Style guide for BSI Flex standards – Presentation, typography and standard wording

bsi.

Contents

Foreword

Publishing information

This document is published by BSI Standards Limited, under licence from The British Standards Institution, and came into effect on 30 November 2022. It was prepared on behalf of the BSI Standards Policy and Strategy Committee.

Relationship with other publications

This document gives the style information and standard wording referred to in the *Rules for the structure and drafting of UK standards:2022*[1], as applicable to BSI Flex standards.

Information about this document

This is the editorial style guide to be used for all BSI Flex standards. It gives guidelines on presentation, typography and BSI-approved standard wording. It is not a British Standard or a BSI Flex.

Reproduction of material derived from the ISO/IEC Directives[2] is by kind permission of ISO and IEC.

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[1] BSI, *Rules for the structure and drafting of UK standards:2022*. www.bsigroup.com

[2] ISO/IEC Directives, Part 2:2021, *Rules for the structure and drafting of International Standards*.

Section 1: Presentation and typography

COMMENTARY ON SECTION 1

This section is applicable largely to typeset documents, i.e. PDFs or printed documents. Some elements will not be relevant to online documentation, e.g. the placing of footnotes and guidance relating to continuation of figures and tables.

1 General

Typeset standards are normally printed on A4 pages, using a set layout and typically using colour to pick out specific elements of text. Any special editions (e.g. an A6 pocket edition for use in the field or a large-print edition for visually impaired people) will require approval from the sponsor.

The presentation and typography should be in accordance with the recommendations in this style guide.

2 Layout and pagination

2.1 Running headers and footers

The running header contains the identifier and year, and the words "BSI FLEX". The identifier and year are ranged right on recto pages, and left on verso pages; the words "BSI FLEX" are ranged left on recto pages, and right on verso pages.

The identifier should include the version number, the year and the month, presented as follows:

> BSI Flex XXXX vX.X:20XX-XX

The running footer contains the page number and copyright information, which are placed together, and are ranged right on recto pages and left on verso pages. The copyright information is given in the following form:

> © The British Standards Institution 20XX – ALL RIGHTS RESERVED

Preliminary pages (contents, Foreword and Introduction) are numbered using lower case Roman numerals. Main text pages are numbered using Arabic numerals.

If a verso page has to be left blank, the words "THIS PAGE DELIBERATELY LEFT BLANK" are inserted in the footer, ranged left. Recto pages should not be left blank, with the exception of the inside back cover, which is left blank if the content finishes on a verso page.

2.2 Pagination

All content is set in two columns.

The contents list starts at the top of a new recto page.

The Foreword starts at the top of the next page after the contents list, whether recto or verso.

If an Introduction is included, it starts at the top of the next page after the Foreword, whether recto or verso.

Clause 1 starts at the top of a new recto page. Second and subsequent clauses usually run on from the first.

If sections are used, each section title starts at the top of a new page, whether recto or verso.

If annexes are included, the first annex starts at the top of a new page, whether recto or verso. Second and subsequent annexes usually run on from the first.

If a bibliography and/or an index are included, each starts at the top of a new page, whether recto or verso.

If paragraphs have to be split across pages, the number of lines at the top/bottom of the page should ideally be not less than three, and should under no circumstances be less than two.

If a list starts at the top of a page, the sentence that introduces the list should be carried over to that page. If a lengthy list is split across pages with just one or two items at the bottom of a page, it is advisable to move those items and the introductory sentence to keep the whole list together.

3 Typography

3.1 General

BSI Flex standards are typeset in Frutiger, using italic and bold variants where appropriate (see **3.3** and **3.4**, respectively).

3.2 Use of colour

BSI Flex standards are printed in two colours, black and a secondary colour based on the main colour used for the front cover. The secondary colour is used for:

- the identifier of the BSI Flex in the running header;

- clause headings and "Annexes", "List of figures" and "List of tables" headings in the contents page;

- headings;

- paragraph numbers, where numbered paragraphs are used;

- figure identifiers (but not the figure title);

- table identifiers, titles, header rows, and horizontal and vertical rules;

- letters, numbers or bullets in list items (but not the content of the list item);

- notes;

- commentaries; and

- footnotes.

A lighter shade of the secondary colour is used as a background to the preliminary pages. Two different shades of the secondary colour are used within tables to distinguish between rows.

Colour may be used in figures, but it should be used only to indicate the required technical content; its use for purely decorative purposes is discouraged. Where colour is used in figures, the needs of people with varying forms of colour-blindness should be taken into account in the development of the content. The technical content should be equally accessible to all users of the standard.

3.3 Italic type

Italic type is used for:

- notes and commentaries, including the identifying words "NOTE" and "COMMENTARY ON (CLAUSE)";

- items of apparatus in a test method;

- figure and table titles;

- the word "*(continued)*" after the number of a figure or table that spans more than one page;

- foreign words and phrases that have not been anglicized;

- titles of publications, whether cited within the text or listed in the normative references clause/bibliography;

  NOTE 1   *Where publications are cited within text that is already set in italic, e.g. commentaries, the titles should be set in roman type.*

- specialist subjects in accordance with the conventions of that subject;

- symbols representing physical quantities; and

- symbols used as subscripts representing physical quantities (see Example).

  EXAMPLE

  Compare

  V_t representing volume V at temperature t

  with

  V_t representing volume V of test piece t

Italic/sloping letters should not be used for unit symbols, mathematical operators or chemical elements.

