BRITISH STANDARD

BS 7373-1:2001

Incorporating Amendment No. 1 to BS 7373:1998 (renumbers BS 7373:1998 as BS 7373-1:2001)

Product specifications —

Part 1: Guide to preparation

ICS 01.120

Committees responsible for this British Standard

The preparation of this British Standard was entrusted to Technical Committee MS/4, Design management systems, upon which the following bodies were represented:

Association of Consulting Engineers
Association of Project Managers
BEAMA Ltd.
British Standards Society
Chartered Society of Designers
Defence Manufacturers' Association
Department of Trade and Industry
Design Council
Electricity Association
Federation of Small Businesses
GAMBICA (BEAMA Ltd.)
Health and Safety Executive
Institute of Civil Engineers
Institute of Electrical Engineers
Institute of Engineering Designers
Institute of Mechanical Engineers
Ministry of Defence
Royal Institute of British Architects
University of Glasgow
University of Leeds
Co-opted members

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Contents

Foreword

The preparation of this British Standard was entrusted to Technical Committee MS/4. It supersedes BS 7373:1991, which is withdrawn.

The 1991 edition of this standard was developed from PD 6112:1967, which gave guidance mainly on the preparation of manufacturing specifications. The 1998 edition has a greatly expanded scope, covering the preparation of specifications across all sectors of industry, commerce and the public sector. It applies to all technical, services, software, production and design areas, and also recognizes the importance of intellectual and other rights.

A British Standard does not purport to include all the necessary provisions of a contract. Users of British Standards are responsible for their correct application.

Compliance with a British standard does not of itself confer immunity from legal obligations

Summary of pages

This document comprises a front cover, an inside front cover, pages i and ii, pages 1 to 16, an inside back cover and a back cover.

The BSI copyright notice displayed in this document indicates when the document was last issued.

Introduction

The object of this British Standard is to provide guidance on the content, layout, preparation and management of all types of specification. Specifications are routinely used throughout the manufacturing, construction, process and service industries, commerce and in the public sector to enable the implementation of products that satisfy an expressed need. The requirements are usually technical, commercial and legal and are applicable to products, processes and services.

Use of the word "product" throughout this standard applies to service, hardware, processed material and software deliverables, or any combination thereof.

This standard is equally applicable to the specification of a domestic refuse collection system as it is to a store layout, a power station, a can of soup, a file of machine code or a wheel nut.

The concepts and attributes of the product being specified, together with any constraints, need to be set out to the appropriate degree of detail. This should enable the development, assessment, implementation, operation, maintenance and ultimate disposal of the product. Similar guidance may be needed in the drafting of user manuals, instruction books, or leaflets associated with products.

These purposes are best achieved within the framework of a logical layout set out in an orderly fashion.

Associated with the generation of specifications are overall management considerations, including rights to data, intellectual property, liability to prospective users and legislative consequences including health and safety and the environment. Management duties continue after publication of a specification and may even persist after its withdrawal. These duties may involve change management, product development and the handling of disputes. Specifications are an integral part of some standards and of contracts, and the level of precision finally used should correspond with these requirements.

1 Scope

This British Standard gives guidance on the layout and preparation of specifications, and describes systems for their management. It applies to specifications used within industry, commerce and the public sector.

The guidance is applicable to the specification of all types of product.

2 Terms and definitions

For the purposes of this standard, the following definitions apply.

NOTE Reference to definitions given in BS 7000-10, BS EN ISO 8402 and BS EN ISO 10007 may also be useful.

2.1

performance specification

document that specifies requirements in terms of features, characteristics, process conditions, limits and exclusions defining the performance of the product

NOTE A performance specification is sometimes referred to by the alternative term "functional specification".

2.2

product specification

document that prescribes the requirements that the product needs to fulfil in order to conform to the performance specification

NOTE 1 A product specification describes the features, characteristics and properties of a product, and gives all the information that is required to create it, including objective evidence that the product is capable of conforming to the performance specification.

NOTE 2 A product specification is sometimes referred to by the alternative term "technical specification".

2.3

descriptive specification

statement of the attributes of a product which enables prospective users to establish its fitness for use

2.4

general rule document

specification that is used as a reference in many other applications

2.5

product

result of activities or processes

NOTE 1 A product may include service, hardware, processed material, software or a combination thereof.

NOTE 2 A product can be tangible (e.g. assemblies or processed materials) or intangible (e.g. knowledge or concepts), or a combination thereof.

