full. If it is necessary to express numbers equal or greater than 10, the numerals shall be designated by Arabic numerals.

EXAMPLE

“Carry out the test on five tubes, each 5 m long.”

“Select a further 15 tubes for the pressure test.”

6.11.5 To express numerical values of physical quantities, Arabic numerals followed by the international symbol for the unit (see BDS EN ISO 80000 (all parts), BDS ISO 60027 (all parts) shall be used.

6.11.6 To express numerical value, which is not a whole number, it shall be presented in decimal form and not as a broken number, e.g. “2,75 N”.

6.11.9 To express values which are negative numbers, the sign “-” shall be written in the text of a standard by the word “minus” e.g. “minus 15 o C”, but “-” can be used in the tables when there is no risk of wrong interpretation.

6.12 Quantities, units, symbols and signs

The International System of units (SI) as set out in the series BDS EN ISO 80000 shall be used. Symbols for quantities shall be chosen, wherever possible, from the various parts of BDS EN ISO 80000 and BDS EN 60027.

The units in which any values are expressed shall be indicated.

The unit symbols for degree minute and second (for plane angle) shall follow immediately the numerical value; all other unit symbols shall be preceded by a space (See annex E).

Mathematical signs and symbols shall be in accordance with BDS EN ISO 80000-2.

Separate unit symbols of a composite unit shall be separated by a raised dot for expression of multiplication, e.g. "10·N·m".

The operating rules for international quantities and units that shall be used is given for information in Annex E.

6.13 Mathematical formulae

6.13.1 If a standard contains a number of equations where some of the symbols are repeated many times the symbols shall be given in "Symbols and abbreviated terms" clause (see 6.4.2).

If a standard does not contain "Symbols and abbreviated terms" clause, equations shall be expressed in mathematically correct form and explained in connection with the equations, immediately after the equations.

EXAMPLE

The following formula shall be used to calculate the minimum shell tightness

$$t = \frac{pd_1}{2F - p}$$

where

- p is design pressure, in Megapascals (MPa);
- d₁ is internal diameter of the shell, in millimeters (mm);
- F is internal diameter of the shell, in Newtons per square millimeters (N/mm²);
- J is binding factor

Descriptive terms or names of quantities shall not be arranged in the form of an equation, for instance "safe working pressure".

6.13.2 If number of symbols form together designation of a unit they shall not be separated by a space. However, the mathematical symbol shall be separated by space at the two sides.

6.13.3 Expression of the numerical value in units or percentage shall be explained by the sentence introducing the equation, used for its calculation.

EXAMPLE

Correct

"The value of *F*, in newtons (N), shall be calculated by the equation: $F = ma$ "

"The value of *d*, in percentage (%), shall be calculated by the equation: $d = (a/b) \times 100$ "

Incorrect

"The value of *F* shall be calculated by the equation: $F = ma \text{ N}$ "

"The value of *d*, shall be calculated by the equation: $d = (a/b) \times 100 \%$ "

6.13.4 It is not permissible to use an oblique stroke in the equations, if it may cause ambiguity.

It is not permissible to use two oblique strokes in the equations; e.g. a/b/c shall be expressed as (a/b) c or (ac)/b, as appropriate.

6.13.5 As far as possible, symbols having more than one level of subscript or superscript shall be avoided, as shall any symbols and formulae that would involve printing more than two lines of type.

EXAMPLE 1 In the text is preferable a/b to " $\frac{a}{b}$ "

EXAMPLE 2 D_{1,max} is preferable to D_{1max}

EXAMPLE 3 In a displayed formula, the following form:

$$\frac{\sin [0,5(N + 1)\theta] \times \sin (0,5N\theta)}{\sin (0,5\theta)} \quad \text{is preferable to:} \quad \frac{\sin \frac{(N + 1)}{2} \theta \sin (0,5N\theta)}{\sin \frac{\theta}{2}}$$

NOTE: See also Annex F.

6.13.6 Mathematical formulae in the entire text shall lie out by indent from the left margin. The columns of numerical values shall be arranged as per decimal signs. The symbols "plus", "minus", "multiplication" and "equal" shall be arranged horizontally. All exponents and indexes shall be lettered in the same way and shall have the same size of letters.

6.13.7 If it is necessary to divide a mathematical formula that is too long to be fitted in a single row it shall be interrupted in one of the following points:

- after the symbols "=", ">", "~" and other similar symbols;
- after the symbols "+", "-", "X", "÷";
- between adjacent brackets, while multiplication sign being placed at the end of the first row.

6.13.8 Mathematical formulae shall be numbered if it is necessary to facilitate cross-reference, as follows:

- for the numbering of formulae in the text of a standard, except for annexes, arabic numbers in parentheses at the right end of the formulae line shall be used, consecutively and continuously through the text, beginning with (1).
- for the numbering of formulae in annexes consecutive arabic numbers shall be used, as given in a), but before the number the capital letter designating the annex shall appear e.g. "(B.3)".

NOTE: Details of the type of mathematical formulas and their presentation are given in CEN/CENELEC Internal Regulations, Part 3.

6.14 Indication of dimensions and tolerances

6.14.1 If for a quantity more than one value is given the unit designation shall follow every one value, e.g. "4 mm to 10 mm", "6 mm X 12 mm", except in case of more than 3 values, e.g. "3, 5, 7, 9, 11 mm".

6.14.2 Dimensions and tolerances shall be indicated in an unambiguous manner by one of the following ways:

EXAMPLE 1 80 mm ± 2 mm or (80 ± 2) mm

EXAMPLE 2 80⁺³₋₂ mm

EXAMPLE 3 80⁺²₀ mm

EXAMPLE 4 (20 ± 2) °C or (293 ± 2) K not (20 °C ± 2 K)

EXAMPLE 5 3 mm > a > 15 mm not (3 > a > 15 mm)

6.14.3 In order to avoid misunderstanding, tolerances on percentages shall be expressed in a mathematically correct form.

EXAMPLE 6 Write "from 63 % to 67 %" to express a range.

EXAMPLE 7 Write "(65 ± 2) %" to express a centre value with tolerance.

The form "65 ± 2 %" shall not be used.

6.15 Amendment to Bulgarian Standard developed at national level

The amendment shall be numbered in accordance of the sequence of its preparation. Serial number shall be preceded by the word "Amendment", e.g. "Amendment 1", "Amendment ...2".

Edition of more than three amendments to a standard is not permitted.

The amendment shall be published as a separate document.

Consolidation of amendment(s) to the main text of the standard is allowed. In this case a vertical thin continuous line at the left margin of the corresponding text shall indicate the content of the amendment.

If Bulgarian Standard that that has one or more published amendments is to be withdrawn, the amendments shall also be withdrawn.

The layout of the title page of the amendment shall be according to Annex C.

6.16 Corrigendum to Bulgarian Standard developed at national level

The corrigendum shall be adopted and published as a separate document. A template for corrigendum of a Bulgarian Standard developed at national level is given in Annex C, Figure C.2.

7 Implementation of a European/International Standard/Standardization document

The methods for implementation of European/International Standards and Standardization documents are given in details in the Rules *for National Standardization Activities, Part 2*.

The rules for the layout of the Bulgarian Standards implementing European and International Standards are given, respectively, in Annexes G, H and I.

8 Implementation of amendments to a European/International Standard

The implementation of amendments to European/International Standards shall be done in accordance with the rules for implementation of European/International Standards pursuant to 8.3 of the *Rules for National Standardization Activities, Part 2*.

It is recommended, when the main standard is published in Bulgarian, the implemented amendments to it to be published separately also in Bulgarian.