Further guidance on the use of italic type in mathematical expressions is given in the *Rules for the structure and drafting of UK standards:2022*.

Italic type should not be used for emphasis. If emphasis is required in informative text, it should be made clear from the way in which the text is worded, bearing in mind the need to avoid hidden provisions.

NOTE 2   *Emphasis is not appropriate in normative text because all provisions of the standard are of equal importance.*

Italic type should not be used for quotations, unless they appear within a note or commentary (which would already be in italic type). If quotations are given, they should be placed within quotation marks (see **4.3**).

3.4 Bold type

Bold type is used:

- for section, clause and subclause headings, Foreword and bibliography subheadings, and figure and table numbers;

- for terms listed in a vocabulary or terms and definitions clause;

- for references to clause and subclause numbers within the text (references to clause and subclause numbers within notes and commentaries appear in bold italic);

  NOTE 1   *Bold is not used for the words "CLAUSE" or "ANNEX", for annex letters, or for figure/table numbers (including within notes and commentaries).*

- in specialized scientific and mathematical notation, e.g. **a** representing vector a;

- in vocabularies to denote, at each occurrence in the text, words and phrases defined elsewhere in the vocabulary; and

- for the words "WARNING" and "CAUTION", where warnings and cautions are needed.

Bold type should not be used for emphasis in informative text. If emphasis is required, it should be made clear from the way in which the text is worded, bearing in mind the need to avoid hidden provisions.

NOTE 2   *Emphasis is not appropriate in normative text because all provisions of the standard are of equal importance.*

3.5 Subscripts and superscripts

Subscripts are used for numbers in chemical elements, e.g. H_2O.

Superscripts are used for footnote references. Superscripts should not be used for ordinals, e.g. use "5th" not "5th".

Guidance on the use of subscripts and superscripts in mathematical expressions is given in the *Rules for the structure and drafting of UK standards:2022*.

3.6 Notes, commentaries and examples

Notes and commentaries are set in a smaller, italic type to distinguish them from the provisions of the standard. They are identified using the terms "NOTE" or "COMMENTARY ON…", which appear in the same type.

Examples are identified using the term "EXAMPLE". They are followed by either an em space or a line break, depending on the nature of the example.

Further guidance on the layout of notes, commentaries and examples is given in the *Rules for the structure and drafting of UK standards:2022*.

3.7 Footnote references

A footnote reference should be preceded by a thin space and followed by a bracket, to help distinguish it from the text.

Where a footnote applies to a whole sentence, the footnote reference should appear after the full point at the end of the sentence. Where it applies to a particular word or phrase, it should appear immediately after that word or phrase (before the closing comma if there is one).

3.8 Alignment

Body text and text in figures are set ranged left, ragged right.

Text in tables is usually set ranged left, ragged right, but may be centred if this makes the table easier to follow, e.g. for short numbers, single characters or headings spanning a number of columns.

Columns of number values in tables are normally aligned on the decimal point, with the longest number value ranged to the left of the column. This does not apply to clause/subclause references in tables, or to situations where rows are numbered for ease of reference. There are also occasions where left-justified numbers might be easier to read, for example where very different orders of magnitude, or numerical values in different units, appear in a single column.

Text should not be justified.

3.9 Line breaks

Where individual items of content are to be viewed as a whole (e.g. identifiers, numbers associated with unit symbols, or hyphenated words), they should not break across lines.

4 Text

4.1 Hyphens

Hyphens should be used consistently throughout a standard or series of related standards, in accordance with the following:

- where omission of hyphens would disguise the form of the word and make it less intelligible, e.g. "no-one" not "noone";
- where awkward combinations of letters would result, e.g. "pre-arcing" not "prearcing";

- where the hyphenated words differ in meaning from the unhyphenated, e.g. "3 day meetings", i.e. three meetings of 1 day each, as opposed to "3-day meetings", i.e. meetings lasting for 3 days each; and

- where failure to use hyphens would cause ambiguity, e.g. "zinc-dust-painted steel", "sprayed-metal and zinc-rich coatings".

NOTE   *When checking for consistency, bear in mind that there is a difference between a compound adjective and an adjective followed by a noun, e.g. "long-term plan" as opposed to "planning for the long term".*

Hyphens should not be used where the meaning is clear without them, e.g. "analytical reagent grade mercuric nitrate".

Hyphens should not be used where a word is unhyphenated in the *Shorter Oxford English Dictionary*[3] .

Hyphens should not be used to replace an en dash (–) or minus sign (−).

4.2 Word division

Word division is not usually necessary with ragged-right text. If division is unavoidable, e.g. in the headings of columns in a table, words should be divided:

- after a prefix, e.g. "re-appear", "trans-form";

- before a suffix, e.g. "achieve-ment", "loud-ness";

- between two identical consonants, e.g. "neces-sary", "excel-lent"; and

- between two different consonants if separately sounded, e.g. "imper-fect", "pris-tine".

Word division should not be used:

- if it alters pronunciation or meaning, e.g. "leg-end";

- in single syllable words or their plurals;

- in abbreviations;

- in groups of numerals and associated units of measurement;

- in dates expressed in numerals;

- in hyphenated words except at the hyphen; and

- in references to elements of text (e.g. clauses, annexes, figures, tables) or publication identifiers.

Further guidance on line breaks is given in the *Rules for the structure and drafting of UK standards:2022*.