NOTE 3 A product can be either intended (e.g. an offering to customers) or unintended (e.g. a pollutant or unwanted effect).

[BS EN ISO 8402:1995, definition **1.4**]

2.6

requirement

clause in a specification that details the attributes of the product, process or service which are necessary to achieve compliance

2.7

normative

necessary for compliance with a specification

3 Types of specification

3.1 General

Specifications are generally written for two purposes:

a) to state unequivocally requirements concerning the performance and technical attributes of a product;

b) to give guidance on the process of making and using a product.

The requirements and guidance needed to define and implement a product may be incorporated into one document, or exist in a whole series of inter-related documents. The approach taken is usually dictated by the size and complexity of the product and the precepts of the organization concerned. Figure 1 illustrates the relationship between the various kinds of specification used during a typical product life cycle.

3.2 Triggers

An outline of the proposed product to be specified may be given in an initial brief that states the customer's key requirements. This initial brief may be further developed into a business proposal, project brief, design brief and, if necessary, a full performance specification. These preliminary steps should be taken during the project's conception and feasibility phases, before any work on its implementation is authorized or started.

3.3 Requirements

A performance specification should state the required attributes of the product, together with any constraints, without giving a detailed technical description. This information should then be used during the implementation phase as the basis for preparing a product specification that contains a full technical description of the product.

A product specification may describe in detail a new product designed to meet a particular customer's requirement or general market requirement, or an existing product. Such specifications may be used for contractual purposes.

The product specification needs to give all the information required to realize the product and provide objective evidence that the product conforms to its performance specification (or, in the absence of a performance specification, to the client's initial brief).

Product specifications may also describe an existing product to a prospective customer and may be supplied in the form of a brochure, catalogue entry, handbook or user manual. Such descriptive specifications, when accepted by the customer, place an onus on the supplier to provide a product that conforms to the description; thus descriptions can become firm requirements.

3.4 Processes

Process specifications (see Figure 2) should be developed where necessary to give detailed guidance on the technical and procedural aspects of product implementation. They should be concerned with the required output, invariably the delivery of a product that conforms to the performance specification.

The specification of processes should be broad and of a general nature, relying on internal and external standards without necessarily making reference to them. These specifications are often referred to simply as procedures and should describe the way in which a set of inter-related resources and activities transforms inputs into outputs.

3.5 Other types of specification

In addition to the generic specifications that are defined in clause **2**, a small selection of commonly used kinds of specification and their purposes are described in Figure 2. These may specify products and/or processes; they may be prescriptive and/or descriptive.

4 Presentation

4.1 General

The purpose of a specification is to convey information, and the ease with which this is achieved is influenced by the style of presentation. This clause provides guidance on this essential aspect of preparing specifications.

Guidance on the presentation of technical manuals is given in BS 4884-3. Additional guidance on user requirements for technical manuals is given in BS 4899-2.

Rules that apply to the structure, drafting and presentation of British Standard specifications are given in BS 0-3. Similar rules relating to International and European Standard specifications are given in the ISO/IEC Directives, Part 3.

4.2 Level of detail

In most sectors there exists a protocol setting out the level of detail needed in a specification to describe a product or process. The level of detail in a specification usually depends on its intended use; on the nature and value of the product or process described; on health, safety and environmental considerations; and on the degree of maturity of standardization within the sector concerned.

The end product usually has an inherent unwritten specification that is implied by industry standards and common practice. However, if there is any doubt about the supplier's knowledge of industry standards and common practice, the necessary extra detail should be provided in the specification.

The intended use of the product should always be stated in specifications, to enable:

a) reference to be made to relevant statutory instruments and embargoes;

b) users to be informed of the limits of application of the product;

