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# MALAYSIAN STANDARD

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MS ISO GUIDE 30 : 1996

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TERMS AND DEFINITIONS USED IN CONNECTION  
WITH REFERENCE MATERIALS



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This Malaysian Standard, which had been approved by the Mechanical Engineering Industry Standards Committee and endorsed by the Board of the Standards and Industrial Research Institute of Malaysia (SIRIM) was published under the authority of the SIRIM Board in April, 1996.

SIRIM wishes to draw attention to the fact that this Malaysian Standard does not purport to include all the necessary provisions of a contract.

The Malaysian Standards are subject to periodical review to keep abreast of progress in the industries concerned. Suggestions for improvements will be recorded and in due course brought to the notice of the Committees charged with the revision of the standards to which they refer.

The following references relate to the work on this standard:

Committee reference: SIRIM 493/2/14 klt. 1

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## Committee representation

The Mechanical Engineering Industry Standards Committee under whose supervision this Malaysian Standard was prepared, comprises representatives from the following Government Ministries, trade, commerce and manufacturer association, scientific and professional bodies.

Institution of Engineers, Malaysia  
Malaysian Motor Vehicle Assemblers Association  
Ministry of Defence  
Ministry of Human Resources (Department of Safety and Health)  
Ministry of Trade and Industry (Malaysian Industrial Development Authority)  
Ministry of Works and Utilities (Public Works Department)  
University of Malaya  
Universiti Teknologi Malaysia

The Working Group on Quality Assurance which prepared this Malaysian Standard consists of the following representatives:

Encik Ahmad Shokri Othman (Chairman)	Malaysian Agriculture Research and Development Institute (MARDI)
Encik Wan Yusof Wan Abdullah	MARA Institute of Technology
Encik Julien Yuen	Institute of Quality Control Malaysia
Encik Tee Heap Chuan	Statistics Department
Encik Mohd Aris Yaacob	Malaysian Institute of Purchasing and Materials Management
Encik Boey Hor Meng	Defence Research Centre (Ministry of Defence)
Encik Gian Singh	National Productivity Centre
Encik Louis Savararimuthu	Federation of Malaysian manufacturers
Encik Mohd Tajuddin Mohd Alias	Institute of Engineers Malaysia
Encik C.C. Liang	Standards and Industrial Research institute of Malaysia
Encik Chin Miew Lim	Standards and Industrial Research institute of Malaysia
Encik Rajinder Raj	Standards and Industrial Research institute of Malaysia
Cik Rajeswari K. Ramasamy	Standards and Industrial Research institute of Malaysia
Cik Noor Faridzah Badaruddin/ Encik Mansor bin Abu (Secretary)	Standards and Industrial Research Institute of Malaysia

## **NATIONAL FOREWORD**

This Malaysian Standard was prepared by the Working Group on Quality Assurance under the authority of the Industry Standards Committee for Mechanical Engineering.

This standard was adopted in total from ISO Guide 30 : 1992. Terms and definitions used in connection with reference material.

Whenever the following words appear, they should be read as follows;

- International Standard read as malaysian Standard;
- ISO Guide 30 : 1992 as MS ISO Guide 30 : 1996; and
- the comma which is used as a decimal marker (if any) should be read as a full point on the baseline as the decimal marker.

The basis ISO Guide 30 : 1992 is printed in English and French languages. However only the English version on odd pages are retained for this Malaysian Standard.