

---

ICS 01.120

A 00



中华人民共和国国家标准

**National Standard of the People's Republic of China**

**GB/T 1.1 – 2009**

Replaces GB/T 1.1 – 2000, GB/T 1.2 – 2002

---

**Directives for standardization –**

**Part 1: Structure and drafting of standards**

**(ISO/IEC Directives — Part 2:2004, Rules for the structure and  
drafting of International Standards, NEQ)**

标准化工作导则

第 1 部分:标准的结构和编写

Issue date: June 17, 2009

Implementation date: January 01, 2010

---

**This standard is jointly issued by the General Administration of Quality  
Supervision, Inspection and Quarantine of the People's Republic of China and  
Standardization Administration of The People's Republic of China**

## Contents

Foreword.....	1
Introduction .....	4
1 Scope .....	5
2 Normative references.....	5
3 Terms and definitions.....	6
4 General principles.....	8
4.1 Objective.....	8
4.2 Homogeneity.....	9
4.3 Coordination .....	9
4.4 Fitness .....	10
4.5 Consistency .....	10
4.6 Standardization .....	10
5 Structure .....	11
5.1 Subdivision of the subject matter.....	11
5.1.1 General.....	11
5.1.2 Subdivision of the subject matter within a series of part .....	11
5.1.3 Subdivision of the subject matter within an individual standard .....	12
5.2 Description and numbering of divisions and subdivisions .....	14
5.2.1 Overview.....	14
5.2.2 Part.....	15
5.2.3 Clause .....	15
5.2.4 Sub-clause.....	15
5.2.5 Paragraph.....	16
5.2.6 Lists .....	17
5.2.7 Annex .....	18

6	Drafting elements.....	19
6.1	Preliminary informative elements .....	19
6.1.1	Front cover page .....	19
6.1.2	Table of contents.....	19
6.1.3	Foreword .....	20
6.1.4	Introduction .....	21
6.2	General normative elements.....	21
6.2.1	Title of standard .....	21
6.2.2	Scope .....	22
6.2.3	Normative references.....	23
6.3	Technical normative elements.....	24
6.3.2	Terms and definitions .....	25
6.3.3	Symbols, designations and abbreviated terms .....	26
6.3.4	Requirements .....	27
6.3.5	Classification, designation, and coding .....	27
6.3.6	Normative annexes .....	27
6.4	Supplementary informative elements .....	27
6.4.1	Informative annexes.....	27
6.4.3	Indexes .....	28
7	Expression of elements.....	28
7.1	General principles .....	28
7.1.1	Types of provisions .....	28
7.1.2	Auxiliaries for the expression of clauses .....	28
7.1.3	Expression of technical elements.....	29
7.1.4	Chinese characters and punctuation marks .....	29
7.2	Notes, examples, and footnotes to provisions .....	29
7.2.1	Notes and examples integrated in the provisions .....	29
7.2.2	Footnotes to the text.....	30
7.3	Figures .....	30
7.3.1	Usage .....	30

---

7.3.2	Form .....	30
7.3.3	Designation.....	30
7.3.4	Figure designation and title .....	31
7.3.5	Letter symbols, types and serial numbers .....	31
7.3.6	Technical drawings, diagrams and graphical symbols .....	32
7.3.7	Continuation of figures .....	33
7.3.8	Notes to figures.....	33
7.3.9	Footnotes to figures .....	34
7.3.10	Subfigures.....	34
7.4	Tables .....	35
7.4.1	Usage .....	35
7.4.2	Designation.....	35
7.4.3	Table designation and title.....	35
7.4.4	Headings .....	36
7.4.5	Continuation of tables .....	37
7.4.6	Notes to tables.....	37
7.4.7	Footnotes to tables .....	37
8	The other rules .....	38
8.1	References .....	38
8.1.1	General.....	38
8.1.2	References to the standard in its own text.....	38
8.1.3	References to other documents.....	39
8.1.4	References to parts.....	41
8.2	Full name, acronym, and abbreviation.....	41
8.3	Use of trade names.....	41
8.4	Patent rights.....	42
8.5	Selection of numerical values.....	42
8.5.1	Limit values.....	42
8.5.2	Optional values .....	42
8.6	Representation of numbers and numerical values.....	43