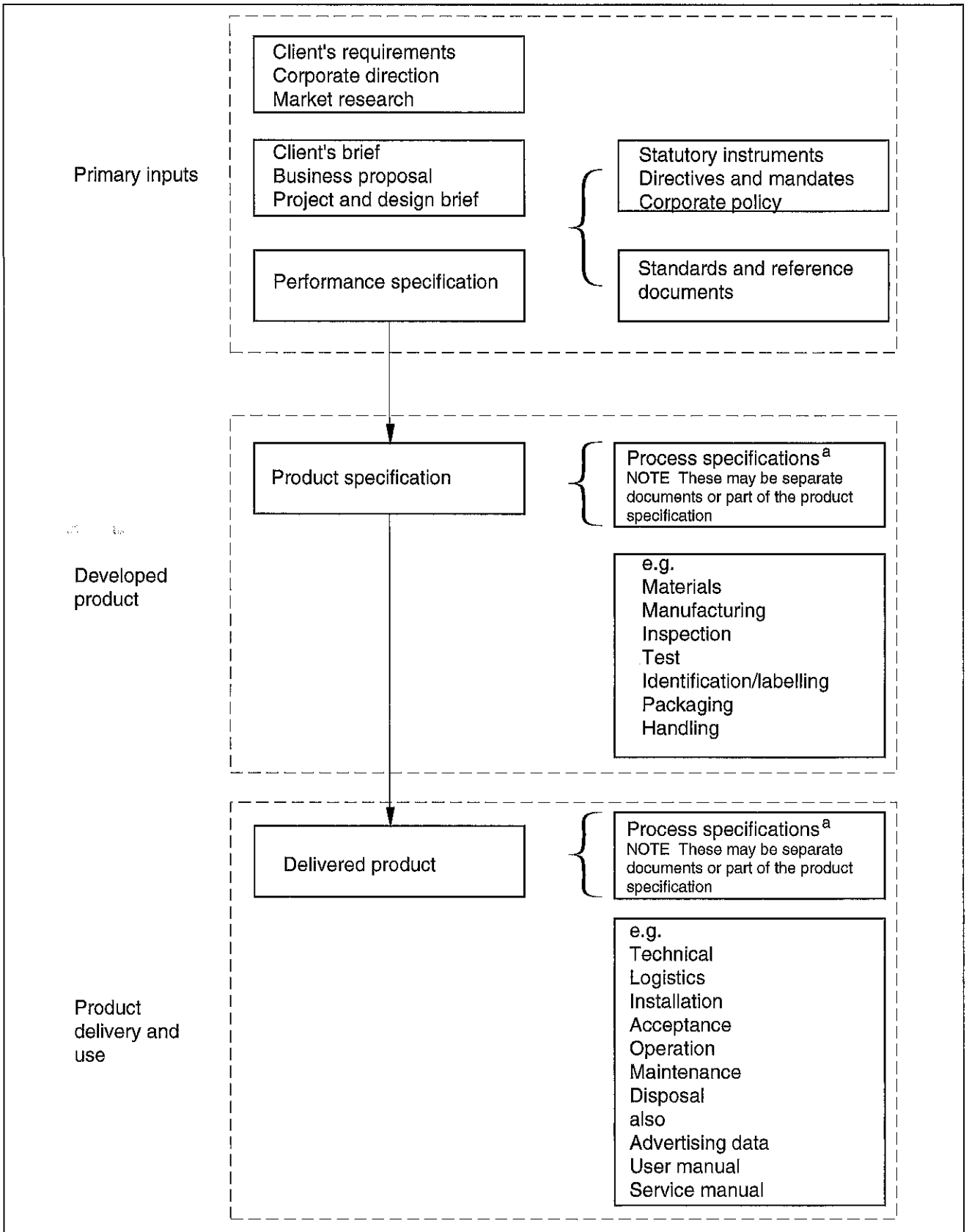
c) evaluation of the product for fitness for purpose.

4.3 Structure

4.3.1 *Clarity*

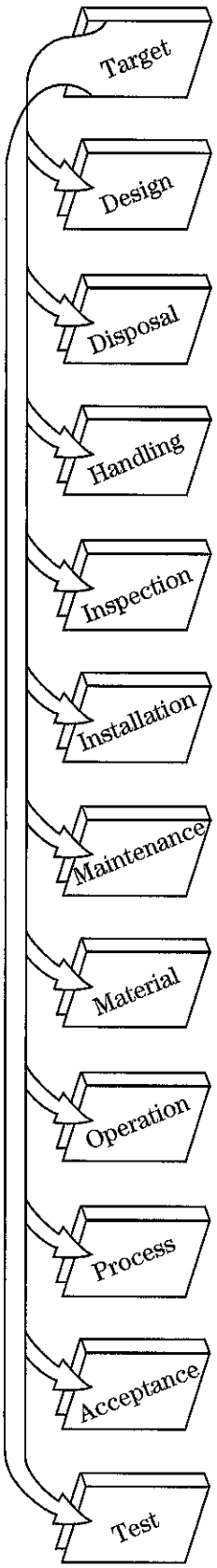
Requirements should be clearly stated and identified so that conformity can be readily checked.