4.3 Punctuation

Punctuation should be used consistently, in accordance with accepted grammatical principles.

The use of quotation marks should be avoided wherever possible (see Note). Where they are needed, double quotation marks should always be used. Single quotation marks should not be used.

NOTE 1   *If a term is likely to be unknown to the user, it should be given a definition, or an alternative term used instead. Quotations from other documents are expected to be uncommon because of the restriction on use of third-party content (see BSI Flex 0 v2.0:2022-08, **8.5**).*

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[3] OXFORD UNIVERSITY PRESS. *Shorter Oxford English Dictionary*. Sixth edition. Oxford: Oxford University Press, 2007. ISBN 978-0-19-920688-9.

If text within a set of brackets forms a complete sentence, the full point should go before the closing bracket. Where there are brackets within brackets, they should be nested following the order {[( )]}, beginning with ( ).

> EXAMPLE
> Correct: [see **3.1.2.3**c)]
>
> Incorrect: (see **3.1.2.3**c))

NOTE 2   In this context the term "bracket" includes parentheses ( ), brackets [ ] and braces { }.

NOTE 3   This does not apply in cases where brackets are used as part of a stylistic convention rather than as punctuation. Typically, this exception is seen in instances where a non-standards publication is cited as the source of a definition, which would be displayed as "[SOURCE: Document title [#]]".

Dashes should generally not be used as punctuation marks within running text. If there is a need to use dashes parenthetically, then an en dash with a space either side of it should be used. However, it is preferable to use parentheses.

In tables, dashes may be used to indicate that there is no value in a particular cell, as an alternative to the words "Not applicable". In these cases, an em dash should be used.

In the normative references and bibliography, elements in titles of standards publications are separated by an en dash with a space each side, followed by a capital letter. A comma follows the identifier and there is no full point at the end.

> EXAMPLE
> BS EN 81-72, *Safety rules for the construction and installation of lifts – Part 72: Particular applications for passenger and goods passenger lifts – Firefighters lifts*

4.4 Capital letters

Initial capitals are used for:

- proper names;
- the first word of a heading or a title;
- the words "Section", "Clause", "Annex", "Foreword", "Introduction", "Figure" and "Table" in cross-references;

  NOTE   Generic references to elements of text are given in lower case. References to parts of a standard, e.g. "this part of BSI Flex 1234", are also given in lower case.

- words in cited publications that traditionally have initial capitals, e.g. IET Wiring Regulations; and
- names of organizations as used by the organization, e.g. "Department for Business, Energy and Industrial Strategy".

As a general rule, words should not be set in upper case. The exceptions are:

- warnings and cautions, where the words "WARNING" and "CAUTION" should be set in upper case bold type;
- notes and commentaries, where the words "NOTE" and "COMMENTARY ON (CLAUSE/ANNEX/FIGURE/TABLE)" should be set in upper case italic type; and
- examples, where the word "EXAMPLE" should be set in upper case type.

BS 7671:2018 (*Requirements for electrical installations – IET Wiring Regulations*) stipulates the use of V AC and V DC to indicate alternating current and direct current.

4.5 Common spellings

Spelling is taken from the *Shorter Oxford English Dictionary*, but the spelling of publication titles and names of organizations should not be altered if they differ from the Oxford spellings. Where direct quotes are given, the spellings should be as shown in the original text.

*NOTE   Quotations from other documents are expected to be uncommon because of the restriction on use of third-party content (see BSI Flex 0 v2.0:2022-08, **8.5**).*

"Data" is treated as a plural noun.

In an IT context, use "disk" and "program"; otherwise, use "disc" and "programme".

BSI uses the "z" spelling usage (e.g. "standardization") for consistency with the preferred variant listed in the SOED, noting also that it is the traditional English usage rather than an Americanism. The following list gives some of the more common "s" and "z" spellings.

actualize	crystallize	familiarize	magnetize	plagiarize	specialize
advise	demise	fertilize	materialize	pluralize	stabilize
alkalize	democratize	formalize	maximize	polarize	standardize
analyse	devise	fossilize	mechanize	polymerize	sterilize
anatomize	diagnose	franchise	memorize	popularize	summarize
anglicize	dialyse		merchandise	premise	supervise
anodize	digitize	galvanize	methodize	prise (verb)	surmise
apprise	disguise	generalize	minimize	prize (noun)	surprise
authorize	disorganize		misadvise	publicize	symbolize
	dualize	harmonize	mobilize		synchronize
biased		humanize	modernize	rationalize	synthesize
	economize	hydrogenize		realize	systematize
capitalize	emphasize		nationalize	recognize	
capsize	energize	idealize	naturalize	reorganize	tantalize
carbonize	enfranchise	improvise	neutralize	reprise	televise
categorize	enterprise	incise	normalize	revise	temporize
cauterize	equalize	ionize			theorize
centralize	etymologize	italicize	optimize	scrutinize	treatise
characterize	excise		organize	seise (in law)	
cognizance	exercise	jeopardize	oxidize	seize (grasp)	utilize
comprise	exorcize			sensitize	
compromise	extemporize	legalize	paralyse	signalize	vaporize
contrariwise		legitimatize	particularize	siliconize	visualize
criticize		localize	patronize		vocalize

5 Figures and tables

5.1 Presentation of figures

Figures are usually either column-width or full-page-width, although a narrow option is also available. If necessary, large figures can be rotated.

