

# “Standards” Word Usage

PAR related documents

SC Meeting Jan 2020

# Teenage Driving/ Coordination

- ▶ Dad: You SHOULD stop at stop signs and you SHOULD NOT speed.
- ▶ Son: Why?
  
- ▶ Senior Engineer: The bus backup relays SHOULD coordinate with the line relays.
- ▶ New Engineer: Why?
  
- ▶ Better way of communicating a message, and SA has rules for all this...

# Teenage Driving/ Coordination

- ▶ Dad: Failing to stop at stop signs and speeding could result in tickets, the loss of your license, and accidents.
- ▶ Son: OK...
  
- ▶ Senior Engineer: Coordination of bus relays with the line relays is desirable for line faults to allow the line relay to trip before clearing the entire bus and thus, the loss of additional load.
- ▶ New Engineer: OK...

# SA PAR Documents

- ▶ Standards
- ▶ Recommended Practices
- ▶ Guides
  
- ▶ Non-PAR Documents are Reports
- ▶ Reports are PES level documents.
  
- ▶ Different word usage requirements for the different document levels

# SASB (Standards Association Standards Board) Operation Manual

- ▶ Standards: Documents with mandatory requirements. Generally characterized by the use of the verb "shall".
- ▶ Recommended Practices: Documents in which procedures and positions preferred by the IEEE are presented. ...normally use the word "should".
- ▶ Guides: Documents in which alternative approaches to good practices are suggested but no clear-cut recommendations are made.

# SA Style Manual Sect 9.2

- ▶ "Standard [for]" when the standard specifies mandatory requirements
- ▶ "Recommended Practice [for]" when the standard provides recommendations
- ▶ "Guide [for]" when the standard furnishes information

# SA Style Manual Sect 10.2

- ▶ Section 10.2.2 Shall, should, may, and can
- ▶ The word **shall** indicates mandatory requirements strictly to be followed in order to conform to the standard and from which no deviation is permitted (*shall equals is required to*).
- ▶ ...**must** is used only to describe unavoidable situations
- ▶ ...**will** is used only in statements of fact.
- ▶
- ▶ The word **should** indicates that among several possibilities, one is recommended as particularly suitable without mentioning or excluding others; or that a certain course of action is preferred but not necessarily required (*should equals is recommended that*).
- ▶ The word **may** is used to indicate a course of action permissible within the limits of the standard (*may equals is permitted to*)
  
- ▶ Section 10.2.5 "Absolute" verbiage
- ▶ This section discusses **explicit or implicit guarantees**.
- ▶ For example, words such as "**ensure**," "**guarantee**," "**always**," etc., should be modified if they are inaccurate. Substitutions might include "maximize" or "minimize" or "often."

# SA Word Template Section 1.3

- ▶ *<This subclause is mandatory and shall appear after the Scope and Purpose (if included).>*
- ▶ The word *shall* indicates mandatory requirements strictly to be followed in order to conform to the standard and from which no deviation is permitted (shall equals is required to).
- ▶ The word *should* indicates that among several possibilities one is recommended as particularly suitable, without mentioning or excluding others; or that a certain course of action is preferred but not necessarily required (should equals is recommended that).
- ▶ The word *may* is used to indicate a course of action permissible within the limits of the standard (may equals is permitted to).
- ▶ The word *can* is used for statements of possibility and capability, whether material, physical, or causal (can equals is able to).
- ▶
- ▶ The use of the word *must* is deprecated and cannot be used when stating mandatory requirements, *must* is used only to describe unavoidable situations.
- ▶ The use of *will* is deprecated and cannot be used when stating mandatory requirements, *will* is only used in statements of fact.

# Conclusions

- ▶ Therefore, based on the SA rules the use of the words *should* and *recommend* are not acceptable for a Guide in the context of specifying a particular position. Other language that expresses "alternative approaches to good practices" can be substituted for these words and let the user decide the course of action.
- ▶ Note that *should* and *recommend* can be used other than directing a specific position. For example, "should the relay operate" is a condition that would be suitable for any publication. Likewise, citing a reference that recommends a course of action like "Ref xyz recommends that the relay..." is appropriate for any publication.

# Conclusions

- ▶ SA doesn't always know the word context that we are trying to convey when they are performing the editorial reviews.
- ▶ SA and PSRC has not been consistent in identifying the misuse of certain words in past years, but are getting much better.
- ▶ We can all be better authors...and the quality of our Guides can be better.