For ease of use, informative text such as explanations should be in the form of concise notes adjacent to, but distinct from, the relevant clauses. More extensive informative text, such as detailed guidance, should be put in annexes separate from the requirements clauses.



[a] See Figure 2.

Figure 1 — Order of use of specification types



Primary purpose of the product that also gives essential instructions concerning such matters as style, grade, performance, appearance, characteristics, conditions of use, health and safety, packaging, conformity assessment, reliability and maintainability.

Requirements that are to be incorporated in the product design, such as compliance with standards, processes and management systems.

Process and precautions to be observed in withdrawing from service and discarding or otherwise dispensing with a product and any associated waste or redundant materials.

Requirements to ensure that the product can be moved and stored with adequate protection from damage to itself, the environment, property and people.

Process for examining the product to determine its conformity with requirements given in the product specification.

Process and detailed procedures for installing the product, including, if necessary, unpacking, preparation, assembly, commissioning, testing and hand-over to the customer.

Process and detailed procedures for the routine, preventive and corrective maintenance needed to keep the product operating in accordance with its performance specification.

Constituents of the product, including raw materials, finished components and all other items required for its construction.

Process and detailed procedures for bringing the product into use and then operating and maintaining it so that the requirements of the performance specification are fulfilled throughout its life cycle.

Methods and logistics of creating the product, including the materials, equipment, physical conditions, facilities, personnel, procedures and sequence of activities that contribute to the delivery of an end product that conforms to its specification.

Criteria that need to be met before the product is handed over to the customer.

Process and detailed procedures for testing the product, including, if necessary, the criteria for assessing the test results for compliance with the acceptance and/or performance specifications.

Figure 2 — Some types of specification

It is sometimes preferable to place normative text such as detailed test methods in annexes, to avoid cluttering the requirements in the main body of the document. (See **5.10**.)

4.3.2 *Standard structure*

The layout and structure of a specification should conform to a standard format that the user can recognize (see clause **5** and Table 1 for a suggested format).

Formats of national, European and international standards may be adopted, for example as in this British Standard (see BS 0-3).

4.3.3 *Clause numbering*

Numbering systems should be kept as simple as possible and should be consistent throughout the specification (see BS 5848).

4.3.4 *Specialized text and illustration*

A specification sometimes includes numerical statements, algebraic equations, drawings, graphics, charts, tables and methods of computation. These should be compiled using standard notation and layout, as in national, European, international or internal company standards. See BS 5775 and BS 5555 for requirements for the use of SI quantities, units and symbols.

4.4 Text

4.4.1 *General*

Clarity of text is essential. Double or hidden meanings should be eliminated, technical terms should be referenced or defined and the final text should be capable of inclusion in a contract.

4.4.2 *Language*

Where there are several categories of user, the specification should be divided to form a family, each part being addressed to a particular specialized category of user and all being mutually consistent and, where necessary, cross-referenced.

Many specifications are used by persons for whom English is not a first language and the text should therefore be simple, direct and easily translatable. It should avoid colloquialisms and jargon with which the user may be unfamiliar. Graphics should be used to convey information which is difficult to express clearly in text.

Translation should be undertaken by a person whose first language is the target language. If there is any dispute over interpretation, the original language version of a specification should take precedence.

4.4.3 *Requirements and guidance clauses*

The recommended convention for use of the words "should", "shall", "must" and "will" is as follows.

a) "should" is used for guidance clauses where no requirement is intended.

b) "shall" is used where a requirement is intended.

c) "must" and "will" should be avoided. (Use of these words is confined to statutory obligations.)

NOTE This convention is consistent with BS 0-3:1997, **6.3.3**.

4.4.4 *Terminology*

Specifications are written for use by a variety of people. The technical level of the content may dictate the style to be adopted, but the group for whom the document is to be written should be a major consideration.

The terminology used should be appropriate to the subject and the comprehension of the user.

A specification written for use by members of a discrete profession would be expected to contain the terminology associated with that profession. A similar specification written for use by the consumer or user of a product should avoid highly technical terminology. Where appropriate, graphics such as diagrams, charts, illustrations and pictograms should be used.

Consistent terminology should be used throughout the specification and the use of synonyms should be avoided. Consistency between all specifications within the same series should be ensured.

