
**Buildings and civil engineering
works — Vocabulary —**

**Part 2:
Contract and communication terms**

Bâtiments et ouvrages de génie civil — Vocabulaire —

Partie 2: Termes relatifs aux marchés
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Foreword

ISO (the International Organization for Standardization) is a worldwide federation of national standards bodies (ISO member bodies). The work of preparing International Standards is normally carried out through ISO technical committees. Each member body interested in a subject for which a technical committee has been established has the right to be represented on that committee. International organizations, governmental and non-governmental, in liaison with ISO, also take part in the work. ISO collaborates closely with the International Electrotechnical Commission (IEC) on all matters of electrotechnical standardization.

The procedures used to develop this document and those intended for its further maintenance are described in the ISO/IEC Directives, Part 1. In particular the different approval criteria needed for the different types of ISO documents should be noted. This document was drafted in accordance with the editorial rules of the ISO/IEC Directives, Part 2 (see www.iso.org/directives).

Attention is drawn to the possibility that some of the elements of this document may be the subject of patent rights. ISO shall not be held responsible for identifying any or all such patent rights. Details of any patent rights identified during the development of the document will be in the Introduction and/or on the ISO list of patent declarations received (see www.iso.org/patents).

Any trade name used in this document is information given for the convenience of users and does not constitute an endorsement.

For an explanation on the voluntary nature of standards, the meaning of ISO specific terms and expressions related to conformity assessment, as well as information about ISO's adherence to the World Trade Organization (WTO) principles in the Technical Barriers to Trade (TBT) see the following URL: www.iso.org/iso/foreword.html. (standards.iteh.ai)

This document was prepared by Technical Committee ISO/TC 59, *Buildings and civil engineering works*, Subcommittee SC 2, *Terminology and harmonization of languages*.

This third edition cancels and replaces the second edition (ISO 6707-2:2014), which has been technically revised.

The main changes compared to the previous edition are as follows:

- the document has been substantially restructured;
- specific subclauses for information and data, communication and collaborative working, and measurement related to contracts have been introduced;
- all definitions have been reviewed and revised where appropriate;
- the entries have been renumbered so that all definitions are contained within [Clause 3](#);
- the indicator of national terms, e.g. US, has been moved from before to after the term;
- entries relevant to this document, which were previously in ISO 6707-1, have been relocated into this document.

A list of all parts in the ISO 6707 series can be found on the ISO website

Introduction

With the growth in the number of international construction projects and the development of the international market for construction products, there is an increasing need for agreement on a common language in relation to communications and contracts. This document defines terms relating to buildings and civil engineering works in two specific areas:

- communication systems, methods and documentation;
- contracts.

It includes

- fundamental concepts, which may be the starting point for other, more specific, definitions,
- more specific concepts, used in several areas of communications and contracts such as project information, financial information, and
- concepts from related concept fields used additionally in building and civil engineering and designated by borrowed terms.

It replaces ISO 6707-2:2014 which dealt only with contract terms. It will make the communication of all types of information and data between contractors and clients and their design teams easier, as well as the drafting and interpretation of contracts.

The change in scope will make the document more useful to organizations of all sizes and be a complement to the terminology that is evolving for Building Information Modelling (BIM).

Terms relating to life cycle are contained in ISO 6707-3. Only “life-cycle cost” is included in this document.

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Preferred and admitted terms <https://standards.iteh.ai/catalog/standards/sist/a34f2b11-02a1-4ae6-be4d-22db8d4005e2/iso-6707-2-2017>

International preferred terms are listed in **boldface type**. Where a preferred term is specific to a particular English-speaking country, e.g. the United States of America, etc., it is given below the international preferred term and is annotated with the respective country code. Where no preferred terms are listed indicating usage in a specific geographical location, this signifies that the international preferred term is the accepted term in English-speaking countries. A term beneath the preferred term(s) not given in boldface type is an admitted (non-preferred) synonym. A country code is assigned to an admitted term if it is specific to an English-speaking country. US synonyms and alternative spellings are listed in [Annex A](#) so they may be readily compared with international preferred terms.

