



Standard Guide for Annual Review of Test Methods and Specifications for Plastics¹

This standard is issued under the fixed designation D 4968; the number immediately following the designation indicates the year of original adoption or, in the case of revision, the year of last revision. A number in parentheses indicates the year of last reapproval. A superscript epsilon (ε) indicates an editorial change since the last revision or reapproval.

1. Scope *

1.1 This guide is intended to assist the subcommittees and sections of Committee D20 on Plastics with the process of standards evaluation during the five-year review mandated by ASTM or when changes to test methods and specifications are required.

NOTE 1—There is no known ISO equivalent to this guide.

2. Referenced Documents

2.1 ASTM Standards:

D 883 Terminology Relating to Plastics²

D 5033 Guide for Development of ASTM Standards Relating to Recycling and Use of Recycled Plastics³

E 456 Terminology Relating to Quality and Statistics⁴

E 691 Practice for Conducting an Interlaboratory Study to Determine the Precision of a Test Method⁴

3. Terminology

3.1 *Definitions*—For definitions of terms that appear in this guide, refer to Terminology E 456.

3.2 Guidelines for terminology in standards which are referenced in BOCA National Codes are given in Appendix X3.

4. Significance and Use

4.1 It is the intention of this guide to provide information to persons revising test methods and specifications in Committee D20 to ensure that all required elements are included and that the revised document is presented in the most user-friendly manner possible.

4.2 This guide is intended for use by Committee D20 when test methods and specifications under its jurisdiction are revised due to technical changes or upon five-year review.

4.3 The flowchart in Annex A1 shows the review process in outline form.

4.4 Specific instructions to be followed when revising Committee D20 documents are given in this guide.

4.5 The model precision and bias (P and B) statements included in Appendix X1-Appendix X3 were developed to standardize the presentation of data.

5. Evaluating the Need for Revisions

5.1 Society regulations require that all D20 standards be reviewed in detail every five years. Ballots to revise individual sections of a document (which may change the date of issue) do not absolve the responsible D20 subcommittee from the requirement to conduct the detailed review every five years. Begin the review for revision, reapproval, or withdrawal at least one year prior to the required revision year, that is, four years after the last full review. The date of the last complete document review must be listed in the Summary of Changes section at the end of the document.

5.2 The first step in the review process is to determine if the document under review should be balloted for:

5.2.1 Reapproval without change,

5.2.2 Reapproval with editorial changes,

5.2.3 Revision with technical changes, or

5.2.4 Withdrawal.

5.3 *Using the Flowchart:*

5.3.1 The flowchart for review of standards is found in Annex A1. The following describes the details for each step of the flowchart.

5.3.2 *Is Any Action Advisable?*—If the review of the standard using the guidelines in this guide and the current version of the *ASTM Form and Style for ASTM Standards* (Blue Book) indicate no needed changes, ballot the standard for reapproval without change.

5.3.3 *Should the Standard Be Withdrawn?*—If the examination of the standard indicates that it is obsolete or basically flawed in light of more recent knowledge, ballot for withdrawal. Ballot for withdrawal should also be done if the document is replaced by a more current document.

5.3.4 *Is a Task Group Required?*—If changes to the document are to be considered, the subcommittee or section chairperson may appoint a task group to recommend revisions.

¹ This guide is under the jurisdiction of ASTM Committee D20 on Plastics and is the direct responsibility of Subcommittee D20.13 on Statistical Methods.

Current edition approved August 10, 2002. Published October 2002. Originally published as D 4968 – 89. Last previous edition D 4968 – 00.

² *Annual Book of ASTM Standards*, Vol 08.01.

³ *Annual Book of ASTM Standards*, Vol 08.03.

⁴ *Annual Book of ASTM Standards*, Vol 14.02.

*A Summary of Changes section appears at the end of this standard.