

Australian Standard[®]

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

This Australian Standard was prepared by Committee CH/23, General Methods of Chemical Analysis. It was approved on behalf of the Council of Standards Australia on 6 October 1989 and published on 2 April 1990.

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
Royal Australian Chemical Institute
University of Sydney

Review of Australian Standards. To keep abreast of progress in industry, Australian Standards are subject to periodic review and are kept up to date by the issue of amendments or new editions as necessary. It is important therefore that Standards users ensure that they are in possession of the latest edition, and any amendments thereto.

Full details of all Australian Standards and related publications will be found in the Standards Australia Catalogue of Publications; this information is supplemented each month by the magazine 'The Australian Standard', which subscribing members receive, and which gives details of new publications, new editions and amendments, and of withdrawn Standards.

Suggestions for improvements to Australian Standards, addressed to the head office of Standards Australia, are welcomed. Notification of any inaccuracy or ambiguity found in an Australian Standard should be made without delay in order that the matter may be investigated and appropriate action taken.

This Standard was issued in draft form for comment as DR 89018.

Australian Standard[®]

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

<p>First published as SAA MP 34—1978. Revised and redesignated AS 2929—1990.</p>
--

PUBLISHED BY STANDARDS AUSTRALIA
(STANDARDS ASSOCIATION OF AUSTRALIA)
1 THE CRESCENT, HOMEBUSH, NSW 2140

ISBN 0 7262 5975 6

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 standards*, Part 2: *Standard for chemical analysis*.

CONTENTS

	<i>Page</i>
SECTION 1. SCOPE AND GENERAL	
1.1 SCOPE	3
1.2 REFERENCED DOCUMENTS	3
1.3 DEFINITIONS	3
1.4 GENERAL MATTERS	3
SECTION 2. EXPLANATORY INFORMATION ON THE FORM AND CONTENT OF SPECIFIC CLAUSES	
2.1 TITLE	6
2.2 PREFACE AND FOREWORD	6
2.3 SCOPE	6
2.4 REFERENCED DOCUMENTS	7
2.5 DEFINITIONS	7
2.6 PRINCIPLE	7
2.7 REACTIONS	8
2.8 REAGENTS	8
2.9 APPARATUS	10
2.10 SAMPLING AND SAMPLE PREPARATION	11
2.11 PROCEDURE	11
2.12 CALCULATIONS	12
2.13 PRECISION	13
2.14 TEST REPORT	13
2.15 REFERENCES	14

© Copyright — STANDARDS AUSTRALIA

Users of Standards are reminded that copyright subsists in all Standards Australia publications and software. Except where the Copyright Act allows and except where provided for below no publications or software produced by Standards Australia may be reproduced, stored in a retrieval system in any form or transmitted by any means without prior permission in writing from Standards Australia. Permission may be conditional on an appropriate royalty payment. Requests for permission and information on commercial software royalties should be directed to the head office of Standards Australia.

Standards Australia will permit up to 10 percent of the technical content pages of a Standard to be copied for use exclusively in-house by purchasers of the Standard without payment of a royalty or advice to Standards Australia.

Standards Australia will also permit the inclusion of its copyright material in computer software programs for no royalty payment provided such programs are used exclusively in-house by the creators of the programs.

Care should be taken to ensure that material used is from the current edition of the Standard and that it is updated whenever the Standard is amended or revised. The number and date of the Standard should therefore be clearly identified.

The use of material in print form or in computer software programs to be used commercially, with or without payment, or in commercial contracts is subject to the payment of a royalty. This policy may be varied by Standards Australia at any time.

STANDARDS AUSTRALIA

Australian Standard

Test methods—Guide to the format, style and content

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 purpose 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 that 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 1.1.