Where there is reasonable necessity, in case of publishing of a European Standard in Bulgarian, mainly concerning CENELEC standards, the consolidation of later implemented amendment(s) to the main standard is admitted. The incorporating of these amendments is recorded in the national foreword of the consolidated edition in Bulgarian and identified an appropriate manner (see G.7.2).

Upon consolidation the text of the foreword of the incorporated amendment shall follow the foreword of the main standard.

9 Corrigendum of a national standard that has implemented European/International Standard with translation in Bulgarian

The implementation of corrigendum of a Bulgarian Standard that has implemented European/International Standard with translation shall be done in accordance with the rules for implementation of European/International Standards pursuant to 8.4 of the *Rules for National Standardization Activities, Part 2*.

A template of corrigendum of a Bulgarian Standard implementing with translation a European/International Standard is given in Annex C, Figure C.3.

10 Presentation of typescripts of Bulgarian Standards

The rules for presentation of Bulgarian Standards/Standardization documents in electronic format are given in Annex I.

11 Copyright

As rightholder for publishing Bulgarian Standards the Bulgarian Institute for Standardization shall place on the front page of each standard the mark © BDS 20XX with the following text: "Bulgarian Institute for Standardization has Intellectual Property Rights. Every reproduction, even partly is possible only with written permission of BDS."

The mark © BDS 20XX shall be placed in the bottom left or right corner of each page of the document.

Annex A (normative)

VERBAL FORMS FOR EXPRESSION OF PROVISIONS

This annex is intended to specify the rules for the use of the verbal forms for formulation and expression of provisions (requirement, recommendation, permission and possibility).

The verbal forms are given in tables A.1 to A.4. The first column of each table lists the verbal forms that shall be used to express each kind of provision. The equivalent expressions given in the second column shall be used in exceptional cases, when the form given in the first column can not be used for linguistic reasons.

The verbal forms are given not only in Bulgarian but also in CEN/CENELEC official languages. The aim is achieving conformity and unambiguousness in the implementation of European/International Standards with translation in Bulgarian.

The verbal forms shown in table A.1 shall be used to indicate requirements strictly to be followed in order to conform to the standard. No deviation is permitted from these requirements.

Table A.1 - Requirement

Verbal form		Equivalent expressions for use in exceptional cases	
трябва	en shall de muss fr doit	ще (със сигурност се случи) изисква се да изисква се трябва допуска се само необходимо е	is to is required to it is required that has to only ... is permitted it is necessary
не трябва	en shall not de darf nicht fr ne doit pas	не се допуска (разрешава) (позволява) (не е приемливо) изисква се да не не е възможно не трябва	is not allowed [permitted] [acceptable] [permissible] is required to be not is required that ... be not is not to be
Mood: indicative			
Meaning: requirement unconditional requirement, an obligation (prohibition)			

The verbal forms shown in table A.2 shall be used to indicate that among several possibilities, one is recommended as particularly suitable, without mentioning or excluding others, or that a certain course of action is preferred but not unconditionally required, or that (in the negative form) a certain possibility or course of action is deprecated but not prohibited.

Table A.2 – Recommendation

Verbal form		Equivalent expressions for use in exceptional cases	
би трябвало	en should de sollte fr il convient de	препоръчва се желателно е, по възможност	it is recommended that ought to
не би трябвало	en should not de sollte nicht fr il convient de ne pas	не се препоръчва не е желателно, по възможност не	it is recommended that ought not to
Mood: subjunctive			
Meaning: recommendation, direction for choice or recommendation			

The verbal forms in table A.3 are used to indicate a course of action permissible within the limits of the document.

Table A.3 – Permission

Verbal form		Equivalent expressions for use in exceptional cases	
може	en may de darf fr peut	допуска се разрешава се допустимо е	is permitted is allowed is permissible
не може	en need not de braucht nicht zu fr peut ne pas etre	не се разрешава не е допустимо	it is not required that no ... is required
Mood: indicative			
Meaning: permission, giving a right, free			

The verbal forms in table A.4 shall be used for statements of possibility and capability, whether material, physical or causal. (For example **material**: the compression can be exerting by hand; **physical**: the engine can render a definite power; **causal**: specific premise can result to definite effects).

Table A.4 – Possibility and capability

Verbal form		Equivalent expressions for use in exceptional cases	
може	en can de kann fr peut	е способен, е в състояние да възможно е да е подходящо да, е възможно да	be able to there is a possibility of it is possible to
не може	en can not de kann nicht fr ne peut pas	не е способен, не е в състояние да не е възможно да не е подходящо за, не е възможно да	be unable to there is no possibility of it is not possible to
Mood: indicative			
Meaning: capability (announcement), possibility (behaviour)			

Annex B
(informative)

EXAMPLE OF NUMBERING OF SUBDIVISIONS IN THE TEXT

		Номер на точката	Номер на подточката		
General normative elements	Scope	1			
	Normative references	2			
		3			
		4			
		5			
Technical normative elements		6	6.1 6.2 6.3 6.4		
				6.4.1 6.4.2 6.4.3 6.4.4 6.4.5 6.4.6	
			6.5		
		7			
		8			
		9			
		10			
		11	11.1 11.2	11.2.1 11.2.2 11.2.3 11.2.4	
			11.3 11.4 11.5		
	Supplementary informative elements	Annex A (normative)	A.1 A.2		
		Annex B (informative)	B.1 B.2	B.1.1 B.1.2	B.1.2.1 B.1.2.2 B.1.2.3 B.1.2.4
B.3					
Annex C (informative)					

Annex C
(normative)

TITLE PAGE OF BULGARIAN STANDARD

The layout of the title page of Bulgarian Standard shall be in accordance with figure (template) C.1.

The following information shall be included in the indicated fields, as appropriate:

field 1: the month and the year of publication, e.g. May, 2014

field 2: BDS logo and text BULGARIAN INSTITUTE FOR STANDARDIZATION

field 3: one of the following, as appropriate:

"BULGARIAN STANDARD"
"AMMENDMENT TO BULGARIAN STANDARD"
"CORIGENDUM TO BULGARIAN STANDARD"

field 4: designation and number of the standard (e.g. BDS EN 13689)

field 5: the title of the standard according to 6.2.1 and Annex D

field 6: designation according the International Classification of Standards ICS

field 7: the number(s) of the Bulgarian Standard(s) superseded by the named standard shall be written after the word "Supersedes". Detailed information on this may be included in the "Foreword" or "National foreword" (where the document is developed at national level).

field 8: the title of standard in English, German and French, placed one under another

field 9: consists the following texts:

- in case of developed National Standard: a text indicating the dates of adoption and entering in force;
- in case of implementation of European Standard: a text indicating since when the European Standard has status of Bulgarian Standard (see Annex H);
- in case of implementation of International Standard: a text indicating that this standard is identical to the English/French version of the of the respective standard;
- a text indicating that the document is official publication in Bulgarian of the European/International document;
- a text indicating the standardization body that adopts the Bulgarian Standard and the date of adoption.

In case of publication of a draft Bulgarian national standard or a draft European or International Standard the following text is also added: "This document is Draft Standard. The text of the document is not definitive and can undergo changes".

field 10: "National Pagesand EN or ISO pages....."