Where a given preferred term designates more than one concept, each concept has been treated in a separate entry and a note to entry included to indicate that a homograph exists and to provide a reference to the other term entry.

To facilitate the locating of any term given in the document, irrespective of preference or country of origin, the alphabetical index lists all preferred and admitted terms.

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Buildings and civil engineering works — Vocabulary —

Part 2: Contract and communication terms

1 Scope

This document defines terms applicable to contracts and communication in relation to buildings and civil engineering works.

2 Normative references

The following documents are referred to in the text in such a way that some or all of their content constitutes requirements of this document. For dated references, only the edition cited applies. For undated references, the latest edition of the referenced document (including any amendments) applies.

ISO 6707-1, *Buildings and civil engineering works — Vocabulary — Part 1: General terms*

3 Terms and definitions

For the purposes of this document, the terms and definitions in ISO 6707-1 and the following apply.

ISO and IEC maintain terminological databases for use in standardization at the following addresses:

- IEC Electropedia: available at <http://www.electropedia.org/>
- ISO Online browsing platform: available at <http://www.iso.org/obp>

NOTE Where terms in definitions are defined in this document, the relevant terms are in *italics*, and the term number is given after the relevant term. Where terms in definitions are defined in ISO 6707-1, the terms are also in *italics* but no term number is given.

3.1 Base terms relating to contracts and communication

3.1.1

contract

legally enforceable agreement to supply goods, carry out *construction work* and/or provide *services*

3.1.2

organization

person or group of people that has its own function with responsibilities, authorities and relationships to achieve its *objectives* (3.2.38)

[SOURCE: ISO 55000:2014, 3.1.13]

3.2 Terms relating to information and data

3.2.1

information unit

single piece of *information*

EXAMPLE Window *identifier* (3.2.43), room depth.

3.2.2

**general information
reference information, US**

information prepared for a wider audience than that involved in a particular *project*

3.2.3

project information

information produced for, or utilized in, a particular *project*

3.2.4

management information

information utilized by management or produced to serve a management function

3.2.5

document

container for persistent *information* that can be managed and interchanged as a unit

[SOURCE: BS 1192:2007+A2:2016, 3.4]

3.2.6

record

document (3.2.5) stating results achieved or providing evidence of activities performed

[SOURCE: ISO 9000:2015, 3.8.10, modified — the Notes to entry were omitted.]

3.2.7

elevation

view on a vertical plane

[SOURCE: ISO 10209:2012, 3.17]

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3.2.8

plan

view, *section* (3.2.9) or cut, in a horizontal plane, seen from above

[SOURCE: ISO 10209:2012, 3.47]

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3.2.9

section

representation showing only the outlines of an object lying in one or more cutting planes

[SOURCE: ISO 10209:2012, 3.61]

3.2.10

two-dimensional

drawing (3.2.27) having or seeming to have two *dimensions* (3.6.6), such as *width* and *height* and no *depth*

Note 1 to entry: In *modelling* (3.2.41), a two-dimensional *drawing* (3.2.27) is always considered as a static *document* (3.2.5) as it is a drawn rendition or snapshot of the design's *model* (3.2.34) files.

3.2.11

three-dimensional

drawing (3.2.27) having or seeming to have *length*, *width* and *depth*

Note 1 to entry: Three-dimensional *models* (3.2.34) are always considered to be dynamic as they are made up of model files that are x-ref or reference files.

