

Australian Standard[®]

**Test methods—Guide to the
format, style and content**

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The following interests are represented on Committee CH/23:

Australian Government Analytical Laboratories
Australian Institute of Food Science and Technology
Confederation of Australian Industry
National Association of Testing Authorities, Australia
National Health and Medical Research Council
Railways of Australia Committee
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PREFACE

This Standard was prepared by the Standards Australia Committee on General Methods of Chemical Analysis to supersede SAA MP34—1978, *Guide to the layout and preparation of standard methods of chemical analysis*.

This revision was undertaken to address accumulated comments that have been received in relation to the inability of MP 34 to meet the needs of current drafting procedures. This has resulted in changes to style, format and expression in line with current Standards Australia practice, including the following:

- (a) A decreasing emphasis on chemical methods of test, so that the Standard may be more easily applied to general test methods.
- (b) Greater emphasis on highlighting hazards from materials, apparatus and techniques.
- (c) More extensive use of examples to assist in clarification of the guidelines expressed.

In the preparation of this Standard cognizance was taken of ISO 78/2, *Layouts for standard* Part 2: *Standard for chemical analysis*.

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STANDARDS AUSTRALIA

Australian Standard

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SECTION 1 SCOPE AND GENERAL

1.1 SCOPE This Standard provides recommendations for drafting test methods in standard format.

NOTE: In drafting a test method, cognizance is taken of the expected level of analytical competence of the user of the method. However, it is assumed that the user of the method is acquainted with the basic techniques associated with the test method.

1.2 REFERENCED DOCUMENTS The following documents are referred to in this Standard:

AS

- | | |
|--------|---|
| 1000 | The International System of Units (SI) and its application |
| 1100 | Technical drawing |
| 1199 | Sampling procedures and table for inspection by attributes |
| 1376 | Conversion factors |
| 1377 | Conversion tables |
| 2243 | Safety in laboratories |
| 2243.2 | Part 2: Chemical |
| 2508 | Safe storage and handling information cards for hazardous materials |
| 2645 | Information processing—Documentation symbols and conventions for data, program and system flowcharts, program network charts and systems resources charts |
| 2667 | Chemical testing—Sampling—Glossary of terms |
| 2706 | Numerical values—Rounding and interpretation of limiting values |
| 2744 | Preparation, application and format of fire tests |
| 2850 | Chemical analysis—Interlaboratory test programs—For determining precision of analytical method(s)—Guide to the planning and conduct |
| 2900 | Quantities, units and symbols |

ISO

- | | |
|-----|---|
| 690 | Documentation—Bibliographic references—Content form and structure |
|-----|---|

1.3 DEFINITIONS For the purposes of this Standard, the definitions below apply.

1.3.1 Laboratory sample—a sample as prepared for sending to the laboratory and intended for inspection or testing.

1.3.2 Determination—one application of the test method procedure to one portion of the test sample.

1.3.3 Test result—the result reported from one complete application of the test method. (When replicate determinations are specified in the test method, the mean constitutes a single test result from the application of the method.)

1.3.4 Test sample—a sample prepared, i.e. by size reduction or drying, from the laboratory sample and from which test portions will be taken.

1.3.5 Test portion—the portion of material drawn from the test sample (or, if both are the same, from the laboratory sample), and on which the test or observation is actually carried out.

NOTE: In certain cases, the term 'test portion' is used to describe a product from previous procedural steps applied to the original test portion.

1.3.6 Test solution—the final solution, containing the test portion and any reagents, on which the analytical measurement is made.

1.3.7 Test specimen—a section from each test sample, of sufficient size to provide test pieces required for a specific test.

1.3.8 Test piece—a piece cut from a test specimen, and of the size required for a specific test.

1.4 GENERAL MATTERS

1.4.1 Elements of a test method When preparing a test method, the contents should be itemized, as appropriate, in the sequence of element headings listed in Table I.1.