

# SCIMI Term, Definition, and Acronym Standardization Work Process

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# SCIMI Term, Definition, and Acronym Standardization Work Process

## 1 Scope and Purpose

This publication establishes a work process to manage terms, definitions, and acronyms in documents published by the API Committee on Refining Equipment (CRE) Subcommittee on Inspection and Mechanical Integrity (SCIMI). The work processes described in this publication shall be used when SCIMI develops new standards or new terms, definitions, and acronyms in existing standards. The work processes shall also be used to verify accuracy and consistent use of terms, definitions, and acronyms when an existing SCIMI document is revised.

Per the *API Document Format and Style Guide*, API standards should include a definitions section, typically Section 3, that provides terms and definitions used within the documents. It is the intent of the work processes described in this document to provide standard terms, definitions, and acronyms either (1) referenced directly by other SCIMI standards, or (2) replicated in those standards.

The terms, definitions, and acronyms used in SCIMI standards shall be drafted following the guidance provided in *API Document Format and Style Manual, Annex E, Drafting Terms and Definitions*.

When the ideal term originator is a task group from another subcommittee (e.g., API 653 task group is the ideal term originator for terms used in API RP 575), as best as reasonably possible, SCIMI should seek alignment between the non-SCIMI and SCIMI task groups. When alignment cannot be reached, SCIMI should issue modification requests to non-SCIMI originated terms.

## 2 Normative References

The following referenced documents are indispensable for the application of this document.

*API Document Format and Style Manual*

*API Recommended Practice 575, Inspection Practices for Atmospheric and Low-Pressure Storage Tanks*

*API Recommended Practice 583, Corrosion Under Insulation and Fireproofing*

## 3 Terms and Definitions

### 3.1

#### **acronym**

A word formed from the initial letters of a compound term (e.g. NATO, FEMA, laser, radar)

### 3.2

#### **definition**

A brief, self-contained description of a term that can replace the term in context. Additional information, such as requirements and elaborative text, may be provided only in the form of examples or notes.

### 3.3

#### **term set**

An SCIMI document task group using a term assigned to a term originator.

### 3.4

#### **term**

A word or phrase that is not self-explanatory or commonly known and that can be interpreted differently based on the context. Common dictionary or current technical words or phrases shall be included only if they are used with a specific meaning in the relevant context. Trade names (brand names) and archaic and colloquial terms shall be avoided. Obsolete terms may be included after the preferred term, but their nature shall be indicated. The term should not be used in its own definition.