

## **The ASME Y14 Policies**

ASME Y14 POLICY NUMBER ONE:

**GROUND RULES FOR PLACEMENT OF NEW OR REVISED ASME DATA**

ASME Y14 POLICY NUMBER TWO:

**BOILERPLATE TEXT FOR THE CITATION OF REFERENCES IN Y14 STANDARDS**

ASME Y14 POLICY NUMBER THREE:

**Y14 STANDARD WRITING CONVENTION**

# The ASME Y14 Policies

## Y14 Policy Number One

### GROUND RULES FOR PLACEMENT OF NEW OR REVISED ASME DATA

Approved May 4, 2007

1. When a conflict between subcommittees/standards is resolved by the applicable subcommittees, chair(s), and/or Executive Advisory Planning Team (EAPT) the resolution is binding on the subcommittees.
2. Conflicts between standards should be resolved by the respective subcommittee chairs as the preferred approach. When the subcommittee chairs are unable to effect resolution, the conflict will be referred to the EAPT. EAPT will invite all relevant subcommittee chairs to participate in a discussion convened by the EAPT for the purpose of facilitating resolution and/or putting forth a recommendation for approval by the Main Committee.
3. When new data is developed for inclusion into the Y14 series of standards the new data shall be added to the applicable standard based on the following:
  - a. Data applicable to more than one drawing type shall be added to the applicable basic Y14 standard  
The following are basic Y14 standards:
    - ASME Y14.1- Drawing Sheet Size and Format
    - ASME Y14.1M- Metric Sheet Size and Format
    - ASME Y14.100- Engineering Drawing and Practices
    - ASME Y14.2- Line Conventions and Lettering
    - ASME Y14.3- Orthographic and Pictorial Views
    - ASME Y14.4- Pictorial Drawings
    - ASME Y14.5- Dimensioning and Tolerancing
    - ASME Y14.24- Types and Applications of Engineering Drawings
    - ASME Y14.34- Associated Lists
    - ASME Y14.35- Drawing Revisions of Engineering Drawings and Associated Documents
    - ASME Y14.38- Abbreviations and Acronyms on Drawings and Related Documents
    - ASME Y14.41- Digital Product Definition Drawing Practices
  - b. Data applicable to a specialty standard or specialty type drawing shall be added to the applicable specialty Y14 standard  
The following are Y14 specialty standards:
    - ASME Y14.6- Screw Threads
    - ASME Y14.7- Gears and Splines
    - ASME Y14.8- Casting and Forgings
    - ASME Y14.13- Springs
    - ASME Y14.18- Drawings for Optical Parts
    - ASME Y14.31- Undimensioned Drawings
    - ASME Y14.32- Ground Vehicle Drawing Practices
    - ASME Y14.36- Surface Texture Symbols
    - ASME Y14.37- Composite Part Drawings
    - ASME Y14.40- Graphic Symbols
    - ASME Y14.43- Dimensioning and Tolerancing Principles for Gages and Fixtures
    - ASME Y14.44- Reference Designations

## **The ASME Y14 Policies**

4. Specialty types of standards may take exceptions to basic standards when required to support the process(es) required by the specialty type drawing.
5. Standards may include new process information that is ultimately to be placed in another standard until such time as the applicable target standard includes the new data. The standard shall remove the duplicate data from their standard at the next revision. The overlap data is acceptable during this time period.
6. The members on the team shall function as one team and not break up into multi-working groups. When the team is made up of two different subcommittees the chairpersons of the subcommittees will be co-chairs of the team. The co-chairs may bring in other Y14members that are agreed on, to resolve the issue at hand. When the team is made up of one or more of the subcommittees chairs and the EAPT, the chairperson of the team will be the chair or vice chair of the EAPT.
7. Policies are being made for the Y14 series of standards.
8. Look at what is best for the Y14 series of standards and not a given standard.
9. The subcommittee chairs, EAPT, or the team (Item 6), as applicable, shall determine in which standard the data in question will be best defined.
10. The ASME Y14 series of standards shall be looked at in whole and not in part.
11. The Y14 committee is not concerned where the data is defined as long as the correct data to perform the required task is available and it is known where the data is located.
12. In accordance with the ASME policy each member on the team is representing their self and not any company, organization, function, or client.

# **The ASME Y14 Policies**

Y14 Policy Number Two

## **BOILERPLATE TEXT FOR THE CITATION OF REFERENCES IN Y14 STANDARDS**

**Approved May 4, 2007**

The following revisions of American National Standards form a part of this Standard to the extent specified herein. A more recent revision may be used provided there is no conflict with the text of this Standard. In the event of a conflict between the text of this Standard and the references cited herein, the text of this Standard shall take precedence.

Note for preparer of draft: Each standard identified in the Reference Documents shall include the applicable revision level. The text of the standard will only show the basic identity without revision level.

Y14 Policy Number Three  
**Y14 STANDARD WRITING CONVENTION**  
Approved: 05 May 2017

THE FOLLOWING TEXT IS INTENDED TO BE INSERTED IN EACH Y14 STANDARD AS INDICATED BY THE PARAGRAPH NUMBERS. WHERE DEVIATIONS ARE CONSIDERED NECESSARY, SUCH DEVIATIONS SHOULD BE SUBMITTED TO THE MAIN COMMITTEE FOR APPROVAL.

