INTERNAL RULES FOR STANDARDIZATION –

Part 6: Rules for the Structure and Drafting of Croatian Standards and Other Publicly Available Documents

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HZN Hrvatski zavod za norme
Croatian Standards Institute

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Contents

Foreword

The Internal Rules for Standardization (UPN) of the Croatian Standards Institute are harmonized with the principles of international and European organizations for standardization and with the WTO Code of Good Practice for Standardization.

The Internal Rules for Standardization (*Unutrašnja pravila za normizaciju* – UPN) are primarily designed for HZN employees and technical committees, particularly for TO chairmen and technical secretaries, as well as for all those involved in the development of draft standards and other publicly available HZN documents.

These rules for the work of Croatian standardization, under the general title *Internal Rules for Standardization,* consist of the following parts:

Part 1, *Standardization in general, aims and general principles;*

Part 1, *Types of documents and their designation;*

Part 3, *Development and adoption of Croatian standards and other documents;*

Part 4, *Establishment and work of Programming Committees;*

Part 5, *Establishment and work of technical committees;*

Part 6, *Rules for the structure and drafting of Croatian standards and other publicly available documents.*

Each of these parts of the Internal Rules for Standardization has been published as a separate document and has been assigned a uniform designation composed of letters (UPN).

Users are held responsible for the correct application of these Rules.

In accordance with the provisions of HZN Statute any proposals for amendments to these Rules shall be submitted to HZN in writing. The amendments shall be discussed by the Technical Board and thereupon proposed to the Director General. The Administrative Board shall decide on the adoption of amendments proposed by the Director General.

New editions of UPN shall be published following the acceptance of amendments by the Administrative Board. In the new edition of UPN modifications shall be indicated by a vertical line in the left margin of the text. The designation of the new edition, as well as the date of issue of the Administrative Board decision, shall be stated in the *Document History* section.

This second edition of this part of the Internal Rules for Standardization UPN 6 replaces the first UPN 6 edition of 2007.

1 Scope

UPN 6 sets out rules for the drafting of Croatian Standards (HRN) and other normative documents.

The rules are intended to provide clear and unambiguous provisions to ensure that the technical content and presentation of Croatian normative documents are identical to that of international and European normative documents.

2 Terms and definitions

For the purposes of this part of the Internal Rules, the terms and definitions given in HRN EN 45020 and UPN 1 to UPN 5 apply.

3 Normative references

The referenced documents indispensable for the application of this Internal Rules are given in Annex A. These documents are applicable in original version until their adoption as Croatian normative documents. For dated references, only the edition cited applies. For undated references, the latest edition of the referenced document (including any amendments) applies.

4 Preparation and presentation of normative documents

4.1 General principles

Uniformity of structure, of style and of terminology shall be maintained not only within each document, but also within a series of associated documents. The structure of associated documents 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 particularly important not only to ensure comprehension of the document, but also to derive the maximum benefit available through automated text processing techniques and computer-aided translation.

Croatian normative documents shall be drafted and presented in accordance with the CEN/CENELEC Internal regulations, Part 3.

The translation of CEN/CENELEC Internal regulations, Part 3 is an integral part of UPN 6.

NOTE In preparing the translation of CEN/CENELEC Internal regulations, Part 3, the rules of Croatian language and orthography were applied which shall also be applied in the preparation of Croatian normative documents.

4.2 Consistency of documents

In order to achieve consistency within the complete corpus of documents and equivalence with normative documents of international and European organizations for standardization, the text of every document shall be in accordance with the relevant provisions of existing basic documents published by those organizations (ISO, IEC, CEN, CENELEC). This relates particularly to:

a) standardized terminology,

b) principles and methods of terminology,

c) quantities, units and their symbols,

d) abbreviated terms,

e) bibliographic references,

f) technical drawings and diagrams,

g) technical documentation, and

h) graphical symbols.

In addition, specific technical aspects shall be drafted in accordance with the provisions of general documents published by international organizations for standardization (ISO and IEC) dealing with the following subjects:

i) limits, fits 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) electromagnetic compatibility;

r) conformity and quality.

4.3 Language

The following reference works for Croatian language are recomended:

Rječnik hrvatskoga jezika, Leksikografski zavod Miroslav Krleža i Školska knjiga, Zagreb, 2000.

Vladimir Anić, Veliki rječnik hrvatskog jezika, Novi Liber, Zagreb, 2003.