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field 12: national reference number (e.g. BDS EN 15946:2012)

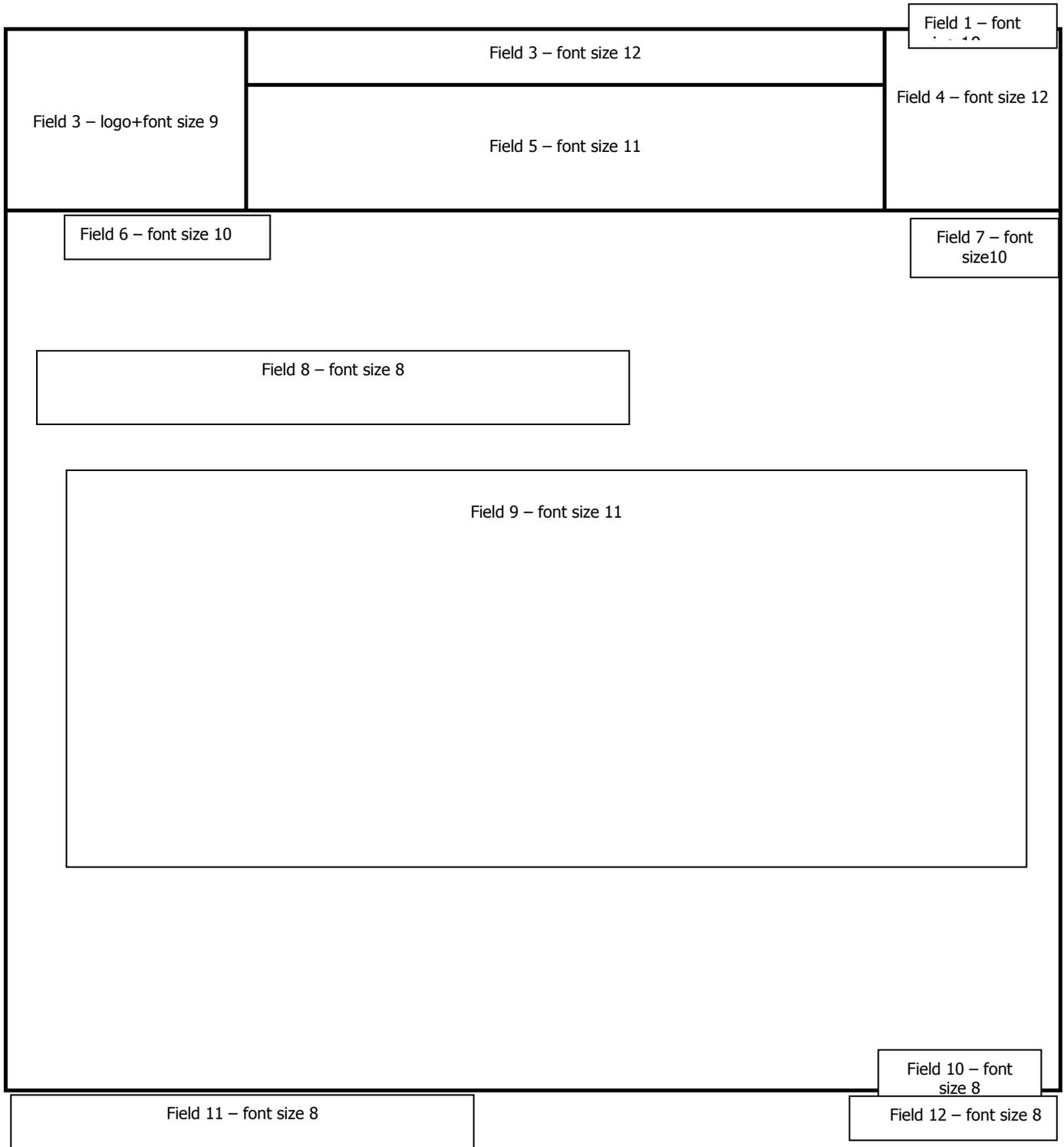


Figure C.1 – Title page of Bulgarian Standard/Standardization document

 БЪЛГАРСКИ ИНСТИТУТ ЗА СТАНДАРТИЗАЦИЯ	ПОПРАВКА НА БЪЛГАРСКИ СТАНДАРТ	БДС XXX Поправка 1
	(Заглавие на стандарта) Поправка 1	
<p>ICS</p> <p>Поправка 1 към БДС XXX:YYYY е подготвена от БИС/ТК ХХ „.....“.</p> <p>Тази поправка е одобрена от изпълнителния директор на Българския институт за стандартизация на</p> <p>Тази поправка влиза в сила от</p> <p style="text-align: center;">_____</p> <p>Текст на поправката</p>		
<p><i>стр.1</i> <i>вс стр. XX</i></p>		

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Figure C.2 – Title page of corrigendum to Bulgarian Standard

 <p>БДС БЪЛГАРСКИ ИНСТИТУТ ЗА СТАНДАРТИЗАЦИЯ</p>	<p>ПОПРАВКА НА БЪЛГАРСКИ СТАНДАРТ</p>	<p>БДС EN (ISO) XXX Поправка 1</p>
	<p>(Заглавие на стандарта) Поправка 1</p>	
<p>ICS</p> <p>Поправка 1 към изданието на български език на БДС EN (ISO) XXX:УУУУ е подготвена от БИС/ТК XXX „.....“</p> <p>Тази поправка е одобрена от изпълнителния директор на Българския институт за стандартизация на</p> <p>Тази поправка влиза в сила от</p> <p style="text-align: center;">_____</p> <p>Текст на поправката</p>		
<p><i>стр. 1</i> <i>вс стр. XX</i></p>		

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Национален № за позоваване БДС EN (ISO) XXX:YYYY/Поправка 1:ZZZZ

Figure C.3 – Title page of corrigendum to Bulgarian Standard implementing European/International Standard

Annex D (normative)

DRAFTING OF TITLE OF A STANDARD

D.1 Elements of the title

D.1.1 Introductory element

The introductory element is necessary if, without it, the subject indicated in the main element is not well defined.

EXAMPLE 1

Correct:	Incorrect
element a) FORK-LIFT TRUCKS element b) HOOK-ON TYPE FORK ARMS element c) Vocabulary	element a) - element b) Hook-on type fork arms element c) Vocabulary

If the main element of the title, together with the complementary element, where present, unequivocally covers the subject treated in the document, the introductory element shall be omitted.

EXAMPLE 2

Correct:	Incorrect
element a) - element b) SODIUM THREEPOLYPHOSPHATE FOR INDUSTRIAL USE element c) Determination of matter insoluble in water	element a) Chemicals element b) Sodium threepolyphosphate for industrial use element c) Determination of matter insoluble in water

D.1.2 Main element

The main element shall always be included.

D.1.3 Complementary element

The complementary element is necessary if the document covers only one or a few aspects of the subject indicated in the main element. In the case of a standard published as a series of parts, the complementary element serves to distinguish and identify the parts (the introductory element if present and the main element remaining the same for each part).

EXAMPLE 1

BDS EN 747-1	FURNITURE	(element a)
	BUNK BEDS AND HIGH BEDS	(element b)
	Part 1: Safety, strength and durability requirements	(element c)

If the standard covers several (but not all) aspects of the subject indicated in the main element, the aspects covered shall be referred to by a general term such as "Rules" or "Mechanical requirements and test methods" rather than be enumerated one by one.

The complementary element shall be omitted if the document both:

- covers all essential aspects of the subject indicated in the main element, and
- is (and is intended to remain) the only one relating to this subject.

EXAMPLE 2

Correct:	Incorrect
element a) - element b) POLYSTYRENE CAPACITORS element c) -	element a) - element b) Polystyrene capacitors element c) Classification, specifications, test methods, packaging, marking

EXAMPLE 3

Correct:	COFFEE GRINDERS
Incorrect:	Coffee grinders — Terminology, symbols, material, dimensions, mechanical properties, rated values, test methods, packaging

D.2 Avoidance of unintentional limitation of the scope

The title shall not contain details that might imply an unintentional limitation of the scope of the standard.