8.7	Quantities, units, symbols and signs .....	43
8.8	Mathematical formulae .....	43
8.8.1	Types of equation .....	43
8.8.2	Presentation of formulae .....	46
6.6.11	Dmensions and tolerances .....	48
8.10	Important information .....	48
9	Preparation and presentation of standards.....	49
9.1	General principle .....	49
9.2	Front cover page .....	49
9.2.1	Presentation.....	49
9.2.3	Identification for conformity to international standards.....	49
9.2.4	Code of standard and code of replaced standards .....	49
9.2.5	ICS number and number of Chinese classification of standards.....	50
9.3	Table of contents.....	50
9.4	Foreword and introduction.....	50
9.5	Text .....	50
9.5.1	First page of text .....	50
9.5.2	Normative references.....	50
9.5.3	Terms and definitions .....	51
9.6	Annexes.....	51
9.7	Bibliography and index.....	51
9.8	Odd page, even page, and back cover.....	51
9.9	Miscellaneous .....	52
9.9.1	Clauses, sub-clauses, and paragraphs .....	52
9.9.2	Lists .....	52
9.9.3	Notes and footnotes.....	52
9.9.4	Examples .....	52
9.9.5	Formulae .....	53
9.9.6	Figures and tables .....	53
9.9.7	Termination line, page header, and page number.....	53

---

Annex A (informative) Basic reference works.....	55
A.1 Introduction .....	55
A.2 Principles and methods of standardization.....	55
A.3 Terminologies of standardization.....	56
A.4 Principles and methods of terminology .....	56
A.5 Quantities, units and their symbols .....	56
A.6 Symbols, designations, and abbreviations .....	57
A.7 Bibliographic references .....	57
A.8 Technical drawings .....	57
A.9 Technical documentation .....	58
A.10 Graphical symbols.....	58
A.11 Limits, fits and surface properties.....	59
A.12 Preferred numbers.....	59
A.13 Statistical methods.....	60
A.14 Environmental conditions and associated tests.....	60
A.15 Safety .....	60
A.16 Electromagnetic compatibility (EMC) .....	60
A.17 Conformity and quality.....	61
A.18 Environmental management.....	61
Annex B (informative) Example of numbering of divisions and subdivisions .....	62
Annex C (normative) Patent rights.....	63
C.1 Collection of patent right information .....	63
C.2 Patent rights not identified .....	63
C.3 Patent rights identified .....	63
Annex D (normative) Drafting of the title of a document.....	65
D.1 Selection of elements of the title .....	65
D.1.1 The introductory element .....	65
D.1.2 The main element.....	65
D.1.3 The complementary element .....	65
D.2 Avoidance of unintentional limitation of the scope .....	66

D.3	Wording .....	66
D.4	Drafting of English translation for standards dealing with test methods .....	66
Annex E (normative) Designation of standardized items.....		68
E.1	Overview .....	68
E.2	Applicability.....	68
E.3	Designation system .....	69
E.4	Use of characters .....	70
G.5	Description block .....	70
E.6	Identity block.....	71
E.6.1	General .....	71
E.6.3	Individual item block.....	71
E.7	Examples .....	72
E.8	National implementation .....	74
Annex F (normative) Verbal forms for the expression of provisions. ....		75
Annex G (informative) Quantities and units .....		77
Annex H (informative) Examples for arrangement of standard provisions.....		79
Annex I (normative) Formats of different pages of standards.....		82
Annex J (normative) Word sizes and types of standards .....		1
Bibliography .....		1
Index		2

---

## Foreword

GB/T 1, *Directives for standardization*, GB/T 20000, *Guidelines for standardization*, GB/T 20001, *Rules for drafting standards*, and GB/T 20002, *Drafting for special aspects in standards* jointly constitute fundamental series of national standard supporting revision of and amendment to standard.

GB/T 1, *Directives for standardization* is divided into two parts:

- Part 1: The structure and drafting of standards; and
- Part 2: Procedures for development of standards

This part is the Part 1 of GB/T 1.

This part replaces GB/T 1.1 – 2000, *Directives for standardization, Part 1: The structure and drafting of standards* and GB/T 1.2 – 2002, *Directives for standardization., Part 2: Methodology for the content of normative technical elements in standards*. This part gives priority to GB/T 1.1 - 2000 and integrates some contents of GB/T 1.2 – 2002. In addition to a number of editorial improvements, the following main changes have been made with respect to GB/T 1.1 – 2000:

- addition of “Avoid sub-clauses of clauses without title” and of the expressions of key terms and phrases in strengthening clauses without title (see 5.2.4);
- addition of the expressions of key terms and phrases in strengthening lists (see 5.2.6);
- in the provisions of the foreword, deletion of statement for the natures of annexes and addition of referenced rules for drafting standards and relevant explanation involving patents (see 6.1.3 of this part and 6.1.3 of 2000 edition);
- in the provisions of the introduction, addition of explanation involving patents in standards (see 6.1.4);
- in the provisions for the list of the normative references, addition of rules listing on - line file (see 6.2.3);
- improvement of the provisions indicating the correspondence to international documents in the standards in the normative references. The Chinese national standards which are drafting need to be indicated only if they have degree of consistence with international documents. (see 6.2.3 and 6.2.3 of 2000 edition);
- improvement of guides for the normative references as well as terms and definitions (see 6.2.3 and 6.3.2 of this part and 6.2.3 and 6.3.1 of 2000 edition);
- deletion of Annex “Drafting and expression of terms and definitions”, and moving relevant contents drafting “terms and definitions” of non - vocabulary standard into text (see 6.3.2, Annex C of 2000 edition);



- addition of “Selection of technical elements” (see 6.3.1);
- deletion of contents related to product standard in the technical normative elements (see 6.3.4, 6.3.5 and 6.3.7 of 2000 edition);
- addition of “Expression of technical elements” (see 7.1.3);
- addition of rules for continuation, arrangement and division of figures (see 7.3.7 and 7.3.10);
- addition of the principles to be followed for formal publications other than standards of normative references (see 8.1.3.1);
- addition of the requirements of description to relevant patents (see 8.4 and Annex C);
- addition of “Selection of value” (see 8.5);
- improvement of the layout of contents (see 9.3 of this part and 7.3 of 2000 edition);
- improvement of the line height of chapter and clause/sub-clause titles (see 9.9.1 of this part and 7.6 of 2000 edition);
- deletion of the provisions for sub - paragraphs in lists (see 7.7 of 2000 edition);
- deletion of the provisions for continuation and arrangement of many annexes (see 7.13 of 2000);
- addition of the requirements for the line height of the figures to the above provision, of the tables to the below provisions, of the figure caption and of the table title (see 9.9.6);
- addition of the detailed requirements for marking standardized lists (see Annex E);
- addition of the auxiliaries representing possibilities, improvement of equivalent expression of the auxiliaries (see Annex F of this part and Annex E of 2000 edition)

This part is prepared in re - drafting method by reference to ISO/IEC Directives — Part 2: Rules for the structure and drafting of International Standards in 2004, and is not equivalent to (NEQ) ISO/IEC Directives — Part 2.

This standard is under the jurisdiction of National Technical Committee 286 on Standardization Principle and Methods of Standardization Administration of China (SAC/TC 286).

The responsible drafting organizations of this standard include China National Institute of Standardization, China Electronics Standardization Institute, Standards Press of China, China Academy of Machinery Science and Technology, China Metallurgical Information and Standardization Institute, Standards & Quotas

Department of the Ministry of Construction, and Standardization Research Center of Science and Technology for National Defense.

The chief drafting staff of this standard includes Bai Dianyi, Pang Zhenghu, Liu Jinzhai, Lu Xilin, Bai Demei, Qiang Yi, Wei Mian, Zhao Wenhui, Wei Ming, Zhao Chaoyi, and Xiao Jian.

This part replaces GB/T 1.1 - 2000 and GB/T 1.2 – 2002.

GB/T 1.1 – 2000 replaces the following historical editions issued:

- GB/T 1.1 - 1981, GB/T 1.1 - 1987, and GB/T 1.1 - 1993;
- GB/T 1 - 1958, GB/T 1 - 1970, GB/T 1 - 1973, GB/T 1.2 – 1981, GB/T 1.2 - 1988, and GB/T 1.2 - 1996.

GB/T 1.2 – 2002 replaces the following historical editions issued:

- GB/T 1.3 – 1987 and GB/T 1.3 - 1997;
- GB/T 1.7 - 1988.

## Introduction

Over these fifty years, GB/T 1 has played an important guiding role in development and revision of Chinese national standards through sustainable implementation and continuous revision and improvement. Since publish of GB/T 1.1 – 2000 and GB/T 1.2 – 2002, we have received a number of opinion and suggestion for improvement from the users of these standards. During application of standards, some new problems occur. In addition, the fifth edition of the ISO/IEC Directives as main international document on which GB/T 1 is mainly based was revised and published in 2004. These ISO/IEC Directives include two parts. The original Part 3 has been consolidated with Part 2. It is necessary to revise GB/T 1 in order to accommodate the needs for development of standardization of China, to further be coordinated with new edition of ISO/IEC Directives, and to promote trade and communication.

