

JJF

**INDUSTRY STANDARD OF THE
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**The rules for drafting national calibration specification
(English Translation)**

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1 Scope

This Rules applies to the preparation of national metrology and calibration specifications. Calibration specifications for various laboratories can be compiled by using it as reference.

2 Normative references

This Rules refers to the following documents:

JJF 1059, Evaluation and Expression of Uncertainty in Measurement JJF 1069-2007, Rules for the Examination of the Service of Legal Metrological Verification GB/T 1.1-2009, Directives for standardization - Part 1: The structure and drafting of standards GB 3102.1, Quantities and units of space and time GB/T 14691, Technical drawings - Lettering GB/T 15834, General rules for punctuation GB/T 15835, General rules for writing numerals in public texts GB/T 20001.1, Rules for drafting standards - Part 1: Terminology for dated references, only the edition cited applies. For undated references, the latest edition of the referenced document (including any amendments) applies to this Rules.

3.1 General principles for drafting specification

The National Calibration Specification is formulated and approved by the Metrology Administration Department of the State Council. It is implemented nationwide and serves as a technical document for calibration. The Calibration Specification should:

- Comply with relevant national laws and regulations;
- The scope of application should be clear. Within the scope defined by it, it shall strive for completeness as needed;
- Fully consider the rationality of technology and economy. Leave room for the latest technology.

3.2 Basic requirements for normative expression

- The written expression should be rigorous in structure, clear in hierarchy, precise in wording, and clear in description. It shall not cause different understandings.
- The terms, symbols, codes and abbreviations used should be unified. They always express the same concept.
- Express the name and symbol of the measurement unit, the name and symbol of the quantity, the name and symbol of the error and measurement uncertainty according to the national regulations.
- The formulas, drawings, tables, and data should be expressed accurately and as required.
- The expressions of the relevant content of the specification should be coordinated and consistent. They should not be contradictory.

4 Structure of specification

The specification consists of the following parts:

Cover

Title page

Table of Contents

Introduction

Scope

References

Terminology and units of measurement Overview Metrological characteristics Calibration conditions numerals are used for page numbers beginning with the text of the specification.

See Annex C for its writing format.

5.4 Introduction

The introduction is not numbered. It should include the following: the rules on which the specification is based; the extent or circumstances of the adoption of international recommendations, international documents or international standards. If the specification is revised, the following should also be included: a description of all or part of other documents replaced by the specification; the number and name of the replaced specification or other documents are given, and the main technical changes compared with the previous version are listed; the release status of previous versions of the replaced specification.

5.5 Scope

It mainly describes the scope of application of the specification, so as to clearly define the subject of the specification. For example, this specification applies to the calibration of xx measuring instruments (xx range, scope).

5.6 References

The references should be indispensable documents when compiling the specification.

If not referred, the specification cannot be implemented. The references should be official publications. When citing a document, the number of the document should be given (when citing a standard, the standard code and sequence number) and the complete file name should be given. For dated references, only the dated version applies to this Specification. For undated references, it should be noted that "the latest version (including all amendments) applies to this Specification".

When citing an international document, the Chinese translation name should be given after the serial number (year). Give the original text name in parentheses after it.

The order in which the documents are listed is as follows: national metrology technical regulations, national standards, industry standards, international proposals, international documents, international standards. The above documents are arranged in sequence.

5.7 Terminology and units of measurement

When the specification involves the terms that have not been specified by the country, the necessary definitions should be given in this chapter.

Terminology entries should include the following: entry codes, terminology, English equivalents (except for proper nouns, all English equivalents use lowercase letters, nouns are singular, and verbs are original forms), definitions. The drafting method should meet the requirements of GB/T 20001.1.