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oktober 2002

Preparation of instructions - Structuring, content and presentation (IEC 62079:2001)

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ICS 01.110; 29.020

Referenčna številka
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EUROPEAN STANDARD **EN 62079**

NORME EUROPÉENNE

EUROPÄISCHE NORM April 2001

ICS 29.020;01.110

English version

Preparation of instructions - Structuring, content and presentation
(IEC 62079:2001)

Etablissement des instructions - Structure, contenu et présentation (CEI 62079:2001)

Erstellen von Anleitungen - Gliederung, Inhalt und Darstellung (IEC 62079:2001)

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This European Standard was approved by CENELEC on 2000-11-01. CENELEC members are bound to comply with the CEN/CENELEC Internal Regulations which stipulate the conditions for giving this European Standard the status of a national standard without any alteration.

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Up-to-date lists and bibliographical references concerning such national standards may be obtained on application to the Central Secretariat or to any CENELEC member.

This European Standard exists in three official versions (English, French, German). A version in any other language made by translation under the responsibility of a CENELEC member into its own language and notified to the Central Secretariat has the same status as the official versions.

CENELEC members are the national electrotechnical committees of Austria, Belgium, Czech Republic, Denmark, Finland, France, Germany, Greece, Iceland, Ireland, Italy, Luxembourg, Netherlands, Norway, Portugal, Spain, Sweden, Switzerland and United Kingdom.

CENELEC
European Committee for Electrotechnical Standardization
Comité Européen de Normalisation Electrotechnique
Europäisches Komitee für Elektrotechnische Normung

Central Secretariat: rue de Stassart 35, B - 1050 Brussels

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Ref. No. EN 62079:2001 E

Foreword

The text of document 3B/300/FDIS, future edition 1 of IEC 62079, prepared by SC 3B, Documentation, of IEC TC 3, Documentation and graphical symbols, was submitted to the IEC-CENELEC parallel vote and was approved by CENELEC as EN 62079 on 2000-11-01.

The following dates were fixed:

- latest date by which the EN has to be implemented at national level by publication of an identical national standard or by endorsement (dop) 2001-11-01
- latest date by which the national standards conflicting with the EN have to be withdrawn (dow) 2003-11-01

Annexes designated "normative" are part of the body of the standard.
Annexes designated "informative" are given for information only.
In this standard, annex ZA is normative and annexes A to D are informative.
Annex ZA has been added by CENELEC.

Endorsement notice

The text of the International Standard IEC 62079:2001 was approved by CENELEC as a European Standard without any modification.

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Annex ZA
(normative)

Normative references to international publications with their corresponding European publications

This European Standard incorporates by dated or undated reference, provisions from other publications. These normative references are cited at the appropriate places in the text and the publications are listed hereafter. For dated references, subsequent amendments to or revisions of any of these publications apply to this European Standard only when incorporated in it by amendment or revision. For undated references the latest edition of the publication referred to applies (including amendments).

NOTE When an international publication has been modified by common modifications, indicated by (mod), the relevant EN/HD applies.

Publication	Year	Title	EN/HD	Year
IEC 60050-191	1990	International Electrotechnical Vocabulary (IEV) Chapter 191: Dependability and quality of service	-	-
IEC 60050-195	1998	Chapter 195: Earthing and protection against electric shock	-	-
IEC 60073	1996	Basic and safety principles for man-machine interface, marking and identification - Coding principles for indication devices and actuators	EN 60073	1996
IEC 60204-1	1997	Safety of machinery - Electrical equipment of machines Part 1: General requirements	EN 60204-1 + corr. September	199 1998
IEC 60417	Series	Graphical symbols for use on equipment	EN 60417	Series
IEC 60617	Series	Graphical symbols for diagrams	EN 60617	Series
IEC 60664-1 (mod)	1992	Insulation coordination for equipment within low-voltage systems Part 1: Principles, requirements and tests	HD 625.1 S1 + corr. November	1996 1996
IEC 60848	1988	Preparation of function charts for control systems	-	-
IEC 61082-1	1991	Preparation of documents used in electrotechnology Part 1: General requirements	EN 61082-1	1993
IEC 61082-3	1993	Part 3: Connection diagrams, tables and lists	EN 61082-3	1994
IEC 61082-4	1996	Part 4: Location and installation documents	EN 61082-4	1996

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Publication	Year	Title	EN/HD	Year
IEC 61310-1	1995	Safety of machinery - Indication, marking and actuation Part 1: Requirements for visual, auditory and tactile signals	EN 61310-1	1995
IEC 61346-1	1996	Industrial systems, installations and equipment and industrial products - Structuring principles and reference designations Part 1: Basic rules	EN 61346-1	1996
IEC 61355	1997	Classification and designation of documents for plants, systems and equipment	EN 61355	1997
IEC 61506	1997	Industrial-process measurement and control - Documentation of application softwear	-	-
IEC 81714-2	1998	Design of graphical symbols for use in the technical documentation of products Part 2: Specification for graphical symbols in a computer sensible form, including graphical symbols for a reference library, and requirements for their interchange	EN 81714-2	1998
ISO 1000	1992	SI units and recommendations for the use of their multiples and of certain other units	-	-
ISO 3864	1984	Safety colours and safety signs	-	-
ISO 7000	1989	Graphical symbols for use on equipment - Index and synopsis	-	-
ISO 7001	1990	Public information symbols	-	-
ISO 9241	Series	Ergonomic requirements for office work with visual display terminals (VDTs)	-	-
ISO 10303-203	1994	Industrial automation systems and integration Product data representation and exchange -- Part 203: Application protocol: Configuration controlled design	ENV ISO 10303-203	1995
ISO 10628	1997	Flow diagrams for process plants General rules	-	-
ISO/TR 12100-1	1992	Safety of machinery - Basic concepts, general principles for design Part 1: Basic terminology, methodology	-	-
ISO/14617	Series	Graphical symbols for diagrams	-	-