However, if the standard pertains to a specific type of product, this fact shall be reflected in the title.

EXAMPLE **FOUNDING**
Grey cast irons

D.3 Wording

For expression the same concept in the titles of standards uniformity in the used terminology shall be maintained.

For standards dealing with terminology, whenever possible one of the following expressions shall be used:

"Vocabulary" if the definitions of the terms are included, or "List of equivalent terms" if only equivalent terms in different languages are given.

For standards dealing with test methods, whenever possible one of the following expressions shall be used:

"Test method" or "Determination of...".

It shall be avoided expressions such as.: "Method of testing", "Method for the determination of...", "Test code for the measurement of...", "Test on..."

Annex E (normative)

DRAFTING AND PRESENTATION OF TERMS AND DEFINITIONS

E.1 General principles

E.1.1 Types of standard for terms and definitions

Terms and definitions in a given area of standardization may take the form of an independent terminology standard (a vocabulary, nomenclature, or list of equivalent terms in different languages) or to be included in "Terms and definitions" clause in a standard that also deals with other aspects.

E.1.2 Choice of concepts to be defined

Any term, which is not self-explanatory or commonly used and which can be differently interpreted in different contexts shall be clarified by defining the relevant concept.

General language expressions and commonly used terms shall be included only if they are used with a specific meaning in the relevant context (and thus the usage of the expression or term may cause misunderstanding if not defined).

Trade names, trademarks, obsolete, archaic and colloquial terms shall not be included.

If there is more than one admitted term, the equivalent terms shall be given according to their order of preference.

In an independent terminology standard, the concepts defined shall be restricted to the field corresponding to the scope of the standard. In other standards, only such concepts shall be defined as are used in those standards, apart from any additional concepts and their terms that may be deemed necessary for the understanding of these definitions.

E.1.3 Avoidance of duplications and contradictions

Before a term and a definition are established for a concept, it should be ascertained that no other term and definition for that concept exist in another document.

In the case of electrotechnical terms, refer to the series BDS IEC 60050, International Electrotechnical Vocabulary (IEV).

If the concept is used in several standards, it should be defined in the most general of those standards, or in an independent terminology standard. The other standards should then refer to this standard, without repeating the definition of the concept.

When the repetition of an existing term and definition is necessary, a dated reference shall be made to the document from which it is reproduced and indicated in square brackets.

EXAMPLE

2.10.1

management performance indicator

environmental performance indicator that provides information about the management efforts to influence an organization's environmental performance

[SOURCE: ISO 14031:1999, 2.10.1]

If a term and a definition for a concept are established in one document, the introduction in another document of a different term (synonym) for the defined concept is deprecated. A new definition deviating from or in

contradiction with an existing standardized definition in the same domain or subject of standardization shall not be drafted unless the existing definition for the concept has become partially or entirely outdated. In this case, the drafting of a new definition should be carried out in consultation with the committee responsible for the existing standardized definition.

E.1.4 Drafting of definitions

E.1.4.1 A definition shall contain all necessary and sufficient elements, for describing and limiting the content of given term.

Rules for the drafting of definitions are given in ISO 10241-1.

E.1.4.2 The definition shall correspond to the aim of a standard. It shall be theoretically correct and accurate, appropriate for the relevant context.

E.1.4.3 A preferable way of drafting shall be in the following form, by inclusion of:

- basic part for determination of the class of the concept and
- a part, containing properties for distinguishing given concept from another in the same class.

The more narrow and well-defined or well-known class should be selected.

EXAMPLE

hybrid computer

computer that display data either analogous and digital

E.1.4.4 If drafting a definition according the structure, given in E.1.4.3 is difficult or is not applicable, the definition may be build by listing all the main parts of concept.

EXAMPLE

The concept "aerospace devices" include balloons, airplanes, kites, aircraft, as well as other flying devices.

E.1.4.5 If drafting a definition according the structure, given in E.1.4.3 and E.1.4.4 is difficult or is not applicable the definition may be replaced by examples or explanations.

The form of a definition shall be such that it can replace the term in context

E.1.4.6 All terms, used in a given definition shall be evident or shall be defined separately.

Where a standardized definition has to be adapted in another technical field, an explanation shall be given in a note.

E.1.4.7 Definition in which given concept is specified by another and alternatively the second is defined by the first, shall be avoided.

E.1.4.8 Graphical material may be used for clarification the content of a concept, but the text of the definition shall be clear without it.

E.1.4.9 A definition shall not take the form of, or contain, a requirement.

E.1.4.10 A definition given without an indication of its applicability may be taken as representing the general meaning of the term.

Special meanings in particular contexts shall be indicated by designating the subject field (see E.3.5).

EXAMPLE 1

index (catalogue or written document)

system list of data, which a catalogue or written document contain, together with appropriate codes or references, permitting location of data

EXAMPLE 2

index (for measuring device)

immovable or movable part of a displaying device (pointer, shining point, liquid level, nib etc.) which position on the scale partition permit determination of measured result

E.2 Independent terminology standards

An independent terminology standard containing terms and definitions should be preferably classified according to the hierarchy of the concepts.

The terms and definitions of general concepts shall precede those of less general concepts.

If a mixed system of concepts is used in which several groupings (according to different criteria) appear, each grouping shall be kept separate. The relevant criteria shall be indicated.

The grouping of terms shall be evident from their numbering.

Each defined term shall be given a reference number.

Lists of equivalent terms in different languages may be presented:

- in systematic order according to the hierarchy of the concepts or;
- in alphabetical order of the terms in the first of the languages used.

If in the international/European Standard the terms are given in a table the lists of the terms in Bulgarian with the same meaning may be given in a column after the official languages.

Alphabetical indexes shall be given for the defined terms.

In case of implementation of a European/International Standard, containing alphabetical indexes of the terms in the official languages, alphabetical index of terms and definitions in Bulgarian shall appear in national informative annexe after the terms and definitions in the official languages.

Standards containing terminology in languages additional to the official languages shall contain the following additional note in the "Scope" clause:

"NOTE In addition to terms used in the three official... [in CEN/CENELEC or ISO/IEC]... languages (English, German, French or English, French or Russian), this standard gives the equivalent terms in ... language...; these are published under the responsibility of the organization - member body/national committee for... (...) only for information. Only the terms and definitions given in the official languages can be considered as... [CEN/CENELEC or ISO/IEC]... terms and definitions."

E.3 Presentation

These rules apply to the presentation of both independent terminology standards and the "Terms and definitions" clause of other standards.

E.3.1 Layout

Each defined term (clearly identifiable, set in bold style) shall be placed on a new line, under its reference number, set in **bold type** too.

The term shall be starting with a lower-case letter except for any capital letters required by the normal written form in running text.

The definition shall be placed on a new line, starting with a lower-case letter, except for any capital letters required by the normal written form in running text, and shall not be followed by a full-stop.

EXAMPLE

3.1.1

International Standard

standard that is adopted by an International Standards Organisation and is available to the public

Determination shall be in the form of wording, without repetitions of terms and without introductory words.

EXAMPLE

3.3.14

ductility

ability of a metal to remain wrought to or bellow its proof strength after decreasing the deformation force.

E.3.2 Synonyms

Admitted terms-synonyms shall be placed on a new line after the preferred term, set in normal type.

EXAMPLE

3.10

terminology

vocabulary for special terminology

all available concepts and their terms in a given specific field

Symbols shall be given following any admitted term.