Terms or units which could be misinterpreted or which are highly technical should be defined.

Terms that are used in a special sense for the purpose of a particular specification should be defined. Acronyms, no matter how well known to the author, should be avoided as far as possible. If acronyms are unavoidable, they should be preceded, at their first occurrence in the text, by the words that they represent, spelt in full.

Preference should be given to using recognized standard terms in specifications. National, European and international standard vocabularies exist for a wide range of specialist and general terminology. A comprehensive list of subjects for which British Standard vocabularies exist is given in annex A.

5 Content and preparation

5.1 General

The preparation of a specification is an iterative process and although the content of each type of specification may be different, the manner in which the information is ordered and described should where possible follow a similar pattern. Before work starts on preparation of a specification, it is recommended that the following be done:

a) establish the objectives of the specification and identify prospective users;

b) establish whether specifications exist that contain the same information;

c) set out a format for the specification, which should include the structure of all clauses.

The first task should be to establish the objectives, and a review of these objectives is recommended when the specification has been completed.

In **5.2** to **5.12**, guidance is given on the content and preparation of each part of the recommended structure shown in Table 1.

Guidance on the content of technical manuals is given in BS 4884-2.

Table 2 lists typical elements forming the subject matter of a specification.

5.2 Identification

The specification should be given a unique title and reference number. It should clearly state its authority, security designation, issue number and date.

5.3 Circulation

A list of the holders of controlled copies of the specification should be given. Recipients of uncontrolled copies or portions of the specification should also be listed.

5.4 Contents

The contents list should guide the user to the subjects and topics included in the specification. When drawing up the contents it may be useful to compare it with the original checklist.

5.5 Foreword

A foreword should describe the reason for, or the circumstances under which, the specification was prepared. A foreword is recommended only if it is helpful to the understanding of the specification or its status. It is not essential.

5.6 Introduction

If an introduction is to be included, it should state the objectives of the specification (see **5.1**), together with a brief summary of its technical contents.

5.7 Scope

The scope clause defines the extent and limitations of the subject matter of the specification. It should identify inclusions, exclusions, applications, limits, ranges and any other relevant restrictions, so that the specification's usefulness and significance can be readily understood and any misinterpretations prevented. Such statements should be concise and complete.

5.8 References

Reference may be made to a national, European, international or recognized industry standard. It may also be appropriate to refer to a company standard or specification, or to that of a client, which achieves the same or related objectives. Such references may be made in the body of the specification and should be listed in the bibliography (see **5.12**).

The policy regarding the use of references should be stated. References which are mandatory and form part of the requirements (normative) should be distinguished from those which are simply for guidance (informative). References may be made to specific dated issues of documents, or to the latest available issue. If, however, a particular clause, figure or table is referenced, the date of the document should always be quoted.

Table 1 — Checklist of main items

Item	Content
Identification	Title, reference number, authority, designation, issue number and date
Circulation	Distribution list of the specification
Contents	List of parts, clauses, illustrations and annexes
Foreword	Reasons for writing the specification
Introduction	Summary of contents and technical aspects of objectives
Scope	Range of objectives/content
References	Statement of policy regarding reference documents
Definitions	Terms used with special meanings in the text (see **4.3.4**)
Main body of the specification	Requirements, guidance and methods
Annexes	Additional detailed technical information and examples
Index	Alphabetical index
Bibliography	Details of internal and external standards and publications referred to in the specification

Table 2 — Typical elements of a specification

Performance		
Function	**Material**	**Dependability**
Capacity	Appearance	Availability
Efficiency and effectiveness	Colour	Disposal
Lifespan	Conductivity	Level of service
Mass	Density	Life cycle costs
Scope and range	Ductility	Logistical support
Size and shape	Elasticity	Maintainability
Strength	Hardness	Modification
Utilization	Phases	Redundancy
Velocity	Purity	Refurbishment
	Recycling content and potential	Reliability
	Strength	
	Texture	
	Viscosity	
Location		
Environment	**Ergonomics and aesthetics**	**Interface**
Access	Accessibility	Accessibility
Air and water flow	Colour	Compatibility
Altitude and depth	Controls and displays	Configuration
Corrosion	Custom and culture	Custom and culture
Erosion	Illumination	Emissions
Force	Mass	Heat input and output
Mass	Noise, vibration and shock	Interchangeability
Noise, vibration and shock	Operating force	Local utilities
Pollution	Signs and instructions	Redundancy
Precipitation	Size and shape	Security
Pressure	Taste and smell	Size and shape
Radiation	Temperature	Use and abuse tolerance
Relative humidity	Texture	Visibility
Subsidence	Transportability	
Temperature	Visual impact	
Velocity and acceleration		
Working space		
Acquisition and operation		
Cost and timing	**Training**	**Safety**
Availability	Custom and culture	Accessibility
Customer support	Documentation	Custom and culture
Installation and commissioning	Education	Emissions
Life cycle costs	Evaluation	Ergonomics
Marketing and sales factors	Language	Guards and barriers
Programme of activities	Location and facilities	Health
Range and scope	Skills and experience	Protective clothing
Transportation and storage	Staff selection	Security
Unit cost	Tools and equipment	Signs and instructions
		Tools and equipment
		Testing and auditing