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Publication	Year	Title	EN/HD	Year
ISO/IEC Guide 14	1977	Product information for consumers	-	-
ISO/IEC Guide 50	1987	Safety aspects Guidelines for child safety	-	-
ISO/IEC Guide 51	1990	Guidelines for the inclusion of safety aspects in standards	-	-

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NORME INTERNATIONALE

INTERNATIONAL STANDARD

CEI
IEC
62079

Première édition
First edition
2001-02

Etablissement des instructions – Structure, contenu et présentation

Preparation of instructions – Structuring, content and presentation

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International Electrotechnical Commission
Международная Электротехническая Комиссия

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INTERNATIONAL ELECTROTECHNICAL COMMISSION

PREPARATION OF INSTRUCTIONS – STRUCTURING, CONTENT AND PRESENTATION

FOREWORD

1) The IEC (International Electrotechnical Commission) is a worldwide organization for standardization comprising all national electrotechnical committees (IEC National Committees). The object of the IEC is to promote international co-operation on all questions concerning standardization in the electrical and electronic fields. To this end and in addition to other activities, the IEC publishes International Standards. Their preparation is entrusted to technical committees; any IEC National Committee interested in the subject dealt with may participate in this preparatory work. International, governmental and non-governmental organizations liaising with the IEC also participate in this preparation. The IEC collaborates closely with the International Organization for Standardization (ISO) in accordance with conditions determined by agreement between the two organizations.

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3) The documents produced have the form of recommendations for international use and are published in the form of standards, technical specifications, technical reports or guides and they are accepted by the National Committees in that sense.

4) In order to promote international unification, IEC National Committees undertake to apply IEC International Standards transparently to the maximum extent possible in their national and regional standards. Any divergence between the IEC Standard and the corresponding national or regional standard shall be clearly indicated in the latter.

5) The IEC provides no marking procedure to indicate its approval and cannot be rendered responsible for any equipment declared to be in conformity with one of its standards.

6) Attention is drawn to the possibility that some of the elements of this International Standard may be the subject of patent rights. The IEC shall not be held responsible for identifying any or all such patent rights.

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International Standard IEC 62079 has been prepared by subcommittee 3B: Documentation, of IEC technical committee 3: Documentation and graphical symbols, and ISO technical committee 10: Technical drawings, product definitions and related documentation.

The text of this standard is based on the following documents:

FDIS	Report on voting
3B/300/FDIS	3B/308/RVD

Full information on the voting for the approval of this standard can be found in the report on voting indicated in the above table.

This publication had been drafted in accordance with the ISO/IEC Directives, Part 3.

Annexes A, B, C and D are for information only.

The committee has decided that the contents of this publication will remain unchanged until 2005. At this date, the publication will be

- reconfirmed;
- withdrawn;
- replaced by a revised edition, or
- amended.

For the convenience of the users, an electronic template in a revisable format, consistuting annexes B and C of this standard is included in a pocket affixed to the back cover. The template has been created in the form of a checklist, i.e. selection of the relevant issues by tick boxes. It is intended as a tool to check the quality of work when preparing documents such as those specified in this standard. The application of the checklist supports the conformity to this standard.

The template is also downloadable from the IEC WEB store.

Subcommittee 3B has set up a maintenance team (MT 21) for this standard which can be accessed through the IEC WEB site (home page / search the databases / information about a technical committee / 3B / maintenance teams) Any questions relating to this standard should be addressed to this team.

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INTRODUCTION

The purpose of this International Standard is to provide a compilation of requirements and methodological rules to be followed when creating instructions for users of products.

Instructions are the means of conveying information to the user on how to use the product in a correct and safe manner. As a means of communication, texts, words, signs, symbols, diagrams, illustrations and audible or visible information are used, separately or in combination.

Depending on product characteristics, complexity, risk and legal requirements, the information for users may be on the product itself or its packaging or in accompanying materials; for example leaflets, manuals, audio and video tapes, and computer-based presentation, separately or in combination.

No general standard can provide comprehensive information covering each special case. This standard, therefore, is to be used in conjunction with the requirements of specific product standards or, where no such standards exist, with the relevant requirements of standards for similar products. Users of this standard are reminded that some products and the accompanying instructions for their use are subject to statutory regulations that may include special requirements for safety and disposal. This standard serves, therefore, as a frame of reference for future product-specific standards.

The instructions that will be delivered for a product in many cases result from negotiations between manufacturer/supplier and customer. For such negotiations, this standard can serve as a framework listing all possible kinds of instructions.

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It should also be mentioned that in many countries the amount of instructions that have to be delivered depends on regional or national legal regulations, for example the machine directive of the European Union.

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Assessment of the quality of instructions should follow common criteria. This standard, therefore, has informative annexes containing some practical recommendations and a proposed methodology for assessment. The annexes A, B, and C are addressed primarily to experts engaged in such assessment work but they may also be helpful to the standard's principal target groups named above.