3.2.12

datum

reference point for a series of *measurements*

3.2.13**reference grid**

framework of lines to which *information* can be related

3.2.14**network**

description in mathematical or diagrammatic form of a system on interconnected parts

3.2.15**node**

element of a *network* (3.2.14) that represents a junction or a network

3.2.16**link**

element of a *network* (3.2.14) between two *nodes* (3.2.15)

3.2.17**computer graphics**

methods for converting data to or from graphic displays by a computer

3.2.18**brief****program, US**

document (3.2.5) that states the requirements for a *project*

3.2.19**plan of work****staging plan, US**

project plan, US

document (3.2.5) that details principal *stages* (3.3.4) in the design, *construction work* and *maintenance* of a *project* and identifies the main *tasks* (3.2.55) and people

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3.2.20**programme****progress schedule, US**

statement of sequence and timing of starting and completing *construction work* or parts of it

3.2.21**tender****bid, US**

written offer to carry out at a stated *price* (3.7.5) or rate an order for the supply of goods or *services* or the carrying out of *construction work* under given conditions

3.2.22**specification****technical specification**

document (3.2.5) that sets out detailed requirements to be satisfied by a *product, material, process* or system and the *procedures* (3.2.50) for checking conformity to these requirements; or that sets out the *properties* of a product

3.2.23**project specification****specifications, US**

specification (3.2.22) for a specific *project* that prescribes the *construction work* and the *materials* to be used

3.2.24**general specification**

assembly of standard *specifications* (3.2.22) for *buildings* and *civil engineering works*, setting out the technical *performance* and *characteristics* required for the generality of *projects*

3.2.25

particular specification

assembly of standard *specifications* (3.2.22) for a specific class of *buildings* and *civil engineering works* setting out *performance* and *characteristics* required, and intended as a complement to a *general specification* (3.2.24)

3.2.26

schedule

document (3.2.5) in the form of a table, or that gives details of items or *tasks* (3.2.55) to be performed

3.2.27

drawing

technical *information* given on an information carrier, graphically presented in accordance with agreed rules and usually to scale

3.2.28

diagram

drawing (3.2.27) showing the functions of the *objects* (3.2.40) composing a system and their interrelations using graphical symbols

[SOURCE: ISO 10209:2012, 11.52.1, modified — the scope of application was deleted.]

3.2.29

production drawing

shop drawing, US

drawing (3.2.27) for *construction works* or the manufacture of *components* completely sized and bearing all the annotation required

3.2.30

as-built drawing

drawing (3.2.27) that records the details of a *construction works* following its *completion* (3.5.23)

3.2.31

construction enterprise qualification certificate

certificate issued by a qualification body to a *qualified construction enterprise* (3.8.4)

3.2.32

maintenance manual

document (3.2.5) that contains advice on care and servicing requirements of *construction works*

3.2.33

operational manual

procedure manual, US

document (3.2.5) that gives advice on the use of *equipment* and on operating a facility

3.2.34

model

representation of a system that allows for investigation of the *properties* of the system

[SOURCE: ISO 29481-1:2016, 3.15]

3.2.35

information model

formal *model* (3.2.34) of a set of facts, concepts or *instructions* (3.5.20) to meet a specific requirement

[SOURCE: ISO/TS 12911:2012, 3.5]

3.2.36**design process**

process determining properties for an intended construction works before it is made physical

[SOURCE: ISO 12006-2:2015, 3.3.5, modified — “the built environment” was replaced by “an intended construction works”]

3.2.37**pre-design process**

design process (3.2.36) determining properties for the design process

3.2.38**objective**

result to be achieved

Note 1 to entry: An objective can be strategic, tactical, or operational.

[SOURCE: ISO 9000:2015, 3.7.1, modified — Notes 2 to 5 were omitted.]

3.2.39**execution**

act or *process* of carrying out *construction work*

3.2.40**object**

<information modelling> part of the perceivable or conceivable world

[SOURCE: ISO 29481-1:2016, 3.17, modified — the scope of application was added and Note 1 to entry was omitted.]

3.2.41**modelling**

use of shared digital representation to facilitate design, *construction* and operation *processes* to form a reliable basis for decisions

3.2.42**mathematical modelling**

technique using purely mathematical means for predicting behaviour under the influence of several variables

Note 1 to entry: Examples of behaviour that can be predicted include that of a *structure* or a scheme.