Figures are not boxed in. The number and title of a figure appear above the figure. The number, preceded by the word "Figure", is ranged left to the outer page margin, in bold. It is followed by an en dash and then the title in roman. If the title spans two or more lines, the second and any further lines are ranged left with the first word of the title, not with the figure number.

If a figure extends to two or more pages, the continuation is indicated on the second and any subsequent pages.

The order of elements within a figure should normally be drawing(s), key, paragraph, note(s), footnote(s), all within the frame of the figure. The exception would be where there are two or more subfigures, where the key applies to all subfigures but each has its own notes; in this case, the notes would come above the captions, and the key would follow the captions.

NOTE   It is preferable for provisions of the standard to be placed in the main text rather than within a figure.

5.2 Presentation of tables

Tables are usually either text-width or full-page-width. If necessary, large tables can be rotated.

The number and title of a table appear above the table. The number, preceded by the word "Table", is ranged left to the outer page martin, in bold. It is followed by an en dash and then the title in roman. If the title spans two or more lines, the second and any further lines are ranged left with the first word of the title, not with the table number.

If a table extends to two or more pages, the continuation is indicated on the second and any subsequent pages.

If each column has a different unit, the units should be displayed below the column headings, aligned horizontally in a single row and vertically with the column headings.

If a single unit applies throughout the table, it should be displayed in a separate row of the table, above the column headings and ranged right with the top table rule.

Text and headings in tables are usually ranged left (see also **3.8**).

Tables are enclosed, with thin vertical and horizontal rules at the sides of the table and between every row and column.

The order of elements within a table should be data, paragraph, note(s), footnote(s), all within the table.

NOTE   It is preferable for provisions of the standard to be placed in the main text rather than within a table.

Section 2: Standard wording

6 Front cover

The front cover of a BSI Flex gives the identifier and title (including the part title if appropriate).

The identifier should include the version number, the year and the month (see **2.1**).

The BSI logo should be placed in the bottom right corner. The sponsor logo should be placed in the bottom left corner.

NOTE   *If there are multiple sponsors, the logos will be spaced out appropriately. The sponsor can also choose not to include a logo on the cover, e.g. this can be placed in the Foreword instead.*

The front cover typically includes one or images, which can be sourced either by the sponsor or by BSI. Cover images (including the sponsor logo) should be at least 300 dpi.

7 Inside front cover

The following information appears on the inside front cover in every BSI Flex, under the heading "Publishing and copyright information":

a) a copyright notice giving the year of publication, worded as follows:

> The BSI copyright notice displayed in this BSI Flex indicates when the BSI Flex was last issued.
>
> © The British Standards Institution [YYYY]
>
> Published by BSI Standards Limited [YYYY]

b) the ISBN;

> NOTE   *BSI Flex standards have an ISBN because they are considered to be publications, although as the BSI Flex process is iterative, there is a public consultation on the released content as well.*

c) the ICS (with multiple entries separated by semi-colons);

d) a copyright statement, worded as follows;

> No copying without BSI permission except as permitted by copyright law.

e) a description of the programme, if applicable, worded as follows:

> This BSI Flex is part of a wider programme of work around XXXX. For more information, go to: https://www.bsigroup.com/XXX

f) a link to the project website, worded as follows;

> Information on the development of this BSI Flex can be found at: https://www.bsigroup.com/XXX

g) a statement about BSI Flex standards, worded as follows:

> BSI Flex standards provide a new, flexible way to develop consensus-based good practice that dynamically adapts to keep pace with fast-changing markets. For more information, go to: https://www.bsigroup.com/en-GB/our-services/standards-services/flex/

h) release history, worded as follows:

> Release history
>
> First version, Month Year
>
> Second version, Month Year

8 Contents list

The contents list gives the Foreword and Introduction (if present), all level 1 headings, annexes, figures and tables.

Annexes are listed under the heading "Annexes".

Figures and tables are listed separately, under the headings "List of figures" and "List of tables", respectively.

9 Foreword

9.1 Structure of the Foreword

The Foreword is subdivided into a number of headings, in the following order:

a) publishing information (always required);

b) supersession (not relevant for new standards);

c) relationship with other publications (only required when relevant);

d) information about this document (might not be required for new standards);

e) hazard warnings (only required if there are warnings/cautions in the standard);

f) use of this document (always required);

g) presentational conventions (always required); and

h) legal and contractual considerations (always required).

9.2 Publishing information

NOTE The advisory group (AG) organizations (not the representatives) are always acknowledged in the Foreword. The technical author is also acknowledged unless otherwise agreed. A general statement recognizing the input from identified broader stakeholders is added after the public consultation. The sponsor is called up as an AG member as well, if they contributed technically to the AG, e.g. attendance of meetings, submission of comments. Examples of organizations that may sponsor a BSI Flex but not be acknowledged in the Foreword as a member of the AG include BSI and BEIS.

9.2.1 The first paragraph of the Foreword, under the heading "Publishing information", should give the sponsor details and date of release, in the following form.

> This BSI Flex was sponsored by [sponsor]. Its development was facilitated by BSI Standards Limited and it was released under licence from The British Standards Institution. It came into effect on [XX Month 20XX].

9.2.2 Where the funding for a BSI Flex comes from multiple organizations through a single sponsor, and those organizations wish to be acknowledged as funders, an acknowledgement should be included in the Foreword after the initial sponsor wording (subject to agreement from the sponsor), using the following wording.