Symbols for quantities and units shall according to the series BDS EN ISO 80000 and BDS EN 60027, i.e. symbols for quantities in *italic type*; symbols for units in upright type.

If a symbol is taken from an international authority, the authority shall be identified between square brackets after the symbol, on the same line.

Information regarding the units applicable to a quantity shall be given in a note.

EXAMPLE

2.4.1

resistance

R [IEC + ISO]

<direct current> electric potential difference divided by current when there is no electromotive force in the conductor

NOTE: Resistance is expressed in ohms.

E.3.3 Grammatical form of terms

Terms shall in general be presented in their basic grammatical form, i.e.

- nouns in the singular,
- verbs in the infinitive.

E.3.4 Symbol for missing terms

If, for a defined concept, no appropriate term exists, the non-existent term shall be indicated by a symbol consisting of five points (.....).

E.3.5 Multiple meanings

If a term is used to represent several concepts, all of its meanings shall be described (see E.1.4.10)

The subject field to which each concept belongs shall be indicated between angle brackets, before the definition.

Every one of the meanings presenting a separate record shall be numbered.

EXAMPLE

3.2.11

window

<building> construction element for closing of aperture in an wall that serve for lighting and possibly for ventilation

4.141

window

<graphical data processing > determinate section of coded area

3.9

window

<television set ergonomics> area on the television set screen autonomous managed, used for displaying objects and/or for dialog-box

E.3.6 Parenthesis and brackets

Parenthesis () and square brackets [] shall be used only if they constitute part of the normal written form of the term. They shall not be used to show alternative terms (synonyms).

Examples of use are given in the text of this Annex.

E.3.7 Codes for countries and for languages

Codes for the representation of the names of countries shall be in accordance with BDS ISO 3166-2.

Codes for the languages shall be in accordance with BDS ISO 639.

E.3.8 Equivalent terms in other languages

In case when it is appropriate terms in other languages to be included in terminology standard or in "Terms and definitions" clause the term and its definition in Bulgarian language shall be placed in a column and the equivalent terms in other languages, listed in alphabetical order of codes for the languages as specified in BDS ISO 639, shall be placed in a separate column.

EXAMPLE

1.4

state of the art

developed stage of technical capability at a given time as regards products, processes and services, based on the relevant consolidated findings of science, technology and experience

[SOURCE BDS EN 45020, term 1.4]

En	state of the art
D	Stand der Technik
Fr	état de la technique
ru	уровень развития техники
es	estado de la tecnica; estado del arte
it	stato dell' arte
nl	stand van de techniek
sv	(teknikens) utvecklingsstadium
	hellre an:vetenskapensoch teknikenss standpunkt

Annex F
(informative)
QUANTITIES AND UNITS TO BE USED IN THE BULGARIAN STANDARDS

F.1 The decimal sign shall be a **comma**.

F.2 Bulgarian Standards shall use **only**:

- SI units, as given in the various parts of BDS EN ISO 80000;
- a few additional units outside SI system, as shown in tables 5 and 6 of BDS EN ISO 80000-1;
minute (min), hour (h), day (d),
degree (°), minute (′), second (″),
litre (l), tonne (t),
electronvolt (eV) and atomic mass unit (u),
- the units neper (Np), bel (B), sone, phon and octave, which are also given in BDS EN ISO 80000-1, BDS EN ISO 80000-3 and BDS EN ISO 80000-6;
- the units baud (Bd), bit (bit), erlang (E), hartley (Hart), natural unit of information (nat), shannon (Sh), and var (var), which are used in electrical technology and information technology according to BDS EN 80000-13.

NOTE: For consistency, In International Standards only the symbol "l" as shown above is used for litre

F.3 Do not mix symbols and names of units. Write, for example,

Correct: "kilometre per hour" or "km/h",

Incorrect: "km per hour" or "kilometre/hour".

F.4 Combine numerical values written in figures with unit symbols, e.g. "5 m". Avoid such combinations as "five m" and "5 metres".

Between the numerical value and the unit symbol, there shall be a space, except in the case of superscript-type unit symbols used for plane angle, e.g. 5° 6′ 7″.

However, the degree should preferably be subdivided decimally.

F.5 Do not use non-standardized abbreviated terms for units, such as

"sec" (instead of "s" for seconds),

"mins" (instead of "min" for minutes),

"hrs" (instead of "h" for hours),

"cc" (Instead of "cm³" for cubic centimetres),

"lit" (instead of "l" for litres),

"amps" (instead of "A" for amperes).

F.6 Internationally standardized unit symbols shall not be modified by adding subscripts or other information. Write, for example:

Correct:

" $U_{\max} = 500 \text{ V}$ ",

a mass fraction of 5 %,

"a volume fraction of 7 %"

Incorrect:

" $U = 500 \text{ V}_{\max}$ "

"5 % (m/m)"

"7 % (VIV^{\wedge})"

(Remember that % = 0,01 and ‰ = 0,001 are "pure" numbers.)

F.7 Do not mix information with unit symbols. Write, for example,

Correct: "the water content is 20 ml/kg"

Incorrect: "20 ml H₂O/kg" or "20 ml of water/kg".

F.8 Abbreviated terms such as "ppm", "pphm" and "ppb" shall not be used. They are language dependent, may be ambiguous and are not really needed since they only stand for numbers, which are always more clearly expressed by means of digits. Write, for example

Correct: "the mass fraction is 4,2 µg/g" or "the mass fraction is $4,2 \times 10^{-6}$ "

Incorrect: "the mass fraction is 4,2 ppm"

Correct: "the relative uncertainty is $6,7 \times 10^{-12}$ "

Incorrect: "the relative uncertainty is 6,7 ppb"

F.9 Unit symbols shall always be in upright type. Quantity symbols shall always be in *italic type*.

The same symbol shall never be used within a standard both for a quantity and for its corresponding numerical value. For example, use of the equation in example 1 and of the equation in example 2 in the same context would imply that $1 = 3,6$ which obviously is not true.

EXAMPLE 1

$$V = \frac{l}{t}$$

where:

- v is the speed of a point in uniform motion;
- l is the distance travelled;
- t is the time interval

If, exceptionally, an equation between numerical values is used, the style shown in example 2 shall be followed.

EXAMPLE 2

$$V = 3,6 \frac{l}{t}$$

where

- v is the numerical value of the speed, expressed in kilometres per hour (km/h), of a point in uniform motion;
- l is the numerical value of the distance travelled, expressed in metres (m);
- t is the numerical value of the time interval, expressed in seconds (s).

F.10 Equations between quantities are preferred to equations between numerical values.

F.11 The quantity "weight" is a force (gravitational force) and is measured in newtons (N). The quantity "mass" is measured in kilograms (kg).

F.12 Quotient quantities shall not contain the word "unit in the denominator. For example, write:

Correct: "mass per length" or "linear mass"

Incorrect: "mass per unit length".

F.13 Distinguish between an object and any quantity describing the object, e.g. between

"surface"	and	"area",
"body"	and	"mass",
"resistor"	and	"resistance",
"coil"	and	"inductance"

F.14 Write, for example,

Correct:

"10 mm to 12 mm"
 "0 °C to 10 °C"
 "24 mm × 36 mm"
 "23 °C ± 2 °C" or "(23 ± 2) °C"
 "(60 ± 3) %"

Incorrect:

"10 to 12 mm" or "10-12 mm"
 "0 to 10 °C" or "0-10 °C"
 "(24 × 36) mm" or "24 × 36 mm"
 "23 ± 2 °C"
 "60 ± 3 %" or "60 % ± 3 %"

F.15 Two or more physical quantities cannot be added or subtracted unless they belong to the same category of mutually comparable quantities. Accordingly, the method of expression for a relative tolerance such as 230 V ± 5 % does not conform to this basic law of algebra.