Hrvatski enciklopedijski rječnik, Novi Liber, Zagreb, 2002.

Stjepan Babić, Božidar Finka, Milan Moguš, Hrvatski pravopis, Školska knjiga, Zagreb, 1996.

Josip Silić, Ivo Pranjković, Gramatika hrvatskoga jezika za gimnazije i visoka učilišta, Školska knjiga, Zagreb, 2005.

The style of normative documents' texts shall be simple, clear, precise and consistent. In certain cases, when drafting testing instructions for example, the use of infinitive is recommended to express actions, states or events (examples: „u odmjernu posudu uliti“ ..., „izmjeriti temperaturu i dodati“ ...etc.). For description purposes the use of neutral forms is recommended, as for example the passive form in the third person of singular and plural („ispituje se“…, „uzimaju se uzorci“…).

The user of a normative document needs to be able to identify the requirements he/she is obliged to satisfy (imposed by law or by contract) from other provisions where there is a certain freedom of choice. Clear rules for the use or translation of verbal forms, including modal auxiliaries, are therefore essential.

Annex B gives the verbal forms that shall be used to express the provisions (requirements, recommendations, permissions and possibilities and capabilities) in Croatian, English, French and German. For each language, in the first column of each table the verbal forms are given that shall be used to express each kind of provision. The equivalent expressions given in the second column shall be used only in exceptional cases when the form given in the first column cannot be used for linguistic reasons.

NOTE Only singular forms are shown.

Annex C gives rules for writing quantities and units.

4.4 Presentation

Croatian normative documents shall be structured according to the N-UR 601 guidelines drawn up in accordance with the requirements of UPN 2, UPN 6 and *CEN/CENELEC Internal regulations*, Part 3.

Croatian normative documents shall be edited and structured in line with HZN's templates.

Title pages of draft documents for public enquiry, final drafts and published documents shall be prepared in the standardized format, by the HZN service responsible for technical preparation of standards.

Annex A

List of reference works

ISO 31 (all parts), *Quantities and units*[1)]

ISO 78-2, *Chemistry – Layouts for standards – Part 2: Methods of chemical analysis*

ISO 128-30:2001, *Technical drawings – General principles of presentation – Part 30: Basic conventions for views*

ISO 128-34:2001, *Technical drawings – General principles of presentation – Part 34: Views on mechanical engineering drawings*

ISO 128-40:2001, *Technical drawings – General principles of presentation – Part 40: Basic conventions for cuts and sections*

ISO 128-44:2001, *Technical drawings – General principles of presentation – Part 44: Sections on mechanical engineering drawings*

ISO 639, *Codes for the representation of names of languages*

ISO 690 (svi dijelovi), *Documentation – Bibliographic references – Content, form and structure*

ISO 704, *Terminology work – Principles and methods*

ISO 1000[2], *SI units and recommendations for the use of their multiples and of certain other units*

ISO 3098-2, *Technical product documentation – Lettering – Part 2: Latin alphabet, numerals and marks*

ISO 3166-1, *Codes for the representation of names of countries and their subdivisions – Part 1: Country codes*

ISO 6433, *Technical drawings – Item references*

ISO 7000, *Graphical symbols for use on equipment – Index and synopsis*

ISO 10241:1992, *International terminology standards – Preparation and layout*

ISO 14617 (all parts), *Graphical symbols for diagrams*

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

IEC 60417 (all parts), *Graphical symbols for use on equipment*

IEC 60617 (all parts), *Graphical symbols for diagrams*

IEC 61082 (all parts), *Preparation of documents used in electrotechnology*

IEC 61175, *Designations for signals and connections*

IEC 61346 (all parts), *Industrial systems, installations and equipment and industrial products – Structuring principles and reference designations*

IEC 61355, *Classification and designation of documents for plants, systems and equipment*

ISO/IEC Guide 7:1994, *Guidelines for drafting standards suitable for use for conformity assessment*

ISO/IEC Guide 21-1:2005[3], *Regional or national adoption of International Standards and other International Deliverables – Part 1: Adoption of International Standards*

ISO/IEC Guide 21-2:2005[3], *Regional or national adoption of International Standards and other International Deliverables – Part 2: Adoption of International Deliverables other than International Standards*

[1)] To be replaced by ISO 80000 series.