> Acknowledgement is given to the following organizations that funded this BSI Flex:
>
> •   [funding organization]

9.2.3 Where there is no sponsor, the first paragraph of the Foreword, under the heading "Publishing information", should be worded as follows.

> The development of this BSI Flex was facilitated by BSI Standards Limited and it was released under licence from The British Standards Institution. It came into effect on [XX Month 20XX].

9.2.4 The second paragraph of the Foreword, or the third paragraph if additional funding information is included (see **9.2.2**), should introduce a list of advisory group members, in the following form.

> Acknowledgement is given to the following organizations that were involved in the development of this BSI Flex as members of the Advisory Group:
>
> • [AG member organization]

or

> Acknowledgement is given to [name of TA], [optional TA's organization], as the technical author, and the following organizations that were involved in the development of this BSI Flex as members of the Advisory Group:
>
> • [AG member organization]

9.2.5 For version 2 and subsequent versions, the following wording should be included to acknowledge the contribution of the identified broader stakeholders:

> Acknowledgement is also given to the identified broader stakeholders who were consulted in the development of this version of the BSI Flex.

9.2.6 If the advisory group includes co-opted members, the following wording should be included:

> Acknowledgement is also given to co-opted members of the Advisory Group.

or

> Acknowledgement is also given to co-opted members of the Advisory Group, together with the identified broader stakeholders who were consulted in the development of this version of the BSI Flex.

9.2.7 The following wording should always be included as the final item under the heading "Publishing information".

> The British Standards Institution retains ownership and copyright of this BSI Flex. BSI Standards Limited, as the publisher of the BSI Flex, reserves the right to withdraw or amend this BSI Flex on receipt of authoritative advice that it is appropriate to do so.
>
> This BSI Flex is not to be regarded as a PAS or British Standard.
>
> The BSI Flex process enables a standard to be rapidly developed, on an iterative basis, in order to fulfil an immediate stakeholder need. A BSI Flex can be considered for further development as a PAS or British Standard, or constitute part of the UK input into the development of a European or international standard.
>
> The content in this version is part of an iterative process. It is likely to change from time to time with subsequent iterations.

9.3 Supersession

When a version is being withdrawn and superseded on publication of the present document, the following wording should be included under the heading "Supersession".

> This version of BSI Flex XXXX supersedes BSI Flex XXXX vX.X:20XX-XX, which is withdrawn.

9.4 Relationship with other publications

9.4.1 If the document has a particular relationship with specific standards or other documents (e.g. it is one part of a series or is closely related to a national, European or international standard), this should be stated under the heading "Relationship with other publications". Where the document is one part of a series, the following wording should be used.

> BSI Flex XXXX is published in the following parts:
>
> • Part 1: *Title*;
>
> • Part 2: *Title*.

9.4.2 If the document is intended to be read in conjunction with another publication, the following wording should be included under the heading "Relationship with other publications".

> This BSI Flex is intended to be read in conjunction with [reference].

9.5 Information about this document

9.5.1 For version 1 where a series of iterations is planned, the following statement should be included as the first item under the heading "Information about this document".

> This is Version 1 of BSI Flex XXXX, which has been released to enable stakeholders to engage with the initial content and feed back comments for further versions of the document to be developed. This is the first public consultation of this BSI Flex and so the content is not to be considered as having received wider feedback. Users are therefore encouraged to comment on this version.

9.5.2 For version 1 where no further iterations are planned, the following statement should be included as the first item under the heading "Information about this document".

> This is Version 1 of BSI Flex XXXX, which has been released to enable stakeholders to engage with the initial content and feed back comments. All comments received will be reviewed to inform the future direction of this document. However, at present there are no plans to develop further versions. Interested parties are encouraged to check the BSI website for updates regarding any future plans.

9.5.3 For version 2 and subsequent versions where further iterations are planned, the following statement should be included as the first item under the heading "Information about this document".

> This is Version X of BSI Flex XXXX, which is part of a planned series of iterations of the document. Further versions will be released based on comments and feedback received. It is important that users keep themselves informed on further releases of this document to ensure they are using the most up to date content.

9.5.4 For version 2 and subsequent versions where no further iterations are planned, the following statement should be included as the first item under the heading "Information about this document".

> This is Version X of BSI Flex XXXX, which is the last planned version of the document. All comments received will be reviewed to inform the future direction of this document. Interested parties are encouraged to check the BSI website for updates regarding any future plans.

9.5.5 For version 2 and subseqent versions, for full updates, a similar statement to the following should be included as the second item under the heading "Information about this document". This exact wording will not always be appropriate, e.g. if there are not enough principal changes to warrant a list. However, it is essential to make some reference to the principal changes.

This is a full update of the document, and introduces the following principal changes:

- [list items]
- [list items]

9.5.6 For version 2 and subseqent versions, for partial updates, a similar statement to the following should be included as the second item under the heading "Information about this document". This exact wording will not always be appropriate, e.g. if there are not enough principal changes to warrant a list. However, it is essential to make some reference to the principal changes.

This is a partial update of the document, and introduces the following principal changes:

- [list items]
- [list items]

9.5.7 The following statement may be included to give additional information for partial updates.

No changes have been made to Clause X [and Clause X] in this version. Any comments submitted on [this part]/[these parts] of the document will be reviewed during the next iteration.

