Procedure for the Preparation of EA Publications
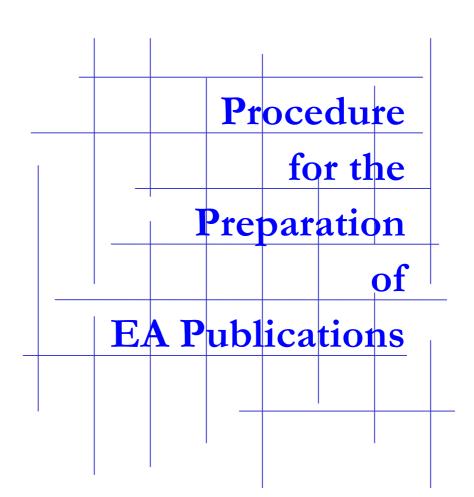
PURPOSE

This document is a secretariat procedure. It provides guidance on the format and layout for EA documents. EA 2/04 is supplemented by EA-2/12 which sets out the procedure for the development and approval of EA publications.

Authorship
This document has been written by the EA Publication and Promotion Committee

Official language
The text may be translated into other languages as required. The English language version remains the definitive version

Copyright
The copyright of this text is held by EA. The text may not be copied for resale.

Further information
For further information about this document, contact the EA secretariat. Please check our website for up-to-date information http://european-accreditation.org

Date of Approval :

Implementation: immediate

Transitional period : ____

CONTENTS

1 INTRODUCTION

1.1 General

EA documents are arranged into 10 series, as follows:

- Series 1: EA-1/01 to 99 - Publicity and information documents

- Series 2: EA-2/01 to 99 - Internal Procedures and Policy documents

- Series 3 to 9: Application documents which offer best practices in applying relevant standards.

    EA-3/01 to 99: documents for accreditation bodies
    EA-4/01 to 99: documents relating to ISO/IEC 17025
    EA-5/01 to 99: documents relating to ISO/IEC Guide 17020
    EA-6/01 to 99: documents relating to ISO/IEC Guide 65
    EA-7/01: to 99 except EA-7/02 documents relating to ISO/IEC Guide 62
    EA-7/02: documents relating to ISO/IEC Guide 66
    EA-8/01 to 99: documents relating to ISO/IEC 17024
    EA-9/01 to 99: documents relating to EN 45503

- Series 10: EA-10/01 to 99 - Specific Calibration Documents

In addition, EA guidance documents are grouped into 4 categories as defined in EA-2/12. The four categories for EA guidance documents were created to identify documents used for harmonisation and documents governing implementation of the MLA.
Identification of the category will be made on each EA guidance document, on the cover page.
Information about the categorisation can be found on the EA List of Publications, document EA 1/01, and on the EA web page.

1.2 Language

The official language of EA Publications is English. Translations into other languages may be made, but are the responsibility of the translating body.

Acknowledgement must be made in the translated edition to the English language edition, which shall be the definitive version.

2 FORMAT AND LAYOUT

2.1 General information

It is important that documents are easy to use.

The dates of approval and implementation, as well as information about the transitional period must appear on the title page. (cf 2.2.1.2)
The date of approval is the date of approval of the document by the General Assembly i.e the date of the General Assembly meeting or end day of the ballot + 1.

The implementation date and information about the transitional period must be provided by the author to the secretariat.
These must also be approved by the General Assembly when approving the document.

When publication of IAF and/or ILAC guidelines as EA documents is necessary the IAF/ILAC document is published in its original form with an EA cover page.

2.2 Preparation and layout

Those preparing a document should try to draft it in a layout and format as similar to the proposed one as possible.

This document itself is printed in the proposed format.

2.2.1 Page Layout and format

2.2.1.1 Paper size A4

Margins should be set to:
Left   2,5 cm
Right   2,5 cm
Top   2,5 cm
Bottom   2,5 cm
Tab settings 1,5 cm

2.2.1.2 Title page and back title page

The EA Secretariat shall prepare the title page and back title page in the format of this present document.

Purpose containing a brief statement of the aims of the publication and an explanation on the guidance or mandatory character of the document and the date when EA General Assembly approved the document.

Authorship states the Committee involved in the preparation.

Official language. This text may be translated into other languages as required. The English language version remains the definitive version

Copyright. The copyright of this text is held by EA. The text may not be copied for resale.

2.2.1.3   Contents page

The Table of Contents normally follows the introductory page and provides page numbers for all main headings (1) and sections (1.1).

2.2.1.4   Additional pages

Each page of the document will have a header containing the title and document number. Each page will also have a footer containing the page number, revision date and revision number.

2.2.2   Body text

The body text is printed in the font Times New Roman 12.

2.2.3   Headings and Sections

1   MAIN HEADINGS (Arial 12, capital, bold, italic)
1.1   Section Headings (Arial 12, body, bold)
1.1.1   Subsection Headings (Times New Roman 12, body, bold)
1.1.1.1   Further Headings (Times New Roman 12, body) or self-supporting paragraphs

2.2.4   Headers and Footers

The header contains the number and name of the document
The text in the header will be printed in the font Arial 10, italic.
The footer contains the revision date, revision number and page numbering.
The text in the footer will be printed in Arial 10.

2.2.5   Illustrations and Tables

Figures must be numbered according to the section or subsection in which they are mentioned.

Heading of the tables must be in ARIAL 12, body, bold.

Authors must provide the original artwork for any illustrations to be used in the publication.

2.2.6   Appendices

Appendices must be labelled alphabetically using bold capital body text (ex. **APPENDIX A)**. Appendix sections and subsections must be numbered in the same way as the main sections, but must be preceded by the respective appendix identification character (thus A1.1 and so on).

3   REVISION

See section 6 of EA -2/12
Periodically (at the latest after 5 years) an enquiry will be made to find out the need for a revision of EA documents.

The secretariat will maintain a list of documents that are in preparation and under revision, including through ILAC and IAF.