[2] Published as Croatian standard HRN ISO 1000:1996 and HRN ISO 1000:1996/A1:2008.

[3] Translated into Croatian.

Annex B

Verbal forms for the expression of provisions

The verbal forms shown in Table B.1 shall be used to indicate requirements strictly to be followed in order to conform to the document and from which no deviation is permitted.

The verbal forms shown in Table B.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 necessarily required, or that (in the negative form) a certain possibility or course of action is discouraged but not prohibited.

The verbal forms shown in Table B.3 shall be used to indicate a course of action permissible within the limits of the document.

The verbal forms shown in Table B.4. shall be used for statements of possibility and capability, whether material, physical or causal.

Table B.1 – Requirement

Croatian		English		French		German	
Glagolski oblik	**Istovrijedni izrazi za uporabu u iznimnim slučajevima (vidjeti točku 4.3)**	**Verb form**	**Equivalent expressions for use in exceptional cases (see 4.3)**	**Forme verbale**	**Expressions équivalentes pour utilisation exceptionnelle (voir 4.3)**	**Verbform**	**Gleichbedeutende Ausdrücke für die Anwendung in Ausnahmefällen (siehe 4.3)**
mora	traži se zahtijeva se da ima da samo … dopušteno je nužno je da	**shall**	is to is required to it is required that has to only … is permitted it is necessary	**doit**	est à il faut que est tenu de seul est permis n'est ... que il est nécessaire de	**muss**	ist zu ist erforderlich es ist erforderlich, daß hat zu lediglich ... zulässig es ist notwendig
ne smije	nije dopušteno [prihvatljivo] [dopustivo] nedopušteno je zabranjeno je ne smije se	**shall not**	is not allowed [permitted] [acceptable] [permissible] is required to be not is required that … be not is not to be	**ne doit pas**	il n'est pas admis il est interdit de n'est pas il faut éviter de il ne faut pas est tenu de s'abstenir de	**darf nicht**	es ist nicht zulässig [erlaubt] [gestattet] es ist unzulässig es ist nicht zu es hat nicht zu

U engleskome jeziku ne smije se upotrebljavati „must“ kao alternativa za „shall“. (Time će se izbjeći zabuna između zahtjeva norme i propisanih zakonskih obveza.)

In English do not use "must“ as an alternative for "shall“. (By doing this the confusion between requirements of a standard and prescribed statutory obligations shall be avoided.)

U engleskome jeziku ne smije se upotrebljavati „may not“ („ne može“) umjesto „shall not“ („ne smije“) za izražavanje zabrane.

In English do not use "may not“ instead of "shall not“ to express a prohibition.

Za izražavanje izričite upute, npr. upute koja se odnosi na pojedine korake koje treba poduzeti u ispitnoj metodi, u engleskome jeziku prikladnije je upotrebljavati imperativ (npr. „Uključite magnetofon.“, engl. „Switch on the recorder.”)

To express a direct instruction, for example referring to steps to be taken in a test method, the of use imperative in English (for example: „Switch on the recorder.“) is more appropriate.

U hrvatskome jeziku u određenim slučajevima, npr. kad se radi o uputama za različita ispitivanja, prikladnije je upotrebljavati infinitiv (npr. u odmjernu posudu uliti, izmjeriti temperaturu i dodati… itd.).

In Croatian, in certain cases, for example to express instructions for various test methods, it is more appropriate to use the infinitive form (for example: "u odmjernu posudu uliti“ … "izmjeriti temperaturu i dodati“).

Table B.2 – Recommendation

Croatian		English		French		German	
Glagolski oblik	**Istovrijedni izrazi za uporabu u iznimnim slučajevima (vidjeti točku 4.3)**	**Verb form**	**Equivalent expressions for use in exceptional cases (see 4.3)**	**Forme verbale**	**Expressions équivalentes pour utilisation exceptionnelle (voir 4.3)**	**Verbform**	**Gleichbedeutende Ausdrücke für die Anwendung in Ausnahmefällen (siehe 4.3)**
treba	preporučuje se da (preporučeno je da) trebalo bi	**should**	it is recommended that ought to	**il convient de**	il est recommandé de il est recommandé de	**sollte**	es wird empfohlen, daß ... ist in der Regel ...
ne treba	ne preporučuje se da... ne bi trebalo	**should not**	it is not recommended that ought not to	**il convient de ne pas**	ne pas il n'y a généralement pas lieu	**sollte nicht**	wird nicht empfohlen sollte vermieden werden
U francuskome se ne smije u ovome smislu upotrebljavati „devrait". In French, do not use „devrait“ in this context.							