9.5.8 For version 2 and subseqent versions, if it is considered desirable to retain details of previous changes to show the evolution of the content, a similar statement to the following should be included, reflecting the form of wording used in the previous version.

Version X.X of the document introduced the following principal changes:

9.5.9 For corrigenda, the following wording should be included under the heading "Information about this document".

Text introduced or altered by Corrigendum No. 1 (Corrigenda Nos. 1 and 2, respectively) is indicated in the text by tags C₁ ⟨C₁⟩ (and C₂ ⟨C₂⟩). Minor editorial corrections are not tagged.

9.5.10 Where a copyrighted drawing or table is used, the following wording should be included under the heading "Information about this document". (A corresponding note should be given in the main text; see **12.4**.)

Copyright is claimed on Figure X/Table X. Copyright holders are [Name, address].

9.5.11 If an advisory group considers independent attestation of conformity to a BSI Flex desirable, the following statement should be included under the heading "Information about this document" and/or appear as a note at an appropriate point in the text.

Product certification/inspection/testing. Users of this BSI Flex are advised to consider the desirability of third-party certification/inspection/testing of product conformity to this BSI Flex. Appropriate conformity attestation arrangements are described in [appropriate ISO/IEC Standard or Guide or equivalent European standard]. Users seeking assistance in identifying appropriate conformity assessment bodies or schemes may ask BSI to forward their enquiries to the relevant association.

NOTE   In choosing which ISO/IEC Guide or equivalent European standard to mention, the advisory group drafting the BSI Flex should take appropriate advice, if necessary, from the technical committee that develops such conformity attestation standards.

9.5.12 If SPSC gives official written approval for a BSI Flex to include a requirement for third party conformity assessment, the following statement should be included under the heading "Information about this document".

> The Standards Policy and Strategy Committee of BSI has given official approval for this BSI Flex to include a requirement for third-party conformity assessment (see BSI Flex 0 v2.0:2022-08, **4.3.3.2**).

9.5.13 If an advisory group considers independent assessment of quality systems desirable, the following statement should be included under the heading "Information about this document" and/or appear as a note at an appropriate point in the text.

> **Assessed capability.** Users of this BSI Flex are advised to consider the desirability of quality system assessment and registration against the appropriate standard in the BS EN ISO 9000 series by an accredited third-party certification body.

9.5.14 If an advisory group considers use of an accredited test laboratory desirable, the following statement should be included under the heading "Information about this document" and/or appear as a note at an appropriate point in the text.

> **Test laboratory accreditation.** Users of this BSI Flex are advised to consider the desirability of selecting test laboratories that are accredited to BS EN ISO/IEC 17025 by a national or international accreditation body.

9.5.15 The following wording should always be included as the penultimate item under the heading "Information about this document".

> This publication can be withdrawn, revised, partially superseded or superseded. Information regarding the status of this publication can be found in the Standards Catalogue on the BSI website at bsigroup.com/standards, or by contacting the Customer Services team.

9.5.16 The following wording should always be included as the final item under the heading "Information about this document".

> Where websites and webpages have been cited, they are provided for ease of reference and are correct at the time of publication. The location of a webpage or website, or its contents, cannot be guaranteed.

9.6 Hazard warnings

The following general wording should be included in the Foreword of any document that describes or relies upon tests and/or procedures that are considered dangerous to people or that involve the use of substances constituting a health hazard. The wording should be placed in a box, as shown, and should appear under the heading "Hazard warnings".

> **WARNING.** This BSI Flex calls for the use of substances and/or procedures that can be injurious to health if adequate precautions are not taken. It refers only to technical suitability and does not absolve the user from legal obligations relating to health and safety at any stage.

Attention may then be drawn to individual hazards, with reference, if appropriate, to any authoritative publication, from an official, industrial or professional source, that defines good practice in relation to safety procedures. This may be either:

a) in a list within the same box that does not purport to be exhaustive; or

b) as one or more separate warnings, each within its own box.

If there are two or more warnings, they should appear in separate boxes.

Warnings of individual hazards may be placed in the Foreword and/or at appropriate points in the main text.

9.7 Use of this document

9.7.1 The following statement should be included in the Foreword of a code of practice under the heading "Use of this document".

> As a code of practice, this BSI Flex takes the form of recommendations and guidance. It is not to be quoted as if it were a specification. Users are expected to ensure that claims of compliance are not misleading.
>
> Users may substitute any of the recommendations in this BSI Flex with practices of equivalent or better outcome. Any user claiming compliance with this BSI Flex is expected to be able to justify any course of action that deviates from its recommendations.

9.7.2 The following statement should be included in the Foreword of a guide under the heading "Use of this document".

> As a guide, this BSI Flex takes the form of guidance and advisory recommendations. It is not to be quoted as if it were a specification or a code of practice.

9.7.3 If a statement is required regarding use of the document by appropriately qualified people, the following wording should be included under the heading "Use of this document".

> It has been assumed in the preparation of this BSI Flex that the execution of its provisions will be entrusted to appropriately qualified and experienced people, for whose use it has been produced.

9.7.4 If permission is given to reproduce a figure or table, the following wording should be included under the heading "Use of this document".

> BSI permits the reproduction of BSI Flex XXXX vX.X:YYYY-MM, Figure X/Table X. This reproduction is only permitted where it is necessary for the user to work/record findings on the figure/table during each application of the document.