The following methods of expression may be employed instead:

"230 × (1 ± 5 %) V"
 "(230 ± 11,5) V"
 "230 V, with a relative tolerance of ± 5 %"

F.16 Do not write "log" in formulae if the base needs to be specified. Write "lg", "ln", "lb" or "log_a".

F.17 Use the mathematical signs and symbols recommended in BDS EN ISO 80000-2, e.g. "tan" and not "tg".

F.18 Numerical value written in figures and combined with mathematical unit symbol or symbol for physical quantity shall be expressed by Arabic numbers and shall not be separated by interval from the symbol, e.g. "10^b".

Annex G (normative)

PUBLICATION OF EUROPEAN STANDARDS AS BULGARIAN STANDARDS

G.1 General

The rules for publication of European Standards as Bulgarian Standards are given in Annex ZC of CEN/CENELEC Internal Regulations, Part 3.

The implementation of European Standards as Bulgarian Standards shall be done in accordance with the *Rules for National Standardization Activities, Part 2*.

The Bulgarian Standards implementing European Standards shall be identical in technical content and layout, and equal precise rules shall be respected on their incorporation in the national standards collection.

The European Standards shall be implemented as Bulgarian Standards in one of the following methods:

- publication of identical text in one of CEN/CENELEC official languages;
- publication of an identical text by translation into Bulgarian;
- endorsement of European Standard for application as Bulgarian Standard.

The same methods shall apply also for implementation of amendments of European Standards.

G.2 Implementation of European Standard as Bulgarian Standard by publication of identical text in one of CEN/CENELEC official languages

The Bulgarian Institute for standardization (BDS) shall publish an identical text of the European Standard in one of CEN/CENELEC official languages by adding the following national elements: a national title page (see H.7.1) a national foreword (see H.7.2) and when necessary, national annexes (see H.7.3).

The Bulgarian Standards implementing European Standards shall have a national designation, which is formed by adding the national designation "BDS" before the title of the European Standard ("EN XXX" becomes "BDS EN XXX"), which acts as a national identifier.

A national title page with a national designation is added by this method of publication. The Date of Availability of the European Standard shall be noted on the national title page (see H.7.1) and on the national foreword (see H.7.2).

The national elements referred to above shall be added in such a manner that if they are detached, the European Standard from the title page to the last page of text (including annexes, if any) remains complete.

The national reference number, e.g. BDS EN XXX: (Date of Availability) shall be indicated on the right bottom corner of the title page.

G.3 Implementation of European Standard as Bulgarian standard by translation in Bulgarian

BDS shall publish an identical text of the European Standard by translation in Bulgarian adding the following national elements: a national title page (see H.7.1) a national foreword (see H.7.2) and when necessary, national annexes (see H.7.3).

The Bulgarian Standards implementing European Standards shall have a national designation, which is formed by adding the national designation "BDS" before the title of the European Standard ("EN XXX" becomes "BDS EN XXX"), which acts as a national identifier.

The national identifier of the Bulgarian Institute for Standardization shall be made visible on each page of the Bulgarian version, while preserving the elements of the EN definitive text as provided by the CEN-CENELEC Management Centre.

A national title page with national designation indicated shall be added in case of publication with translation. The Date of Availability of the European Standard shall be noted on the national title page (see H.7.1) and on the national foreword (see H.7.2).

BDS is responsible for the translation of the publications in Bulgarian of European Standards and draft European Standards. The publication in Bulgarian shall have the same status as the publications in the official languages of CEN/CENELEC.

All the information given in the three official languages shall be retained unaltered in presentation and content in the national translation of the EN title page:

- the designation "European Standard",
- the title of the standard,
- the name of the publishing organization.

The translation in Bulgarian of the above data shall be placed above the information in the three official languages.

Translating in Bulgarian shall neither extend nor limit the content of the European Standard, i.e. the content shall remain unaltered and shall be adopted in its entirety, including the list of contents, foreword, introduction, footnotes, tables, figures and annexes. Subdivisions and numbering of clauses shall also be maintained as in the original.

The national title page shall contain the following text:

"The European Standard EN XXX: YYYY has the status of Bulgarian Standard of (year-month-date).

"This standard is the official publication in Bulgarian of the European Standard EN XXX [year of availability]. The translation is made by the Bulgarian Institute for standardization. The publication has the same status as the publications in CEN (or CENELEC) official languages".

The order of the countries of CEN/CENELEC members in the standard shall be in alphabetical order in Bulgarian.

The national reference number, e.g. BDS EN XXX: (Date of publication) shall be indicated on the right bottom corner of the title page. "National Foreword" shall follow the national title page. National annexes shall be included upon necessity.

The language version from which the translation in Bulgarian is made shall be indicated on CEN/CENELEC title page after the reference number.

G.4 Implementation of a European Standard for application as a Bulgarian Standard by endorsement

BDS may implement a European Standard by endorsement for application as a Bulgarian Standard by issuing a national endorsement notice.

A national endorsement notice may also be used when the European Standard itself is an endorsement of an International Standard.

A national endorsement notice shall include as a minimum:

- the number, title and year of availability of the European Standard;
- a statement that the European Standard has been given the status of a national standard;
- the date from which the endorsed European Standard is valid as having the status of a Bulgarian Standard.

G.5 Publication as a National Standard of a European Standard which is an endorsement of an International Standard or other reference document

G.5.1 General

If a European Standard consists of a reference document (International Standard – ISO or IEC) and common modifications, if any, CEN/CENELEC Management Centre distributes the three language versions of the title page and the endorsement notice (with the common modifications and all European annexes, if any).

In case the International Standard is approved as a European Standard, with or without common modifications, special rules shall apply for the distribution of the official versions in English, German or French to CEN/CENELEC members.

For the preparation of the consolidated text of the European Standard, that has endorsed an International Standard see Figure ZC.1 of *CEN/CENELEC Internal Regulations, Part 3*.

The Bulgarian Standard may then include a national informative annex reproducing the parts of the original text of the reference document that have been modified.

The numbering of the pages of the national elements is specified in G.7.

G.5.2 Special case: reference document previously implemented nationally

If a European Standard is an endorsement of a reference document which has been implemented already as a Bulgarian Standard, the national implementation of the European Standard shall be effected by one of the following three methods:

- endorsement for application as Bulgarian Standard;
- issue of a new national title page, together with the European title page and page 2 of the European Standard;
- issue of a new national edition.

G.6 Special national conditions and A-deviations

If a list of special national conditions is given in a normative annex or a list of A-deviations in an informative annex of a European Standard, it is allowed to make reference to this annex by means of national footnotes in the respective Bulgarian Standard, with a text for example:

* The special national conditions are normative for the countries..... (the countries, for which they are applicable shall be listed), they are informative for the rest countries.

For detaild see Annex ZB of *CEN/CENELEC Internal Regulations, Part 3*.

G.7 National elements

The word "national" shall be added to any information provided at national level and included in the standard.

G.7.1 National title page

The National title page shall be drawn up according Annex C.

G.7.2 National foreword

In order to distinguish the foreword of a European Standard from the national foreword, it shall be headed "National foreword".

The national foreword shall start on the back of the national title page.

The National foreword shall not contain any requirements.