3.2.43**identifier****UID**

unique and unambiguous expression in a written format either by a code, by numbers or by a combination of both to distinguish variations from one to another among a class of substances, items or *objects* (3.2.40)

[SOURCE: ISO 26683-1:2013, 3.21]

3.2.44**article number**

manufacturer's reference number or other *identifier* (3.2.43) for a *product* or for the constituents of a product

3.2.45**global trade item number****GTIN**

identifier (3.2.43) for trade items used to look up *product information* in a database

[SOURCE: ISO 16757-1:2015, 2.13]

3.2.46

globally unique identifier

GUID

identifier (3.2.43) given to a *product* that guarantees its uniqueness throughout its entire life

Note 1 to entry: Once the designed product is realized as an asset, then this can be complemented with an asset tag, bar-code or other identifier.

[SOURCE: ISO 15686-4:2014, 3.1]

3.2.47

product catalogue

compilation of *information* about *products*

Note 1 to entry: A product catalogue can be related by its *article numbers* (3.2.44) to *price* (3.7.5) lists.

[SOURCE: ISO 16757-1:2015, 2.15]

3.2.48

information delivery manual

IDM

documentation which captures the business *process* and gives detailed *specifications* (3.2.22) of the *information* that a user fulfilling a particular *role* (3.2.57) would need to provide at a particular point within a *project*

[SOURCE: ISO 29481-2:2012, 3.1]

3.2.49

knowledge library

collection of *information models* (3.2.35) that express knowledge about kinds of things (concepts) and that are stored and retrieved as electronic *information*

Note 1 to entry: A knowledge library may include *definition models* (3.2.34) and requirements models.

[SOURCE: ISO 16354:2013, 3.1.1, modified — Note 1 to entry was deleted; the reference to definition models and requirements models was transferred from the definition to the new Note 1 to entry.]

3.2.50

procedure

specified way to carry out an activity or a *process*

[SOURCE: ISO 9000:2015, 3.4.5, modified — Note 1 to entry was omitted.]

3.2.51

interaction schema

formal description of the rules with which sent and received messages must comply

[SOURCE: ISO 29481-2:2012, 3.4]

3.2.52

exchange requirement

ER

defined set of *information units* (3.2.1) that needs to be exchanged to support a particular business requirement at a particular process *phase* (3.3.5) (or phases)/*stage* (3.3.4) (or stages)

[SOURCE: ISO 29481-1:2016, 3.9]

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3.2.53**transaction**

cooperative interaction between two entities, involving the exchange of *information* or the processing of some request by one entity on behalf of the other

[SOURCE: ISO/IEC 14776-413:2007, 3.1.132]

3.2.54**traceability**

ability to trace the history, application or location of that which is under consideration

[SOURCE: ISO 10795:2011, 1.225, modified — the Notes to entry were omitted.]

3.2.55**task**

activities required to achieve a goal

[SOURCE: ISO 9241-11:1998, 3.9, modified — the Notes to entry were deleted.]

3.2.56**review**

activity undertaken to determine the suitability, adequacy or effectiveness of the subject matter to achieve established *objectives* ([3.2.38](#))

[SOURCE: ISO Guide 73:2009, 3.8.2.2 modified — “and” was changed to “or”, and Note 1 to entry was omitted.]

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3.2.57**role**

set of competencies and/or performances that is associated with a *task* ([3.2.55](#))

[SOURCE: ISO 22600-1:2014, 3.19]

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3.3 Terms relating to communication and collaborative working**3.3.1****computer aided design****CAD**

use of a computer for design and drafting

3.3.2**possession of site**

contractor's ([3.8.6](#)) occupation of a *site* in order to carry out *construction works*

3.3.3**commissioning service****post-occupancy, US**

service to advance a *construction works* or *installation* from the *stage* ([3.3.4](#)) of *static completion* ([3.5.23](#)) to full working order

3.3.4**stage****phase, US**

distinct period in a *project* used as a management tool

Note 1 to entry: The situations in which some *stages* ([3.3.4](#)) are designated as *phases* ([3.3.5](#)) is not consistent in English speaking countries and between countries [see more specific terms, e.g. *design development stage, US* ([3.3.10](#)), and *design development phase, US* ([3.3.8](#))].