**1.X ASME Y14 Series Conventions**

The conventions in paras. 1.X.1 through 1.X.10 are used in this and other ASME Y14 standards.

**1.X.1 Mandatory, Recommended, Guidance, and Optional Words**

- (a) The word “shall” establishes a requirement.
- (b) The word “will” establish a declaration of purpose on the part of the design activity.
- (c) The word “should” establishes a recommended practice.
- (d) The word “may” establishes an allowed practice.
- (e) The words “typical,” “example,” “for reference,” or the Latin abbreviation “e.g.” indicate suggestions given for guidance only.
- (f) The word “or” used in conjunction with a requirement or a recommended practice indicates that there are two or more options for complying with the stated requirement or practice.
- (g) The phrase “unless otherwise specified” or UOS shall be used to indicate a default requirement. The phrase is used when the default is a generally applied requirement and an exception may be provided by another document or requirement.

**1.X.2 Cross-Reference of Standards.** Cross-reference of standards in text with or without a date following the standard designator shall be interpreted as follows:

- (a) Reference to other ASME Y14 standards in the text without a date following the standard designator indicates that the issue of the standard identified in the References section (section 2) shall be used to meet the requirement.
- (b) Reference to other ASME Y14 standards in the text with a date following the standard designator indicates that only that issue of the standard shall be used to meet the requirement.

**1.X.3 Invocation of Referenced Standards.** The following examples define the invocation of a standard when specified in the References section (section 2) and referenced in the text of this Standard:

- (a) When a referenced standard is cited in the text with no limitations to a specific subject or paragraph(s) of the standard, the entire standard is invoked. For example, “Dimensioning and tolerancing shall be in accordance with ASME Y14.5” is invoking the complete standard because the subject of the standard is dimensioning and tolerancing and no specific subject or paragraph(s) within the standard are invoked.
- (b) When a referenced standard is cited in the text with limitations to a specific subject or paragraph(s) of the standard, only the paragraph(s) on that subject is invoked. For example, “Assign part or identifying numbers in accordance with ASME Y14.100” is invoking only the paragraph(s) on part or identifying numbers because the subject of the standard is engineering drawing practices and part or identifying numbers is a specific subject within the standard.
- (c) When a referenced standard is cited in the text without an invoking statement such as “in accordance with,” the standard is invoked for guidance only. For example, “For gaging principles, see ASME Y14.43” is only for guidance and no portion of the standard is invoked.

**1.X.4 Parentheses Following a Definition.** When a definition is followed by a standard referenced in parentheses, the standard referenced in parentheses is the source for the definition.

**1.X.5 Notes.** Notes depicted in this Standard in ALL UPPERCASE letters are intended to reflect actual drawing entries. Notes depicted in initial uppercase or lowercase letters are to be considered supporting data to the contents of this Standard and are not intended for literal entry on drawings. A statement

requiring the addition of a note with the qualifier “such as” is a requirement to add a note, and the content of the note is allowed to vary to suit the application.

**1.X.6 Acronyms and Abbreviations.** Acronyms and abbreviations are spelled out the first time used in this Standard, followed by the acronym or abbreviation in parentheses. The acronym is used thereafter throughout the text.

**1.X.7 Units.** The International System of Units (SI) is featured in this Standard. It should be understood that U.S. Customary units could equally have been used without prejudice to the principles established.

**1.X.8 Figures.** The figures in this Standard are intended only as illustrations to aid the user in understanding the practices described in the text. In some cases, figures show a level of detail as needed for emphasis. In other cases, figures are incomplete by intent so as to illustrate a concept or facet thereof. The absence of figure(s) has no bearing on the applicability of the stated requirements or practice. To comply with the requirements of this Standard, actual data sets shall meet the content requirements set forth in the text. To assist the user of this Standard, a listing of the paragraph(s) that refer to an illustration appears in the lower right-hand corner of each figure. This listing may not be all inclusive. The absence of a listing is not a reason to assume inapplicability. Some figures are illustrations of models in a three-dimensional environment. The absence of dimensioning and tolerancing annotations in a view may indicate that the product definition is defined in 3D. Dimensions that locate or orient and are not shown are considered basic and shall be queried to determine the intended requirement. When the letter “h” is used in figures for letter heights or for symbol proportions, select the applicable letter height in accordance with ASME Y14.2. Multiview drawings contained within figures are third angle projection.

**1.X.9 Precedence of Standards.** The following are ASME Y14 standards that are basic engineering drawing standards:

ASME Y14.1, Decimal Inch Drawing Sheet Size and Format

ASME Y14.1M, Metric Drawing Sheet Size and Format

ASME Y14.2, Line Conventions and Lettering

ASME Y14.3, Orthographic and Pictorial Views

ASME Y14.5, Dimensioning and Tolerancing

ASME Y14.24, Types and Applications of Engineering Drawings

ASME Y14.34, Associated Lists

ASME Y14.35, Revision of Engineering Drawings and Associated Documents

ASME Y14.36, Surface Texture Symbols

ASME Y14.38, Abbreviations and Acronyms for Use on Drawings and Related Documents

ASME Y14.41, Digital Product Definition Data Practices

ASME Y14.100, Engineering Drawing Practices

All other ASME Y14 standards are considered specialty types of standards and contain additional requirements or make exceptions to the basic standards as required to support a process or type of drawing.