

**INDUSTRY STANDARD OF THE  
PEOPLE'S REPUBLIC OF CHINA**

**LD/T 122-2019**

Replacing LD/T 122-2004

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**Rules for the structure and drafting of work quota standard  
(English Translation)**

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Introduction

Introduction

### Foreword

This standard is based on GB/T 1.1 "Guidelines for Standardization Work Part 1. Structure and Compilation of Standards", GB/T.20000 "Standardization Work Guide, GB/T.20001 "Rules for the Preparation of Standards", GB/T.20003 "Special Procedures for Standard Development", GB/T 14002 "Labor Quota Language "and other national standards were developed. This standard replaces LD/T 122-2004 "structure and drafting rules for labor quota standards".

In addition to necessary amendments to the contents of Chapters 1 and 2 of LD/T 122-2004, this standard is based on GB/T 14002 "Labor Quota the new version of Glossary was released. The original terms and definitions in Chapter 3 have been replaced and are therefore deleted. Chapter 3 of the new standard is renamed "Constituent elements and arrangement requirements of staff quota standards", the composition of the basic elements of labor quota standards and the work standards of labor quota standards the core content, "Capacity and Quota Requirements" made specific provisions; the original standard Chapter 4 "Name of the Standard" was renamed to "Labor Quota Standards" Requirements for compiling the description elements ", which put forward specific requirements for compiling the cover, table of contents, preface and introduction; Chapter 5 of the original standard Quality and its requirements "has been replaced by Chapter 3 of the new version of the standard. The new standard renames Chapter 5 as" the general elements of the labor quota standard " Requirements ", the specific provisions of the" name of the standard

"," scope "and" normative reference documents "have been prepared; the new version of the standard Chapter 6 "Compilation Requirements for Technical Elements of Labor Quota Standards" is comprehensively integrated and revised based on the content of the original standard.

And definitions "" Symbols and abbreviations "" Notes and examples "" Figures and tables "" Units of measurement and mathematical formulas "" Normative appendix " Compiling new requirements, and adding a new section to the "Requirements for Compiling Labor Standards and Quotas"; Chapter 7 of the new edition the "Requirements for Compiling Supplementary Elements of the Labor Capacity Quota Standard" is based on the content of the original Chapter 8 "Provisions on the Preparation of Appendices".

The content stipulates the preparation of the three elements of "Informative Appendix", "References" and "Index"; Chapter 8 "Labour of the New Standard the requirements and procedures for the formulation and revision of the quota standard are based on the content of Chapter 7 "Contents and Requirements for Standard Validation" of the original standard, and added the labor quota standard starts from the preliminary stage of formulation and revision, to the stage of project establishment, drafting, consultation and review, and even approval, publication, and review and the abolition phase.

This standard was proposed by the Ministry of Human Resources and Social Security of the People's Republic of China.

This standard is under the jurisdiction of the National Labor Standardization Technical Committee (SAC/TC 131).

This standard was drafted. China Academy of Labor and Social Security Research, Beijing Union University, Beijing Information Technology University.

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The previous releases of this standard are. LD/T 122-2004.

## Introduction

In May.2016, the National Technical Committee for Standardization of Labor Ratings according to the National Standards Commission Reviewing the work plan > Notice and the requirements of the Department of Labor Relations of the Ministry of Human Resources and Social Security, organized a national labor quota Centralized review of recommended standards. In accordance with the requirements of the National Technical Committee for the Standardization of Labor Quotas, determine the industry the general basic standard-LD/T 122 "Structure and Compilation Rules for Labor Quota Standards" was comprehensively revised. The revised LD/T 122 the "structure and drafting rules for labor quota standards" will enhance the scientificity, advancedness, guidance and feasibility of this universal basic

standard, Make the formulation and revision of labor quota standards more in line with the requirements of national standardized management, and be more standardized, scientific and unified.

Structure and drafting rules for labor quota standards

## 1 Scope

This standard specifies the basic structure of labor quota standards and the requirements for drafting revised standards.

This standard is applicable to industry and local standards for revising labor quotas. Groups and enterprises may also revise labor quota standards.

Use as reference.

## 2 Normative references

The following documents are essential for the application of this document. For dated references, only the dated version applies to this article Pieces. For undated references, the latest version (including all amendments) applies to this document.

GB/T 1.1 Guidelines for Standardization Work Part 1. Structure and Preparation of Standards GB 3100 international unit system and its application GB 3101 General principles concerning quantities, units and symbols GB 3102 quantity and unit GB/T 4728 Graphical symbols for electrical diagrams GB/T 5465.2 Graphical symbols for electrical equipment. Part 2. Graphical symbols GB/T 5094 Industrial system, device and equipment and industrial product structure principle and reference code GB/T 6988 Preparation of documents for electrical technology GB/T 14002 Terms of labor quota GB/T 16273 graphical symbols for equipment GB/T 16679 Signal and connection code GB/T 16733 Stages and codes of national standard setting procedures GB/T 17451 Technical drawing pattern drawing view GB/T.20000 (all parts) standardization work guide GB/T.20001 (all parts) standard writing rules Special procedures for the development of GB/T.20003 (all parts) standards GB/T.20063 Graphical symbols for diagrams ISO 7000 Graphic Symbols for Use on Equipment-Index and synopsis)

### 3.1 Basic constituent elements and scheduling requirements of labor quota standards

Table 1 lists the basic elements and requirements for labor quota standards.

Table 1 Basic components and requirements for labor quota standards

The type nature of the constituent elements and the form of the sequential expression of the mandatory arrangement Outline information Mandatory element cover text (information indicating standard) Contents of essential elements a text (can be produced by special

software) Preface to mandatory elements (notes, footnotes are optional) Optional element introduction clauses, charts, notes, footnotes General elements normative Required element standard name text Mandatory element scope clauses (optional charts, notes, footnotes) Optional elements Normative references Document list, notes, footnotes Optional element terms and definitions, diagrams, notes, footnotes Technical elements normative Optional element symbols, codes and abbreviations, diagrams, notes, footnotes Requirements, quotas, charts, examples, notes, footnotes Optional elements normative appendix, diagrams, notes, footnotes Supplementary information Optional elements informative appendix, diagrams, notes, footnotes List of optional element references (informative citations), footnotes Optional element index text (can be generated by special software) a In GB/T 1.1 "Guidelines for Standardization Part 1. Structure and Compilation of Standards", the "table of contents" in the table is generally listed as an optional element, based on labor the actual requirements of the quota standard are listed as essential elements in this standard.

3.2 The constituent elements and scheduling requirements of the labor quota quota work standard

3.2.1 The constituent elements and scheduling requirements of the labor quota work standard

Table 2 lists the constituent elements and scheduling requirements of the labor quota work standard.

Table 2 Constituent Elements and Orchestration Requirements in the Work Standard for Labor Capacity

No. Element Nature Element Name Description Normative Technical elements Job classification can be set individually or as a chapter in the standard

2 Post code

It should be in accordance with GB/T.20001.2 Quasi

3 Production equipment or job name Production equipment capacity standards should specify the name of the object to be processed or the equipment used Standard; post capacity standard, should be clear its object-the name of the job

#### **4 Job responsibilities can be listed in job classification standards or specific requirements**

5 Work content and requirements include work procedure steps, work quality requirements, etc.