

SAE The Engineering Society
For Advancing Mobility
Land Sea Air and Space®
INTERNATIONAL

400 Commonwealth Drive, Warrendale, PA 15096-0001

RECOMMENDED PRACTICE

SAE TSB 002

REV.
JUN92

Issued 1976-06
Revised 1992-06

Superseding J1159 JUN86

Submitted for recognition as an American National Standard

(R) PREPARATION OF SAE TECHNICAL REPORTS

Foreword—This Technical Standards Board document (TSB) has been developed in accordance with instructions from the SAE Technical Standards Board to provide Technical Committees under its jurisdiction with documents that will assist in the expeditious development of SAE technical reports in a consistent and uniform manner.

This TSB supersedes SAE Recommended Practice: "Preparation of SAE Technical Reports—Surface Vehicles and Machines: Standards, Recommended Practices, Information Reports—SAE J1159 JUN86." It also incorporates pertinent material from an SAE report "Format Guidelines for Electronic Capture of SAE Documents."

Any questions or comments on format, style, or other editorial aspects of SAE technical reports should be referred to SAE staff.

1. Scope—The scope of this SAE Technical Standards Board document (TSB) is to provide uniform guidelines for Technical Committees of the SAE Technical Standards Board in the development, preparation, and issuance of technical reports. Adherence to this TSB can expedite the processing of uniform and consistent SAE technical reports, and will facilitate their use and reference by government, industry, and other organizations.

2. References

2.1 Applicable Documents—The following publications form a part of this specification to the extent specified herein. The latest issue of SAE publications shall apply.

2.1.1 SAE PUBLICATIONS—Available from SAE, 400 Commonwealth Drive, Warrendale, PA 15096-0001.

SAE TSB 001—SAE Technical Standards Board Rules and Regulations

SAE TSB 003—Rules for the SAE Use of SI (Metric) Units

SAE J1115—Guidelines for Developing and Revising SAE Nomenclature and Definitions

SAE Report—Format Guidelines for Electronic Capture of SAE Documents

SAE Committee Guidelines Manual

2.1.2 ISO PUBLICATIONS—Available from ANSI, 11 West 42nd Street, New York, NY 10036-8002.

ISO Directives—Part 3 Drafting and Presentation of ISO Standards—International Standards Organization

2.1.3 AIIM PUBLICATIONS—Available from ANSI, 11 West 42nd Street, New York, NY 10036-8002.

ANSI/AIIM MS35—Original Black-and-White Documents That May be Microfilmed Requirements and Characteristics of

3. Technical Committee Chairman Responsibilities—A technical committee chairman is responsible for seeing that committee and subgroup members understand their responsibilities relative to the development and issuance of technical reports, particularly as regards:

SAE Technical Standards Board Rules provide that: "This report is published by SAE to advance the state of technical and engineering sciences. The use of this report is entirely voluntary, and its applicability and suitability for any particular use, including any patent infringement arising therefrom, is the sole responsibility of the user."

SAE reviews each technical report at least every five years at which time it may be reaffirmed, revised, or cancelled. SAE invites your written comments and suggestions.

SAE TSB 002 Revised JUN92

- a. Accuracy of technical content and references
- b. Conformance to policies and guidelines in this TSB
- c. Clearance and approval of all reports in accordance with the provisions of Section 8 "Approval of Technical Reports" in the SAE TSB 001
- d. Classification of a technical report (see Section 5 of this TSB)
- e. Legal aspects, in accordance with the provisions of Section 7 of the SAE TSB 001

4. Publication Method

4.1 Land and Sea Vehicle Reports—Reports developed under the auspices of any of the Councils of the Technical Standards Board responsible for projects pertaining to land and sea vehicles or equipment may be published in one or more of the following forms:

4.1.1 SAE HANDBOOK—An annual publication of Land and Sea Vehicle Standards, Recommended Practices, and Information Reports. In order for a report to be published in the SAE Handbook it must be fully approved by a cognizant Council/Division and transmitted to the SAE Publication Department no later than June 30 of the year prior to the next annual edition of the Handbook.

4.1.2 J-REPORTS—Individually issued Standards, Recommended Practices, Information Reports, or Research Reports, which may also appear in the Handbook. J-Reports offer a means for more timely issuance of a report.

4.1.3 HANDBOOK SUPPLEMENT (HS)—Handbook Supplements are used for technical information of specialized interest to SAE members and other individuals and groups in the engineering community. HSs are also used for publication of collections of J-Reports covering related subject matter (e.g., HS-34 - SAE Ground Vehicle Lighting Manual).