9.8 Presentational conventions

9.8.1 The following two paragraphs should be included in the Foreword of a specification under the heading "Presentational conventions".

> The provisions of this document are presented in roman (i.e. upright) type. Its requirements are expressed in sentences in which the principal auxiliary verb is "shall".
>
> *Commentary, explanation and general informative material is presented in smaller italic type, and does not constitute a normative element.*

9.8.2 For a specification, if the advisory group feels that the way in which requirements are expressed might be open to interpretation, the following text may be inserted after the two standard paragraphs given in **9.8.1**.

> Requirements in this document are drafted in accordance with the *Rules for the structure and drafting of UK standards:2022*, subclause **G.1.1**, which states, "Requirements should be expressed using wording such as: 'When tested as described in Annex A, the product shall...'". This means that only those products that are capable of passing the specified test will be deemed to conform to this document.

9.8.3 The following two paragraphs should be included in the Foreword of a test method under the heading "Presentational conventions".

> The provisions of this document are presented in roman (i.e. upright) type. Its methods are expressed as a set of instructions, a description, or in sentences in which the principal auxiliary verb is "shall".
>
> *Commentary, explanation and general informative material is presented in smaller italic type, and does not constitute a normative element.*

9.8.4 The following two paragraphs should be included in the Foreword of a code of practice under the heading "Presentational conventions".

> The provisions of this document are presented in roman (i.e. upright) type. Its recommendations are expressed in sentences in which the principal auxiliary verb is "should".
>
> *Commentary, explanation and general informative material is presented in smaller italic type, and does not constitute a normative element.*

9.8.5 For a code of practice, if it is felt to be desirable, one or both of the following paragraphs may be inserted after the two standard paragraphs given in **9.8.4**.

> The word "should" is used to express recommendations of this document. The word "may" is used in the text to express permissibility, e.g. as an alternative to the primary recommendation of the clause. The word "can" is used to express possibility, e.g. a consequence of an action or an event.
>
> Notes and commentaries are provided throughout the text of this document. Notes give references and additional information that are important but do not form part of the recommendations. Commentaries give background information.

9.8.6 The following two paragraphs should be included in the Foreword of a guide under the heading "Presentational conventions".

> The guidance in this document is presented in roman (i.e. upright) type. Any recommendations are expressed in sentences in which the principal auxiliary verb is "should".
>
> *Additional commentary, explanation and general informative material is presented in smaller italic type.*

9.8.7 The following two paragraphs should be included in the Foreword of a vocabulary under the heading "Presentational conventions".

> The definitions in this document are presented in roman (i.e. upright) type.
>
> *Commentary, explanation and general informative material is presented in smaller italic type, and does not constitute a normative element.*

9.8.8 The following paragraph should be included in all types of standard as the final item under the heading "Presentational conventions".

> Where words have alternative spellings, the preferred spelling of the *Shorter Oxford English Dictionary* is used (e.g. "organization" rather than "organisation").

9.9 Contractual and legal considerations

9.9.1 The following paragraphs should be included at the end of the Foreword under the heading "Contractual and legal considerations", followed if necessary by references to specific regulations.

> This publication has been prepared in good faith, however no representation, warranty, assurance or undertaking (express or implied) is or will be made, and no responsibility or liability is or will be accepted by BSI in relation to the adequacy, accuracy, completeness or reasonableness of this publication. All and any such responsibility and liability is expressly disclaimed to the full extent permitted by the law.
>
> This publication is provided as is, and is to be used at the recipient's own risk.
>
> The recipient is advised to consider seeking professional guidance with respect to its use of this publication.
>
> This publication is not intended to constitute a contract. Users are responsible for its correct application.
>
> **Compliance with a BSI Flex cannot confer immunity from legal obligations.**

9.9.2 If references to specific items of legislation are needed, the following wording may be used after the end of the standard wording given in **9.9.1**:

In particular, attention is drawn to [Act/Regulation].

or

In particular, attention is drawn to the following specific [Acts and] regulations:

• [Act/Regulation] [#]

NOTE   Lengthy lists of regulations should be avoided.

10 Normative references

10.1 If the document contains normative references, the following statement[4] should be included immediately under the "Normative references" heading, before the list of documents. If the normative references include both standards and non-standards references, the statement should appear before the "Standards publications" subheading.

The following documents are referred to in the text in such a way that some or all of their content constitutes provisions, or limits the application, of this document. For dated references, only the edition cited applies. For undated references, the latest edition of the referenced document (including any amendments) applies.

NOTE   The normative references clause in BSI Flex 0 v2.0:2022-08 includes an explanatory footnote. This footnote is not intended to be included as part of the standard wording in any other document.

10.2 If a publication is referenced both normatively and informatively, with an undated normative reference but a dated informative reference, the following statement should be included in a footnote to the normative reference.

This document also gives (an) informative reference(s) to BS XXXX:[DATE].

10.3 If the document does not contain any normative references, the following statement should be included under the "Normative references" heading.

There are no normative references in this document.

10.4 If the document contains references that are solely informative, the following statement should be included in a footnote, the marker for which should be placed either at the end of the first sentence of the text given in **10.1**, or at the end of the statement given in **10.3**, as appropriate.

Documents that are referred to solely in an informative manner are listed in the Bibliography.

11 Terms, definitions, symbols and abbreviated terms

11.1 Structure of the terms and definitions clause

The terms and definitions clause may be subdivided into a number of headings, in the following order:

a) terms and definitions (always required);

b) symbols (optional);

c) abbreviated terms (optional).

