

भारतीय मानक ब्यूरो

प्रकाशन विभाग

संदर्भ: मुख्यालय-प्रकाशन/एसओपी/एफ-ड्राफ्ट

15 अक्टूबर 2024

भारतीय मानकों/विशेष प्रकाशनों के प्रकाशन हेतु भेजे जा रहे एफ-ड्राफ्ट के लिए मेम्बर सेक्रेटरी द्वारा अनुपालन हेतु, महानिदेशक, भारतीय मानक ब्यूरो द्वारा अनुमोदित मानक प्रचालन प्रक्रिया (एसओपी) संलग्न है।

ये एसओपी प्रकाशन विभाग द्वारा एफ-ड्राफ्ट्स में गत 1 वर्ष के दौरान पाई गई त्रुटियों के आधार पर बनाई गई है। इसके अनुपालन से एफ-ड्राफ्ट से भारतीय मानकों/विशेष प्रकाशनों के प्रकाशित होने के समय में कमी आएगी।

तकनीकी विभागों से अनुरोध है कि प्रकाशन विभाग को एफ-ड्राफ्ट भेजते समय इस एसओपी का अनुपालन आवश्यक तौर पर करें।

एफ-ड्राफ्ट एसओपी के अनुरूप ना होने की दशा में प्रकाशन विभाग द्वारा स्वीकृत नहीं किये जाएंगे।

(मोहम्मद आक्रिब)
संयुक्त निदेशक

प्रमुख (प्रकाशन)

उप महानिदेशक (हॉलमार्किंग)

परिचालित:

- उप महानिदेशक (मानकीकरण II)
- उप महानिदेशक (मानकीकरण I)
- उप महानिदेशक (आई आर, एस सी एम एवं एम एस सी)
- समस्त तकनीकी विभाग
- समस्त अफसरों को सूचनार्थ

BUREAU OF INDIAN STANDARDS
PUBLICATION DEPARTMENT

Ref:HQ-PUB/SOP/F-Draft

15 October 2024

The Standard Operating Procedure (SOP) to be followed by member secretaries for sending F-Drafts of Indian Standards/Special Publications, as approved by DG, BIS is enclosed.

This SOP has been made by Publication Department based on the common errors found in F-drafts during past 1 year. The compliance to this would reduce the time taken in publishing Indian Standards/Special Publications from the F-draft stage.

Technical Departments are requested to mandatorily follow this SOP while sending F-drafts to Publication Department.

The F-drafts will not be accepted by Publication Department in case of non-compliance to the SOP.

(Mohammad Aqib)
Joint Director

Head (Publication)

DDG (Hallmarking)

Circulated to:

- a) **DDG (Standardization II)**
- b) **DDG (Standardization I)**
- c) **DDG (IR, SCM & MSC)**
- d) **All Technical Departments**
- e) **All Officers for Information**

**STANDARD OPERATING PROCEDURE TO BE FOLLOWED BY
MEMBER SECRETARIES FOR SENDING F-DRAFTS**

Aspect	Work Instructions	Checked	Reviewed
Portal Details	<p>Document details mentioned on standards portal shall be consistent with the F-Drafts.</p> <p>a) Document Number; b) Hindi/English Title; c) Document Type (Revision/New); d) ICS Number; e) Standard to be revised; f) Standard(s) to be withdrawn; g) Degree of Equivalence.</p>		
Title	<p>The title of the standard shall be in line with Clause 6.1.1 of IS 12 : 2005.</p> <p><i>Recommended</i></p> <p>‘Public Library — Guidelines’ ‘Plastics and Rubber — Methods of Test’</p> <p><i>Not Recommended</i></p> <p>‘Guidelines for Public Library’ ‘Methods of Test for Plastics and Rubber’</p>		
	<p>In case there are different parts of standard, the main title of all parts shall be same.</p> <p><i>Recommended</i></p> <p>‘Acoustics — Determination of Acoustic Properties in Impedance Tubes Part 1 Method Using Standing Wave Ratio’</p> <p>‘Acoustics — Determination of Acoustic Properties in Impedance Tubes Part 2 Two-Microphone Technique for Normal Sound Absorption Coefficient and Normal Surface Impedance’</p>		

	<p><i>Not Recommended</i></p> <p>‘Acoustics — Determination of Sound Absorption Coefficient and Impedance in Impedance Tubes Part 1 Method Using Standing Wave Ratio’</p> <p>‘Acoustics — Determination of Acoustic Properties in Impedance Tubes Part 2 Two-Microphone Technique for Normal Sound Absorption Coefficient and Normal Surface Impedance’</p>		
	<p>Title of Part and Section shall be mentioned separately.</p> <p><i>Recommended</i></p> <p>‘Low Voltage Switchgear Part 1 Ancillary Equipment Section 55 Terminal Blocks’</p> <p><i>Not Recommended</i></p> <p>‘Low Voltage Switchgear Part 1-55 Ancillary Equipment Terminal Blocks’</p>		
	<p>The selection of Hindi words shall be appropriate in the context of the scope of standard.</p> <p>(Hindi department should be consulted in advance for ensuring usage of proper words.)</p>		
First Cover Page	The first cover page templates for indigenous, modified and identical adoption of ISO/IEC standard, as shared by Publication Department shall be used.		
Foreword	History of standard and details regarding other Parts/Sections of the standard shall be mentioned.		
Figures/Images/ Flowcharts, etc	Clear figures/images/flowcharts with lettering in capitals shall be provided with F-Drafts.		

<p>Committee Composition</p>	<p>Committee composition shall be arranged alphabetically, as per organization name.</p> <p>The complete postal address of the members in personal capacity shall be provided in the Committee Composition in line with Clause 6.1.2.3(a)(ii) of IS 12 : 2005.</p>		
<p>Amendments</p>	<p>The word 'add' shall not be used in line with Clause 11.2.3 of IS 12 : 2005.</p> <p>The word 'Insert' shall be used for such amendments.</p>		
	<p>As a consequence of deletion or addition, of any clause, the subsequent clauses shall not normally be renumbered in line with Clause 11.2.4 of IS 12 : 2005.</p>		
	<p>Amendments shall contain reference to page numbers of Indian Standards and NOT that of previous amendments.</p>		
<p>General</p>	<p>SOP for Publication of Indian Standards including checklists shall be followed in preparation of F-Drafts.</p>		
<p>Adopted Standards</p>	<p>The adopted standard shall normally be assigned a dual number, except for special cases in line with Clause 12.1 of IS 12 : 2005.</p>		
	<p>In case the degree of equivalence is stated as identical, the Indian Standards other than identical adoptions shall NOT be substituted in place of referred International Standards, else the standard would fall in criteria of modified adoptions in line with Clause 4.3(d) of IS 12 (Part 2) : 2019/ISO/IEC Guide 21-1 : 2005.</p>		

	Watermark copies of Base ISO/IEC standards shall not be attached in F-Drafts.		
	Only English version of Base ISO/IEC standards should be attached in F-Drafts.		

Note: The F-drafts not in line with approved SOP will be rejected by the Publication Department.