Each edition before GB/T 1.1 was drafted based on ISO/IEC Directives. With traditional industry as representative, the ISO/IEC Directives were prepared with product standards as examples. However, GB/T 1.1 is the basic standard which shall be jointly followed for preparation of standards in various trades in China, of which has every reason to have more extensive scope. Therefore, during this revision, we have paid more focus on the features of Chinese standards themselves, mainly prescribing drafting of some general elements in preliminary informative elements, general normative elements, supplementary informative elements, and technical normative elements widely applicable to all standards. And, the drafting of the other elements of technical normative elements is prescribed in relevant basic standards GB/T20000, GB/T20001, and GB/T20002. The adjusted GB/T 1.1 will more be applicable to drafting all standards.

## **Directives for standardization –**

### **Part 1: Structure and drafting of standards**

#### **1 Scope**

This part of GB/T 1 specifies the structure, rules for drafting and expression, and layout of standards.

This part applies to national, professional, and provincial standards and to documents intended to become standardized technical reports or guides of China. The other standards may be prepared by reference to this part.

NOTE Unless otherwise specially stated, the “standards” mentioned chapters hereinafter may refer to “national standards”, “professional standards”, and “provincial standards” and “standardized technical reports or guides of China”, as appropriate.

#### **2 Normative references**

The following referenced documents are indispensable for 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.

GB/T 321 (ISO 3), Preferred numbers and series of preferred number;

GB 3100 (ISO 1000), The international system of units and its application;

GB 3101. Quantities, units and symbols — General principles (ISO 31 - 0 );

GB 3102 (all parts), Quantities, units (ISO 31) (all parts);

GB/T 4728 (all parts), Graphical symbols for electrical diagrams; (IEC 60617) (all parts);

GB/T 5094 (all parts), Industrial systems, installations and equipment and industrial products — Structuring principles and reference designations (IEC 61346) (all parts);

GB/T 5465.2, Graphical symbols for use on electrical equipment — Part 2: Graphical symbols (IEC 60417);

GB/T 6988 (all parts), Preparation of documents used in electrotechnology (IEC 61082) (all parts);

GB/T 7714, Rules for content, form and structure of bibliographic references (ISO

690);

GB/T 13394, Letter symbols to be used in electrical technology — Symbols for quantities to be used for rotating electrical machines (IEC 27 - 4);

GB/T 14559, Symbols and units of variant quantities (IEC 27 - 1);

GB/T 14691, Technical drawings — Lettering (ISO 3098 - 1. ISO 3098 - 2) ;

GB/T 15834, General rules for punctuation;

GB/T 15835, General rules for writing numerals in public texts;

GB/T 16273 (all parts), Graphical symbols for use on equipment - Common symbols for machine tools (ISO 7000);

GB/T 16499, The Preparation of safety publication and the use of basic safety publications and group safety publications (IEC Guide 104);

GB/T 16679, Designation of signals and connecting wires (IEC 1175);

GB/T 17451, Technical drawings - General principles of presentation — Views;

GB/T 20000 (all parts), Guidelines for standardization;

GB/T 20001 (all parts), Rules for drafting standards;

GB/T 20002 (all parts), Drafting for special aspects in standards;

GB/T 20063 (all parts), Graphical symbols for diagrams (ISO 14617) (all parts);

ISO 7000, Graphical symbols for use on equipment; index and synopsis;

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

IEC Guidelines 106, Guide for specifying environmental conditions for equipment performance rating

### 3 Terms and definitions

For the purposes of this part, the terms and definitions given in GB/T 20000.1 and the following apply. For convenience of use, some terms and definitions in GB/T 20000.1 are re - listed as follows.

#### 3.1

##### **specification**

document specifying requirements to be met for product, process, or services

NOTE Specifications should indicate the procedures whether their requirements are met, as appropriate.

#### 3.2



北京文心雕语翻译有限公司  
Beijing Lancarver Translation Inc.

---

---

---

## 完整版本请在线下单

或咨询：

TEL： 400-678-1309

QQ： 19315219

Email：[info@lancarver.com](mailto:info@lancarver.com)

<http://www.lancarver.com>

---

---

## 对公账户：

单位名称：北京文心雕语翻译有限公司

开 户 行：中国工商银行北京清河镇支行

账 号：0200 1486 0900 0006 131

---

---

支付宝账户：[info@lancarver.com](mailto:info@lancarver.com)

---

---

注：付款成功后，请预留电邮，完整版本将在一个工作日内通过电子 PDF 或 Word 形式发送至您的预留邮箱，如需索取发票，下单成功后的三个工作日内安排开具并寄出，预祝合作愉快！