NOTE The lists given in this table are not exhaustive.

5.9 Body of the specification

5.9.1 *Performance*

The attributes of performance are concerned directly with the product that is the subject of the specification and should describe its ability in terms of function and appearance. Attributes should be bounded by specified ranges or limits where necessary. If the product is intended to be used in a specific application, the performance specification should give details of that application; for example: "this tubing is for use in a superheater".

Some elements of performance are as follows:

a) functions: ability, capacity or strength needed to suit its purpose;

b) appearance: shape, colour and texture;

c) reliability: durability and time dependence;

d) guarantees and liabilities.

5.9.2 *Location*

5.9.2.1 *Effect of location*

A product is used (or performs) in a predetermined environment that is usually defined by its physical location.

5.9.2.2 *Environmental conditions*

A list of climatic, environmental and aesthetic elements is given in Table 2 under the heading of "Location". Many of the commonly occurring conditions overlap or are interchangeable, or emphasize a particular element of performance; but all these aspects should be considered.

5.9.2.3 *Compatibility*

Compatibility is the ability of the product to interface with other products or to exist with them. Compatibility of parts is important in the concept of interchangeability where, in maintenance, servicing or repair work, failed items can be replaced from more than one source.

5.9.2.4 *Corrosion and degradation*

The circumstances in which the product is used should be taken into account. Deterioration can result from effects such as climatic conditions, mode of operation and contact with other products, materials and organisms.

5.9.2.5 *Human interface*

Ergonomic factors may need to be specified with regard to the way in which a product should be operated and serviced in a safe, effective and efficient manner.

5.9.3 *Acquisition and operation*

Some elements of a specification are dependent on the user of the product. The following should be considered.

a) Documentation should provide sufficient and precise information for the user.

b) Maintenance should cover routine and preventive maintenance that can be completed by people using the facilities available locally. It should also include any major maintenance that may involve bringing in specialists or the removal of items to a more suitable location. The maintenance intervals should be specified.

c) Installation should cover instructions or guidance on siting, setting-up, commissioning and formal hand-over of the product to the customer. Consideration should be given to identifying the existing resources and any specialist skills, tools and equipment needed to complete the operation. If the product is abnormally large or heavy, the method of transport to its installation site should be specified.

d) Logistics should cover the geographical location, access and availability of resources, facilities and services. Supplies need to be specified and made available in sufficient quantities at the right place and time to support the product.

e) Packaging and labelling necessary to protect the product, the public and the environment should be adequate for transportation to the final destination and, if necessary, for storage for a defined or undefined period with or without additional protection. Packaging may be retained for re-use or be disposable.

f) Health and safety requirements need to be adequate. Reference should be made to national and local legislation and regulations. BS 8800 gives guidance on occupational health and safety.

NOTE Many of these elements can be considered under different groups, as they interact (see Table 2).

5.9.4 *Quality assurance elements*

BS EN ISO 9001 provides an internationally recognized quality assurance model that sets out management systems requirements that are relevant to the preparation and use of specifications.

The attributes listed in specifications, where possible, should be defined in objective or quantitative terms such that the product's conformity to the specification can be confirmed by direct measurement. The limits of acceptance should be defined. Where measurements can vary according to the method used, the preferred method should be stated.

Where conformity can only be demonstrated by statistical or analytical methods, this should be acknowledged. The level of accuracy and confidence should then be specified. (See BS 2846-1 for information on statistical techniques.)