Table B.3 – Permission

Croatian		English		French		German	
Glagolski oblik	**Istovrijedni izrazi za uporabu u iznimnim slučajevima (vidjeti točku 4.3)**	**Verb form**	**Equivalent expressions for use in exceptional cases (see 4.3)**	**Forme verbale**	**Expressions équivalentes pour utilisation exceptionnelle (voir 4.3)**	**Verbform**	**Gleichbedeutende Ausdrücke für die Anwendung in Ausnahmefällen (siehe 4.3)**
smije	može dopušteno je dopustivo je	**may**	is permitted is allowed is permissible	**peut**	il est admis de il est permis de	**darf**	ist zugelassen ist zulässig ... auch ...
nije potrebno	ne zahtijeva se da nije nužno	**need not**	it is not required that no … is required	**peut ne pas être**	il n'est pas nécessaire de il est inutile de	**braucht nicht**	ist nicht erforderlich keine ... nötig

U engleskome jeziku se u ovome smislu ne smije upotrebljavati „can“ („može“) umjesto „may“ („smije“).

In English do not use "can“ instead of "may“ in this context.

U engleskome jeziku se u ovome smislu ne smije upotrebljavati „possible“ („moguće“) i „impossible“ („nemoguće“).

In English do not use "possible“ or "impossible“ in this context.

NAPOMENA 1: „May“ znači dopuštenje izraženo u dokumentu, dok se „can“ odnosi na sposobnost korisnika dokumenata ili na mogućnosti koje mu se daju.

NOTE 1 "May“ signifies permission expressed by the document, whereas "can“ refers to the ability of a user of the document or to a possibility open to him/her.

NAPOMENA 2: Francuski glagol „pouvoir“ može označavati i dopuštenje i mogućnost. Zbog jasnoće je preporučljiva uporaba drugih izraza ako postoji opasnost od nesporazuma.

NOTE 2 The French verb "pouvoir“ can indicate both permission and possibility. For clarity, the use of other expressions is advisable if otherwise there is a risk of misunderstanding.

NAPOMENA 3: U hrvatskome se jeziku engleski glagol „may“ ponajprije prevodi kao „smije“, a ako postoji opasnost od nejasnoće teksta, može se prevoditi kao „može“, što u hrvatskome jeziku također može značiti „dopušteno je“ ili se preporučuje uporaba drugih izraza.

NOTE 3 English verb "may“ is translated into Croatian primarily as "smije". However, if there is risk that the text might be unclear, it can be either translated as "može", which can also mean "is allowed", or by using other terms.

Table B.4 – Possibility and capability

Croatian		English		French		German	
Glagolski oblik	**Istovrijedni izrazi za uporabu u iznimnim slučajevima (vidjeti točku 4.3)**	**Verb form**	**Equivalent expressions for use in exceptional cases (see 4.3)**	**Forme verbale**	**Expressions équivalentes pour utilisation exceptionnelle (voir 4.3)**	**Verbform**	**Gleichbedeutende Ausdrücke für die Anwendung in Ausnahmefällen (siehe 4.3)**
može	biti sposoban da (za) postoji mogućnost da (za) moguće je da …	**can**	be able to there is a possibility to it is possible to	**peut**	est susceptible de est capable de est apte à se prête à est en mesure de il est possible de	**kann**	vermag es ist möglich, daß läßt sich ... ; in der Lage (sein) zu ...
ne može	ne biti sposoban da (za)… ne postoji mogućnost da (za)… nemoguće je da …	**cannot**	be unable to there is no possibility of it is not possible to	**ne peut pas**	n'est pas susceptible de n'est pas capable de ne se prête pas à n'est pas en mesure de il n'est pas possible de	**sollte nicht**	vermag nicht es ist nicht möglich, daß … läßt sich nicht ...
NAPOMENA: Vidjeti napomene 1, 2 i 3 uz tablicu B.3. NOTE See Notes 1 and 2 to Table B.3.							