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[4] The wording of this statement is derived from the ISO/IEC Directives, Part 2:2021, *Rules for the structure and drafting of International Standards*, amended to take into account the range of different document types as set out in the *Rules for the structure and drafting of UK standards*:2022.

If the clause is subdivided, the overall clause title should reflect all of the subdivisions, e.g. "Terms, definitions, symbols and abbreviated terms" or "Terms, definitions and symbols".

11.2 Terms and definitions

11.2.1 If the document contains terms and definitions, the following wording should be included under the "Terms and definitions" heading.

> For the purposes of this document, the terms and definitions given in BS XXXX apply.

> or

> For the purposes of this document, the terms and definitions given in BS XXXX and the following apply.

> or

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

11.2.2 If the document does not contain any terms and definitions, the following statement should be included under the "Terms and definitions" heading.

> No terms and definitions are listed in this document.

11.3 Symbols

If a large number of symbols are used throughout the document, it can be useful to include a "Symbols" subclause. If a "Symbols" subclause is included, the following wording should appear above the list of symbols.

> For the purposes of this document, the following symbols apply.

11.4 Abbreviated terms

If a large number of abbreviations are used throughout the document, it can be useful to include an "Abbreviated terms" subclause. If an "Abbreviated terms" subclause is included, the following wording should appear above the list of abbreviations.

> For the purposes of this document, the following abbreviated terms apply.

NOTE   Abbreviations of the names of organizations, e.g. BSI and ISO, should not be included in the "Abbreviated terms" subclause.

12 Main text and annexes

12.1 Specifications providing for documented and agreed requirements

12.1.1 In a specification providing for documented and agreed requirements, the following wording should be included in the Scope.

> In addition to the definitive requirements, this BSI Flex also requires the items detailed in Clause **X** to be documented. For compliance with this BSI Flex, both the definitive requirements and the documented items have to be met.

12.1.2 In a specification providing for documented and agreed requirements, the following wording should be used to introduce the information to be supplied by the purchaser.

> The following information to be supplied by the purchaser shall be fully documented. For compliance with this BSI Flex, both the definitive requirements specified throughout the document and the following documented items shall be satisfied.

12.1.3 In a specification providing for documented and agreed requirements, if options are specified at various points throughout the document, a checklist of them should be provided as a subclause or in an annex, introduced by the following statement.

> If the purchaser wishes to take up any of the options given in this BSI Flex (see Clause **X**), such options shall be specified and documented at the time of the enquiry and/or order. In the absence of such information, the manufacturer shall supply in accordance with the following.

12.1.4 In a specification providing for documented and agreed requirements, items for agreement should be given in a separate subclause, introduced by the following statement.

> The following items to be agreed between the contracting parties are specified in the clauses referred to and shall be fully documented. For compliance with this BSI Flex, both the definitive requirements specified throughout the document and the following documented items shall be satisfied.

12.2 Marking

Where a marking clause is given, the distinction between unilateral claims of compliance and third-party certification should be included in a footnote to the clause, worded as follows. If a standard containing a marking clause is amended, the date in the marking clause and the footnote does not have to be updated to include the amendment date. However, it might be useful to do so in certain circumstances, for example if the marking clause itself has been altered by the amendment.

> Marking BSI Flex XXXX vX.X or BSI Flex XXXX vX.X:YYYY-MM on or in relation to a product represents a manufacturer's declaration of conformity, i.e. a claim by or on behalf of the manufacturer that the product meets the requirements of the document. The accuracy of the claim is solely the claimant's responsibility. Such a declaration is not to be confused with third-party certification of conformity.

12.3 Trade names and commercially available products

12.3.1 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 should be associated with a footnote as shown in the following example.

> … [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 BSI of the product named. Equivalent products may be used if they can be shown to lead to the same results.

12.3.2 If it is considered essential to give an example 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 the following example.

> … [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 BSI of this (these) product(s).

12.3.3 If it is considered essential for reasons of public interest or public safety to refer to commercially available products, trade names or trademarks may be provided, with a footnote as shown in the following example.

> This (these) [trade name(s) or trademark(s)] is (are) provided for reasons of public interest or public safety. This information is given for the convenience of users of this document and does not constitute an endorsement by BSI.

12.4 Use of copyright material

Where a copyrighted drawing or table is used, it should be accompanied by the following note. (A corresponding paragraph should be given in the Foreword; see **9.5.10**.)

> NOTE   Copyright is claimed in this illustration/table. Reproduction of this illustration/table and making products from it might infringe that copyright. Details of the copyright owner can be found in the Foreword.

13 Bibliography

The following statement should be included immediately before the list of standards publications in the bibliography. If a "Standards publications" heading is given, the statement should appear after the heading.

> For dated references, only the edition cited applies. For undated references, the latest edition of the referenced document (including any amendments) applies.

In the case of undated references, if the latest edition is a British Standard with a new number, it can be helpful to draw attention to the fact with a footnote.

14 Index

If commentaries are referred to in an index, the following wording should be included before the first entry:

> The suffix "Comm" indicates that the reference is contained within the Commentary section of the specified clause or subclause.

15 Inside back cover

The back cover contains information about BSI, standards, copyright, subscriptions, contacts, etc. It is automatically generated at publication stage and cannot be altered.

16 Back cover

The back cover contains BSI's postal address.