Subjective or non-verifiable attributes should not be included in a specification as requirements, but may be attached for guidance. When the combination of attributes can only be confirmed by a series of tests or by field trials, the requirements for such tests or trials should be included in the specification.

Normally, attributes are confirmed by the following types of test:

a) inspection (measurement);

b) performance (trial);

c) environmental (controlled area);

d) reliability (time related).

5.9.5 *Legislation, health and safety*

The performance or use of the product may be subject to national, European or international regulatory legislation. The specification should enumerate and specify the following aspects:

a) health and safety of the user, operator or third parties;

b) effect on ecology and the environment;

c) legislation specific to use, possession, or disposal of the product;

d) use by disabled people;

e) any adverse impacts on society.

NOTE The specification may take into account the insurability of the product.

5.10 Annexes

Annexes should be used when large quantities of detailed technical information need to be included in a specification for reference purposes. Annex A of this standard is an example. They may also be used to accommodate normative material such as test methods which would unduly clutter the main body of the document.

The specification may contain one or more annexes. Such annexes may state requirements or verification procedures (normative annexes), or they may provide information or guidance (informative annexes). The main body of the specification should always include at least one reference to each annex. Annexes should be placed in order of reference and clearly marked as either "normative" or "informative".

5.11 Index

An index should be provided for large or multi-part specifications. (See BS ISO 999.)

5.12 Bibliography

A list of all the documents referred to within the specification should be included at the end of the document. The bibliography should be divided into normative and informative sections.

For references to internal or external standards, their identification number, date of issue, revision number and title should be quoted in the bibliography. For references to other publications, the title, author, publisher, year of publication and edition number should be quoted.

NOTE Undated references imply that the latest issue applies. (See **5.8.**)

6 Management of specifications

6.1 General

This clause gives guidance on two distinct management responsibilities related to the publication of specifications. The first is associated with their preparation and is to ensure that they represent policy and that data are protected. The second responsibility commences with issue of the specification and continues throughout its life. It embraces such activities as issue, distribution, change, protection and, finally, cancellation.

6.2 Policy

The manager(s) with overall authority for the organization should establish and maintain policies for the preparation and control of specifications, including aspects such as format, level of authorization, confidentiality, copyright, right of usage, change procedure and disposal of superseded documents.

6.3 Security

Specifications are sometimes restricted in circulation, for reasons such as the following:

a) patent, copyright or trademark protection;

b) protection of customer's information;

c) financial, technical and commercial confidentiality;

d) national or organizational security.

Procedures for security in these cases should be carefully prepared and strictly enforced. The storage of such specifications should be appropriately secure.

6.4 Management of specifications during preparation

6.4.1 *Related documents, references and duplication*

Before starting to prepare a specification, it is advisable to search for existing documents that might serve the same purpose, either in part or in whole. The following types of publication may be relevant to the proposed specification:

a) the organization's internal specifications;

b) general rule documents;

c) national, European and international standards;

d) standards issued by professional, industrial, commercial and public sector bodies;

e) journals, catalogues and learned papers;

f) statutory instruments, conditions of contract and other legal conditions;

g) specifications issued by prospective purchasers or specifications of other organizations.

Even if a suitable document is not found, some of the information obtained may be relevant to the proposed specification and should be referenced or incorporated as necessary.

6.4.2 *Drafting procedures*

The sequence of the work in drafting a specification may not correspond to the order in which the specification is presented. (See Table 1 for a suggested order of presentation.) A six-stage procedure for drafting a typical specification is given in Figure 3. This procedure is iterative, but for clarity the feedback lines are omitted in the figure.

6.4.3 *Authorization for issue*

The completed specification should be checked for accuracy and suitability for issue by a person who was not involved in its preparation, but who is conversant with the subject.

After this initial checking stage, the specification should be formally authorized (signed and dated) by all interested parties for issue and use. These parties may include, for example, the customer, executives who are responsible for designing, producing and marketing the product, and, where appropriate, legal advisers and the chief executive.

6.5 Management of issued specifications

6.5.1 *Primary identification*

Each specification should be given an identifying code, title and issue number. The code should identify the class of subject matter or the objectives of the document, to facilitate classification in a library. It should also permit quick reference and traceability.

NOTE A subset of the Dewey Universal Decimal Classification is recommended as a starting point.

6.5.2 *Availability and storage*

Copies of the specification should be recorded, stored and controlled so that they are directly available to all authorized users.