4.1.4 SPECIAL REPORTS (SP)—This category of publications covers collections of various types of reports developed by technical committees, including those defined in Section 5, but also background information, rationale statements, documentation of supporting research, and papers on the subject matter at SAE meetings (e.g., SP-456 - Vehicle Noise Reduction and Regulation).

4.2 Air and Space Reports—Reports developed under the auspices of Aerospace Council will be published as individually issued Specifications, Standards, Recommended Practices, Information Reports, or Resource Documents.

All new and revised reports are compiled and issued in updates. The Aerospace Materials Specifications (AMS) update is issued quarterly and the Aerospace update is issued three times a year.

4.3 Technical Standards Board Document—Reports that are developed under the auspices of the Technical Standards Board containing a prefix of TSB.

5. Classification of Technical Reports—Technical reports are approved for SAE publication by a cognizant Council of the Technical Standards Board, and must be based on sound technology and cooperative engineering work. Before publication, a report must be classified by the originating group in one of the following categories, established in Section 7.3 of the Technical Standards Board Rules and Regulations:

5.1 SAE Standard—A documentation of broadly accepted engineering practices, or a specification for a material, product, process, procedure, or test method. Standards fall into broad categories:

5.1.1 PRODUCT STANDARD—This is primarily a descriptive report covering dimensions, composition, and/or other details.

5.1.2 PERFORMANCE STANDARD—This is a documentation of requirements or levels against which a product or function can be evaluated. It may define test methods by which the requirements can be measured. Performance requirements and test methods should preferably be in separate reports. If this is not practical, they should be in distinct and separate sections of the same report.

SAE TSB 002 Revised JUN92

5.2 SAE Recommended Practice—A documentation of practices, procedures, and technology that are intended as guides to standard engineering practice. The content may be of a more general nature, or may present data that have not yet gained broad engineering acceptance.

5.2.1 A Technical Committee developing a recommended practice may add an introductory note stating: "This SAE Recommended Practice is intended as a guide toward standard practice and is subject to change to keep pace with experience and technical advances."

5.3 SAE Information Report—A compilation of engineering reference data or educational material useful to the technical community.

5.4 SAE Draft Technical Report—A Draft Technical Report may be identical to an SAE Standard or Recommended Practice, except that it has not had consensus approval by the sponsoring Division/Council or the Technical Standards Board. It may be an existing company or government standard or an existing international standard.

5.4.1 Each Draft Technical Report shall include the following note in the Foreword:

"The purpose of this Draft Technical Report is to give the technical community the opportunity to review, comment on and use its content prior to final approval by SAE. Comments on this draft are welcome and should be submitted in writing to Secretary, Technical Standards Board, SAE, 400 Commonwealth Dr., Warrendale, PA 15096."

5.4.2 The words "COMMITTEE DRAFT" shall be appended to the document number and date on the top of every page.

5.5 SAE Technical Data Report—A documentation of technical and nontechnical information that is intended to support the content of an SAE Technical Report. Examples include: rationale reports, results of round robin or field testing, and compilations of industry research results. They may also report on state-of-the-art technology or be a technology needs-assessment.

Technical Data Reports are published as ARDs (Aerospace Resource Documents) in Aerospace documents, and as RJs (Research J) in Surface Vehicle documents.

5.5.1 Research reports shall have a maximum life of 5 years. They cannot be revised or reaffirmed.

5.5.2 Research reports need not be in the format outlined in Section 7. However, they shall have at least the following content:

5.5.2.1 A statement of Scope indicating the nature of the report.

6. Numbering of SAE Technical Reports

6.1 Number Assignment—Prior to the submission of a new (as opposed to revised) technical report to an appropriate Council/Division, SAE staff will assign an identifying number to the report (i.e., J4500 or AS4704).

6.2 Revisions

6.2.1 When a J report is revised, the year digits shall be changed to reflect the year that the revision was approved. The J-number shall not be changed. The revised date suffix shall be shown in all indexes, and should be used as appropriate in all references.

6.2.2 When an Air and Space report is revised, the revisions shall be indicated by a Gothic letter following the document number; e.g., AS9999A. The first revision shall be marked with the letter "A" and succeeding revisions shall be indicated by the other letters in alphabetical sequence, except that the letters I, O, Q, S, X, and Z shall not be used.

6.3 Integrity of SAE Document Numbers—Changes to an SAE technical report that will alter it sufficiently to affect its interchangeability or interchangeable application shall require a new number. The su-