

## Handout #1: Common Items Worksheet

Item: \_\_\_\_\_Keyboard\_\_\_\_\_

| Design: | Aspect where standard might apply   | Possible SDO                     | Standard                                                                                                     |
|---------|-------------------------------------|----------------------------------|--------------------------------------------------------------------------------------------------------------|
|         | Layout of keys                      | INCITS<br>ISO<br>ANSI<br><br>JIS | <a href="#">ISO/IEC 9995-2</a><br><a href="#">ANSI-INCITS</a><br>154-1988<br><a href="#">JIS X 6002-1980</a> |
|         | Size of keys                        | ISO/IEC/JIS                      |                                                                                                              |
|         | Connection (USB/wireless)           |                                  |                                                                                                              |
|         | Ergonomics of design                | ANSI                             | CSA Z412-2000                                                                                                |
|         | Font used for letters               |                                  |                                                                                                              |
|         | Color combinations for keys/letters |                                  |                                                                                                              |

| Manufacturing/<br>Processes | Aspect where standard might apply                                 | Possible SDO | Standard |
|-----------------------------|-------------------------------------------------------------------|--------------|----------|
|                             | Materials used will determine type of process used to manufacture |              |          |
|                             | ROHS                                                              |              |          |
|                             | Electronics                                                       |              |          |

| Testing/<br>Performance | Aspect where standard might apply | Possible SDO | Standard |
|-------------------------|-----------------------------------|--------------|----------|
|                         | key press force                   |              |          |
|                         | operating temperature range       |              |          |
|                         | resistance to liquid spills       |              |          |

### Definitions:



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|                                     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
|-------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Design</b>                       | Design standards typically specify the characteristics of a particular product. This includes dimensional, material, and interoperability requirements.                                                                                                                                                                                                                                                                                                                                              |
| <b>Manufacturing/<br/>Processes</b> | Manufacturing and process standards focus on processes and procedures, rather than properties or characteristics of an object. Examples include, but are not limited to: standard work instructions (e.g. steps a mechanic follows for changing the brake pads on a car, or steps for calibration of a machine), management standards, or standards of best practices. A Process Standard may give guidance for the manufacture of an object, improving a process, or providing a service to others. |
| <b>Testing/<br/>Performance</b>     | Performance and testing standards outline methods of insuring that a product can do what it needs to be able to do. This includes compressibility, durability, endurance, hardness, etc.                                                                                                                                                                                                                                                                                                             |

### Example: Common Step Ladder



| Design: | Aspect where standard might apply   | Possible SDO                    | Standard   |
|---------|-------------------------------------|---------------------------------|------------|
|         | Steps (vertical spacing and width)  | ALI (American Ladder Institute) | ANSI A14.2 |
|         | Angle of opening                    | ALI                             |            |
|         | Warning labels (symbols and layout) |                                 | ANSI Z535  |
|         | Rivets                              | ASME                            | ASME B18.7 |

| Manufacturing/<br>Processes | Aspect where standard might apply | Possible SDO     | Standard |
|-----------------------------|-----------------------------------|------------------|----------|
|                             | Material compound                 | ASTM/company     |          |
|                             | Extrusion process                 | Internal Company |          |
|                             | Assembly process                  | Internal Company |          |



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| Testing/<br>Performance | Aspect where standard<br>might apply            | Possible SDO                        | Standard  |
|-------------------------|-------------------------------------------------|-------------------------------------|-----------|
|                         | Coating                                         | ASTM                                |           |
|                         | Loading Classification<br>(Weight limit rating) | ALI                                 | ANSI 14.2 |
|                         |                                                 | SEI (Safety Equipment<br>Institute) |           |

**Consider Terminology.** Are there alternative or related terms for your object or its components?

| Design                                  |                                                     |
|-----------------------------------------|-----------------------------------------------------|
| Keyword<br><i>(example: light bulb)</i> | Alternative/Related Terms<br><i>(example: lamp)</i> |
|                                         |                                                     |
|                                         |                                                     |
|                                         |                                                     |
|                                         |                                                     |

| Manufacturing / Process                        |                                                                 |
|------------------------------------------------|-----------------------------------------------------------------|
| Keyword<br><i>(example: material compound)</i> | Alternative/Related Terms<br><i>(example: plastic compound)</i> |
|                                                |                                                                 |
|                                                |                                                                 |
|                                                |                                                                 |
|                                                |                                                                 |

| Testing / Performance |
|-----------------------|
|-----------------------|



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| Keyword<br><i>(example: material testing)</i> | Alternative/Related Terms<br><i>(example: adhesion testing)</i> |
|-----------------------------------------------|-----------------------------------------------------------------|
|                                               |                                                                 |
|                                               |                                                                 |
|                                               |                                                                 |
|                                               |                                                                 |



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