The national foreword shall contain the following:

- a text indicating the number and the title of the responsible BDS technical working body (technical committee, technical board and respectively EWG or TC 0/PC XX);
- a text providing detailed information on superseded and withdrawn standards, if necessary;
- information on the relationship of the standard with national legislation transposing EU Directives (if any);
- a list of normative references to European/International Standards/documents and the corresponding Bulgarian Standards/documents. If a document in this list is dated, the indicated corresponding Bulgarian publication shall also be dated. Where there is no corresponding Bulgarian document to a referred document, a footnote shall indicate how to access the original document.
- in consolidated publication in Bulgarian language (see 8): the text on the amendment(s) included and their designation.
- other information, if necessary.

The national foreword shall end with information on the number of pages of the implemented European standard as follows:

"Next item.....pages of EN (EN ISO).....: "year of publication" in translation into Bulgarian".

G.7.3 National annexes

National annexes (if any) shall be placed after the complete text of the European Standard (including the annexes of the EN standard). The national annexes shall contain only information facilitating the implementation of the standard. The national annexes shall not alter any provisions of the European Standard.

An international text (or standard) referred to in a European Standard may be included as a national annex to a National Standard (translated in Bulgarian).

When national annexe (s) is included, its designation shall be clearly distinguished from the other annexes to the standard.

It is admitted national annexes to implemented European Standards, including specific national conditions for Bulgaria (see H.6), to be drafted and adopted as separate publications. In this case the abbreviation NA (National Annex) and the year of publication shall be added to the reference number, e.g. BDS EN 1999-1-1:2007/NA:2013.

G.7.4 National footnotes

National footnotes shall follow the rules in 6.6.2, however care shall be taken to use designations different from those used for EN footnotes.

G.7.5 Numbering of national elements pages

The pages of the standard, containing national elements shall not be numbered. At the low external corner of the national title page the following sentence shall be written: "*National p. 2(3) and p. of EN*".

The pages of the implemented European Standards shall have a separate numbering and shall contain the indicatoin "BDS EN XXX .: (Year of availability)". The copyright mark «© BDS 200X» shall be placed on each page at the bottom outer corner, see 11.

G.8 Normative references to European/International Standards in Bulgarian Standards implementing European Standards with translation

When implementing a European Standard with translation in "Normative references" clause the number and title of the European/international document in Bulgarian should be indicated. If a referenced document is not implemented as a Bulgarian document, then the title shall be also written in English.

Information on normdtively referenced European/international documents and their corresponding Bulgarian Standards/documents according to G.7.2 shall be included in the national foreword.

In case reference to document only its number without the title shall be written in the text.

In case a draft European/International Standard is normatively referenced but at the time of the implementation with translation a published standard exists, an indication for its publication is admitted in a national footnote.

G.9 Composition of a European Standard and scheme for its publication as Bulgarian Standard

The composition of a published European Standard implemented as a Bulgarian Standard is shown in the following Figure.

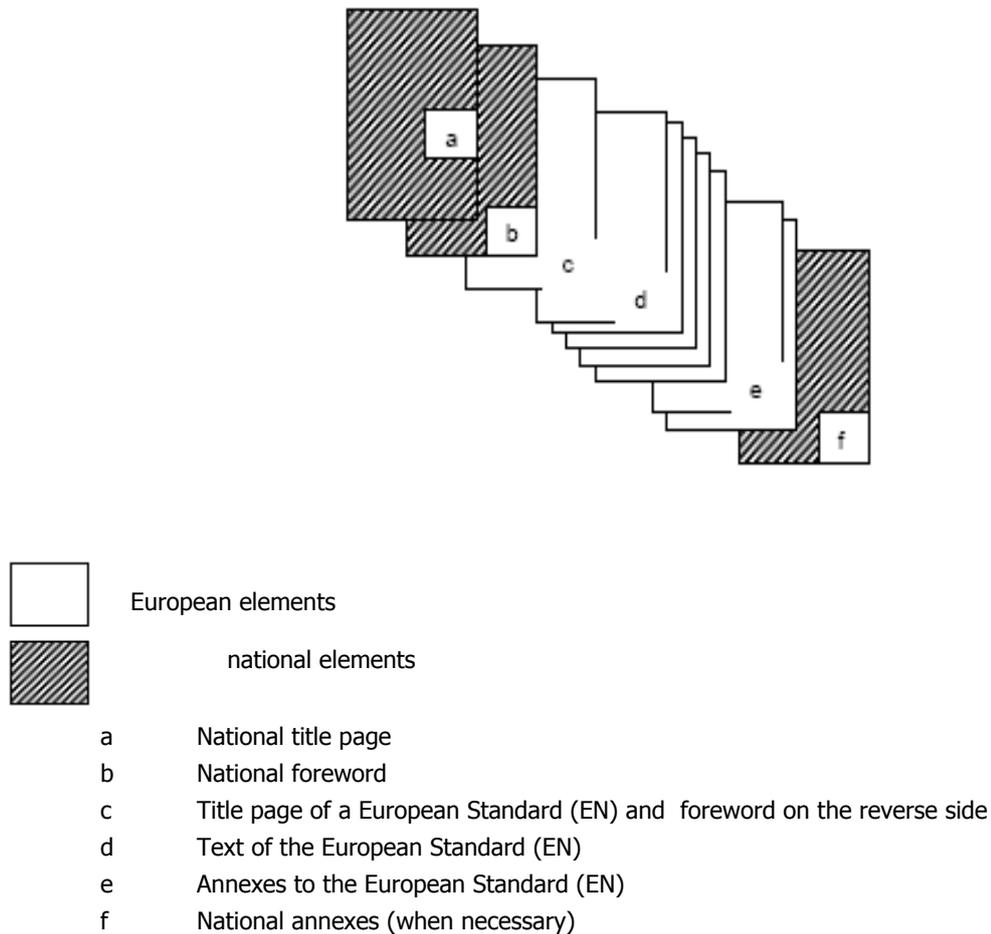


Figure G.1 – Elements of a Bulgarian publication of a European Standard

Annex H (normative)

PUBLICATION OF BULGARIAN STANDARDS/STANDARDIZATION DOCUMENTS IMPLEMENTING INTERNATIONAL STANDARDS/STANDARDIZATION DOCUMENTS

H.1 General

The International Standards and Standardization documents shall be implemented as Bulgarian Standards identically or with modifications according to the *Rules for National Standardization Activities, Part 2 and ISO/IEC Guide 21, Parts 1 and 2*.

BDS shall publish identical text of an International Standard translated in Bulgarian and a national title page, national foreword and, where necessary, national annexes shall be added. Upon implementation with translation in Bulgarian it shall be explicitly noted that the International Standard is implemented identically and the language version from which the translation has been made shall be indicated.

BDS is responsible for the translation of the official publications of International Standards/Standardization documents issued in Bulgarian language.

It is considered that an International Standard is implemented identically when the following conditions are met:

- a) the Bulgarian Standard that is implementing an international one is identical in content and structure or;
- b) the Bulgarian Standard that is implementing an international one is identical in content and structure, although it may contain minor editorial changes, e.g.:
 - correcting the page make-up;
 - removing text in one or several languages, when the International Standard is a multilingual version;
 - incorporation of technical corrigenda or amendments in the International Standard;
 - incorporating informative elements (e.g. national informative annexes that do not change, add or remove requirements of the International Standard);
 - addition of recalculated values of quantity units when another measurement system is used, for information.

Where an International Standard is implemented with modifications, the admitted technical deviations shall be clearly identified and explained (for more information see ISO/IEC Guide 21-1).

H.2 National elements

H.2.1 National title page

The rules for elaborating of National title page are given in Annex B.

The following text shall be written on the national title page: "This standard is an official publication in Bulgarian of the International Standard ISO XXX: (year of publishing) and BDS ISO XXX: (year of publishing) is identical to the English (or French) version of the International Standard ISO XXX: (year of publishing)."