Annex C

Rules for writing of quantities and units

This list comprises provisions that are specified in the ISO/IEC Directives, or in the particular International Standards dealing with quantities and units and shall be used in preparing Croatian normative documents.

a) The decimal sign shall be a comma.

b) International Standards shall use only

- SI units, as given in the various parts of ISO 31;
- a few additional units used with the SI, namely minute (min), hour (h), day (d), degree (°), minute (′), second (″), litre (l), tonne (t), electronvolt (eV) and unified atomic mass unit (u), as shown in ISO 31-0:1992, Tables 5 and 6;
- the units neper (Np), bel (B), sone, phon and octave, which are also given in ISO 31;
- the units baud (Bd), bit (bit), octet (o), byte (B), erlang (E), hartley (Hart), natural unit of information (nat), shannon (Sh), and var (var), which are given in IEC 60027 for use in electrical technology and information technology.

NOTE For consistency reasons, in International Standards only the symbol „l“, as shown above, is used for litre, although the symbol „L“ is also given in ISO 31.

c) Do not mix symbols and names of units. Write, for example, either „kilometres per hour“ or „km/h“, and not „km per hour“ or „kilometres/hour“.

d) Combine numerical values written in figures with unit symbols, e.g. „5 m“. Avoid such combinations as „five m“ and „5 metres“. There shall be a space between the numerical value and the unit symbol 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.

e) 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), „rpm“ (instead of „r/min“ for revolutions per minute).

f) Internationally standardized unit symbols shall not be modified by adding subscripts or other information.

Write, for example,

„Umax = 500 V“ and not „U = 500 Vmax“

„a mass fraction of 5 %“ and not „5 % (m/m)“

„a volume fraction of 7 %“ and not „7 % (V/V)“

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

g) Do not mix information with unit symbols. Write, for example, „the water content is 20 ml/kg“ and not „20 ml H2O/kg“ or „20 ml of water/kg“.

h) 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,

„the mass fraction is 4,2 μg/g“ or „the mass fraction is 4,2 × 10– 6“ and not „the mass fraction is 4,2 ppm“

„the relative uncertainty is 6,7 × 10– 9“ and not „the relative uncertainty is 6,7 ppb“.

i) Unit symbols shall always be in roman type. Quantity symbols shall always be in italic type. Symbols representing numerical values shall be different from symbols representing the corresponding quantities..

j) Equations between quantities are preferred to equations between numerical values.

k) The quantity „weight“ is a force (gravitational force) and is measured in newtons (N). The quantity „mass“ is measured in kilograms (kg).

l) Quotient quantities shall not contain the word „unit“ in the denominator. For example, write „mass per length“ or „lineic mass“ and not „mass per unit length“.

m) 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“.

n) Write, for example,

„10 mm to 12 mm“ and not „10 to 12 mm“ or „10-12 mm“

„0 °C to 10 °C“ and not „0 to 10 °C“ or „0–10 °C“

„24 mm × 36 mm“ and not „(24 × 36) mm“ or „24 × 36 mm“

„23 °C ± 2 °C“ or „(23 ± 2) °C“ and not „23 ± 2 °C“

„(60 ± 3) %“ and not „60 ± 3 %“ or „60 % ± 3 %“

o) 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 ± 11,5) V“

„230 V, with a relative tolerance of ± 5 %“

The following form is often used, although not correct: (230 ± 5 %) V.

p) Do not write „log“ in formulae if the base needs to be specified. Write „lg“, „ln“, „lb“ or „loga“.

q) Use the mathematical signs and symbols recommended in ISO 31-11, e.g. „tan“ and not „tg“.

Bibliography

[1] Standardization Act (NN 163/2003)

[2] Regulation on the Establishment of the Croatian Standards Institute (NN 154/2004; NN 44/2005)

[3] Statute of the Croatian Standards Institute

[4] UPN 1:2009, *Internal Rules for Standardization – Part 1: Standardization in general, aims and general principles*

[5] UPN 2:2009, *Internal Rules for Standardization – Part 2: Types of documents and their designation*

[6] UPN 3:2009, *Internal Rules for Standardization – Part 3: Development and adoption of Croatian Standards and other documents*

[7] UPN 5:2009, *Internal Rules for Standardization – Part 5: Establishment and work of Technical Committees*

[8] ISO/IEC Directives (all parts)

[9] CEN/CENELEC *Internal Regulations* (all parts)

[10] ETSI Handbook

[11] CEN/CENELEC Guide 7, 1. izd., 2001

[12] CEN/CENELEC Guide 12:2008, The concept of Affiliation with CEN and CENELEC

Document history

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