Most organizations use and store other organizations' specifications. One approach to the storage of a variety of external specifications is to classify them on receipt, giving them internal codes, so that they can be traced.

6.5.3 *Review*

All specifications should be reviewed at regular intervals and amended as necessary. The interval between each review should not exceed 5 years.

6.5.4 *Change management and disposal*

It is essential to record, monitor and control the issue of specifications, so that all users can be made aware of changes when they occur. A formal change management procedure should be used. Further guidance on change management is given in BS EN ISO 10007.

A copy of each issue of the specification should be permanently archived, together with any information concerning modifications. Reference to archived specifications may be necessary at any time in the future, for example, as evidence in disputes and litigation.

All obsolete specifications in circulation should be retrieved to prevent their continued use. It may also be necessary to destroy these copies for security reasons.

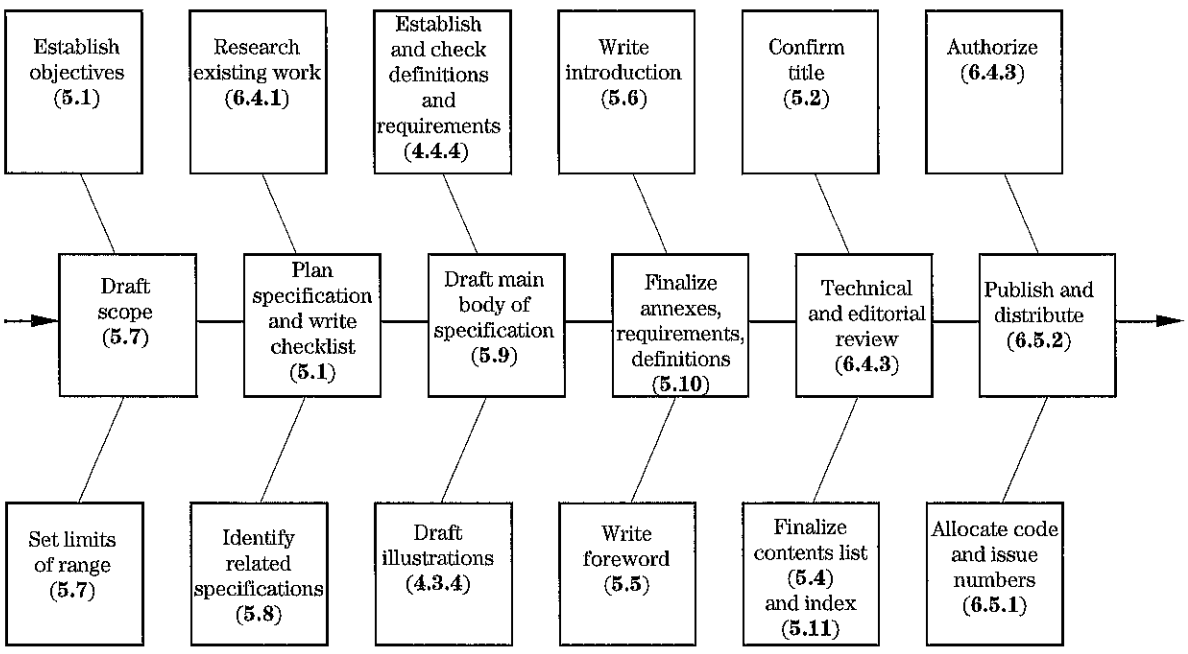


Figure 3 — Stages in the preparation of a specification

Annex A (informative)
Alphabetical index of British Standard vocabularies

Given below is a list of published British Standard vocabularies.

NOTE 1 Where the number of the British Standard is prefixed by the letters BS AU or BS MA, the standard is part of the Automobile or Marine series respectively.

NOTE 2 Where the number is prefixed by the letters PD or DD rather than BS, the product is a Published Document or a Draft for Development respectively. These documents do not have the status of a British Standard and are issued for information or provisional use subject to technical development that may eventually lead to the publication of standards.

NOTE 3 A hyphenated number denotes a separate Part of the quoted British Standard.

Subject	British Standard (or other BSI publication)
adhesives industry	BS 6138
aeronautical and astronautical terms	BS 185
agricultural machinery and implements	BS 2468
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dictation equipment	BS 3738-1
dimensional co-ordination in shipbuilding	BS MA 13[1)]
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[2)] Published by the International Organization for Standardization (ISO) and the International Electrotechnical Commission (IEC), and available from BSI Customer Services.

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