

Quick Reference Guide to Requirements for Writing Technical Standards

Requirements for Writing - section reference	Objective	Rule /method
3.1.1 e)	Preface	Include the following: <ul style="list-style-type: none"> • standard title • document number, if applicable • edition or revision number • any information related to the development of the standard • date of publication
3.2.1	Introductory sections	Section 1 = Scope Section 2 = Reference publications Section 3 = Definitions Section 4 = Abbreviations
4.3	To say what the standard requires	Use "shall" Example: "Parking lot aisles shall be 7000 mm wide." No requirements in: <ul style="list-style-type: none"> • preface • scope • definitions • notes to text • non-mandatory appendices
4.4	To say what the standard recommends	Use "should" Example: "All temporary joints should be welded prior to the onset of winter."
4.5	To say what the standard allows	Use "may" Example: "Gabion walls may be used in non-public areas."
5.7.2	Notes to text	Supplementary information only - no mandatory language (no "shall-s")
5.7.3	Notes to tables and figures	May be informative or mandatory
8.2.1, 8.3.1	Measurements	Always leave a space between the number and the unit. Example: 5 kg, not 5kg