The national number for reference, for example: BDS ISO XXX: (year of publishing), serving as a national identifier, shall be indicated on the right bottom corner of the title page.

H.2.2 National foreword

In order to distinguish the foreword of an International Standard from a national foreword, the later shall be headed "National foreword".

The national foreword shall start on the back of the national title page.

The National foreword shall not contain any requirements, figures and tables.

The National title page may contain:

- a text, identifying the number and the title of the assigned BDS technical working body (Technical Committee, Technical Board and respectively EWG);
- a text with detailed information on standards, which are superseded and withdrawn, if necessary;
- a list of normative referenced International Standards/documents and their corresponding Bulgarian Standards/documents. Where a document in this list is dated, the corresponding Bulgarian publication shall be indicated, which shall also be dated. Where there is no corresponding Bulgarian document to the referenced document, the access to the original document shall be indicated in a footnote;
- other information, where necessary.

Information on the number of pages of the international/European Standard shall be placed at the end of the national foreword, as follows:

"Next item - pages of ISO, ISO/IEC , IEC: year of publishing) ...:.....(in translation in Bulgarian)".

The same rules shall apply in case of implementation of amendments of International Standards.

H.2.3 Numbering of the pages with national elements

The pages of the standard, containing national elements, shall not be numbered. The following sentence shall be written at the bottom right corner of the national title page: "National pp. 2 and pp. of ISO ...".

The pages of the implemented International Standard shall have a separate numbering and shall contain the words "BDS ISO XXX .: (Year of publishing)." The copyright mark «© BDS 200X» shall be placed on each page at the bottom outer corner, see 11.

Annex I (normative)

RULES FOR THE LAYOUT OF THE BULGARIAN STANDARDS IN ELECTRONIC FORMAT

I.1 Layout of the main text

The Layout of the main text shall be done in **Page Setup** menu.

- format A 4: 210 mm x 297 mm;
- margin: Mirror margins
- upper limit (Top) – 2,7 cm;
- lower limit (Bottom) – 2 cm;
- left limit (Left) – 2 cm;
- right limit (Right) – 1 cm;
- header – 1,2 cm;
- footer – 1 cm;
- type: Tahoma;
- still: Normal;
- line spacing: Single.

I.2 Layout of the title page

field 1: size 10, light style, small letters (e.g. May 20XX)

field 2: size 9, light style, small letters

field 3: capital letters, size 12, bold style, centered (e.g. **BULGARIAN STANDARD**)

field 4: size 12, bold style, centered (e.g. **BDS EN ISO 15189**)

field 5: title: the introductory element shall be lettered in capital letters, size 11, **bold style**; the main element
- in capital letters, size 11, **bold style**; the complementary element - small letters, size 11, **bold style**, centered

field 6: ICS , size 10, light style

field 7: size 10, light style (e.g.: superseeds BDS EN 14527:2006)

field 8: the title of the standard in the three CEN/CENELEC official languages (English, German, French) or in the two ISO official languages (English and French), size 8, light style

field 9: information on the present edition, size 11

field 10: size 8, light italic style (e.g.: *EN (or ISO) national p.p. 2 and 58*)

field 11: size 8, light style

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field 12: size 8, light style (e.g.: National reference Nr BDS EN 15946:2012)

NOTE: A template of a title page of a Bulgarian Standard is given in Annex C.

I.3 For lettering of the main text light style Tahoma, size 10 shall be used. The text shall be quoted in one or two columns, depending on the availability of figures and tables in the standard.

I.4 Layout of clause 2 Normative references

The listed standards shall be presented in an invisible table in the following form and sizes:

10 п. редовен шрифт Size 10 regular	<i>Курсивен шрифт (Italic), 10 п.</i> <i>Italic, size 10</i>
4,95 cm	13,25 cm

The sizes shall be done in **Table/Cell Height and Width** menu.

I.5 The numbering of the pages shall be done in **View – Header and Footer** menu. The upper left corner for even pages and the upper right corner for odd pages shall be done by the command **Header**, light style, Tahoma, size 10, and the copyright mark, light style, Tahoma, size 8 – by the command **Footer**.

I.6 Layout of the titles of the clauses

I.6.1 The titles of clauses shall commence by capital letter, bold style, size 11.

I.6.2 The titles of subclauses on the first level, the titles of subclauses on the second and lower levels shall commence by capital letter, bold style, size 10

I.6.3 The numbers of clauses and subclauses shall be in **bold style**.

I.6.4 The titles of annexes shall be in capital letters, **bold style**, size 11 and the word “Annex” shall commence by capital letter, size 11, **bold style**. The status of the annex (normative) or (informative) shall be in small letters, size 10, light style.

I.7 Notes to the text, to tables and to figures shall be lettered by size 9, light style and the word “NOTE” - by light style, capital letters, size 8.

Footnotes to the text shall be made by **Reference – Insert Footnote** menu, size 8.

I.8 Examples in the text

The word “EXAMPLE” (EXAMPLES) shall be lettered by capital letters, light style and text of the example - light style.

I.9 Lists in the text shall be arranged by indent 10 mm and if necessary subdivision of lists – by indent 15 mm; if the text is quoted in two columns – 5 mm and 10 mm respectively.

I.10 Tables

The word **"Table"**, its number and title (if any) shall commence by capital letter, size 10, bold style, centralised. The text in the table shall be lettered by small letters, size 9 or smaller, depending on the table.

I.11 Figures

Titles of the figures shall be under the respective figure, separated from the text "Figure...." by dash. The title shall commence by capital letter, size 10, **bold style**. The letterings in the figures shall be respectively in size 9 or 8, **light style**.

The text in the figures shall be lettered in editorial mode. „Text Box“ in „Insert“ menu shall be used.

I.12 Unit symbols

Italic style shall be used for the lettering of unit symbols, as well as for indexes that shall be in smaller type.

The indexes shall be made by **Superscript/Subscript**.

I.13 The formulae shall be made by **Equation Editor** menu.

I.14 Annex ZA of a European Standard, implemented as Bulgarian one by translation, shall be in the following form (concerns only CENELEC standards):

The following text shall be used:

"Normatively referenced International Standards/documents and their corresponding European Standards/documents"

"The following documents, in whole or in part, are normatively referenced in this document, and they are mandatory for its applying. Only the referenced publication shall apply for dated references. The latest publication of the referenced document (including amendments) shall apply for undated references.

NOTE: If an international Standard/document is modified by common modifications, indicated by (mod), the relevant EN/HD shall apply."

The references shall be in the following form:

<u>Document (or publication)</u>	<u>Year</u>	<u>Title</u>	<u>EN/HD</u>	<u>Year</u>
2,75 cm	1,75 cm	8,5 cm	3,25 cm	1,75 cm

I.15 "Bibliography" (if any) shall be written in capital letters, size 11, bold style, centered, the text shall be obligatory in one of the official languages, and optionally may be translated in Bulgarian in square brackets [].

EXAMPLE: Layout of the elements of the text of a standard

1 Scope

[Redacted]

2 Normative References

[Redacted]

3 (Title)

3.1 (subtitle)

3.1.1

[Redacted]

3.1.2

[Redacted]

3.1.3

[Redacted]

3.2 (subtitle)

[Redacted]

a)

[Redacted]

b)

[Redacted]

3.3 (subtitle)

[Redacted]

NOTE 1

[Redacted]

NOTE 2

[Redacted]

Document history

Publication	Published on	Adopted by
1	20-09-2006	BDS Governing Board
2	04-07-2014	BDS Governing Board