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Preparation of instructions for use - Structuring, content and presentation - Part 1: General principles and detailed requirements (IEC 82079-1:2012)

Erstellen von Gebrauchsanleitungen - Gliederung, Inhalt und Darstellung - Teil 1: Allgemeine Grundsätze und ausführliche Anforderungen (IEC 82079-1:2012)

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Etablissement des instructions d'utilisation - Structure, contenu et présentation - Partie 1: Principes généraux et exigences détaillées (CEI 82079-1:2012)

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29.020	Elektrotehnika na splošno	Electrical engineering in general

SIST EN 82079-1:2012 **en**

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EUROPEAN STANDARD

NORME EUROPÉENNE

EUROPÄISCHE NORM

EN 82079-1

September 2012

ICS 01.110; 29.020

Supersedes EN 62079:2001

English version

Preparation of instructions for use - Structuring, content and presentation - Part 1: General principles and detailed requirements

(IEC 82079-1:2012)

Etablissement des instructions d'utilisation -
Structure, contenu et présentation -
Partie 1: Principes généraux et exigences détaillées
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Erstellen von Gebrauchsanleitungen -
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CENELEC

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

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Ref. No. EN 82079-1:2012 E

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Foreword

The text of document 3/1093/FDIS, future edition 1 of IEC 82079-1, prepared by IEC/TC 3 "Information structures, documentation and graphical symbols" was submitted to the IEC-CENELEC parallel vote and approved by CENELEC as EN 82079-1:2012.

The following dates are fixed:

• latest date by which the document has to be implemented at national level by publication of an identical national standard or by endorsement	(dop)	2013-06-12
• latest date by which the national standards conflicting with the document have to be withdrawn	(dow)	2015-09-12

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In the official version, for Bibliography, the following notes have to be added for the standards indicated:

IEC 60073	NOTE	Harmonized as EN 60073.
IEC 60848	NOTE	Harmonized as EN 60848.
IEC 61082-1:2006	NOTE	Harmonized as EN 61082-1:2006 (not modified).
IEC 61310-1	NOTE	Harmonized as EN 61310-1.
IEC 61355-1:2008	NOTE	Harmonized as EN 61355-1:2008 (not modified).
IEC 80416-1:2008	NOTE	Harmonized as EN 80416-1:2009 (not modified).
IEC 81346-1	NOTE	Harmonized as EN 81346-1.
ISO 9000:2005	NOTE	Harmonized as EN ISO 9000:2005 (not modified).
ISO 10628	NOTE	Harmonized as EN ISO 10628.
ISO 15006	NOTE	Harmonized as EN ISO 15006.

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Annex ZA
(normative)
Normative references to international publications with their corresponding European publications

The following documents, in whole or in part, are normatively referenced in this document and are indispensable for its application. For dated references, only the edition cited applies. For undated references, the latest edition of the referenced document (including any amendments) applies.

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 60204-1 (mod)	2005	Safety of machinery - Electrical equipment of machines - Part 1: General requirements	EN 60204-1 + corr. February	2006 2010
IEC 60417	Data base	Graphical symbols for use on equipment	-	-
IEC 60529	-	Degrees of protection provided by enclosures (IP Code)	-	-
IEC 60617	Data base	Graphical symbols for diagrams	-	-
IEC 62507-1	-	Identification systems enabling unambiguous information interchange - Requirements - Part 1: Principles and methods	EN 62507-1	-
IEC/PAS 62569-1	2009	Generic specification of information on products - Part 1: Principles and methods	-	-
ISO/IEC Guide 51	1999	Safety aspects - Guidelines for their inclusion in standards	-	-
ISO/IEC Guide 71	2001	Guidelines for standards developers to address the needs of older persons and persons with disabilities	-	-
ISO 3864	Series	Graphical symbols - Safety colours and safety signs	-	-
ISO 3864-2	-	Graphical symbols - Safety colours and safety signs - Part 2: Design principles for product safety labels	-	-
ISO 7000	-	Graphical symbols for use on equipment - Index and synopsis	-	-
ISO 7010	-	Graphical symbols - Safety colours and safety signs - Registered safety signs	EN ISO 7010	-
ISO 9241	Series	Ergonomic requirements for office work with visual display terminals (VDTs)	EN ISO 9241	Series
ISO 11683	-	Packaging - Tactile warnings of danger - Requirements	EN ISO 11683	-
ISO 12100	-	Safety of machinery - General principles for design - Risk assessment and risk reduction	EN ISO 12100	-
ISO 14617	Series	Graphical symbols for diagrams	-	-

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INTERNATIONAL STANDARD

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Preparation of instructions for use – Structuring, content and presentation – Part 1: General principles and detailed requirements

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COMMISSION ELECTROTECHNIQUE INTERNATIONALE

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CONTENTS

FOREWORD 6
1 Scope 8
2 Normative references 8
3 Terms and definitions 9
4 Principles 14
4.1 Provision of instructions for use 14
4.1.1 General 14
4.1.2 Instructions for use are part of the product 14
4.1.3 Consistency of information 14
4.1.4 Product warranty 14
4.1.5 Information provided after sale of products 14
4.1.6 Security aspects 15
4.2 Quality of communication 15
4.3 Minimizing risks 15
4.4 Target group(s) 15
4.5 Special precautions 16
4.6 Short-life products 16
4.7 Considerations to the nature of instructions for use 16
4.7.1 General 16
4.7.2 Location 16
4.7.3 Means of communication and media 16
4.7.4 Durability 17
4.7.5 Availability 17
4.7.6 Electronic guidance systems 17
4.7.7 User training 18
4.8 Creating instructions for use 18
4.8.1 Conformity with the product 18
4.8.2 Consideration of needs of target groups 19
4.8.3 Languages 20
5 Content of instructions for use 21
5.1 General 21
5.2 Identification of instructions for use 21
5.3 Identification of the product 21
5.4 Modification of products 22
5.5 Safety-related information 22
5.5.1 General 22
5.5.2 Safety notes 23
5.5.3 Warning messages 23
5.5.4 Safety-related information for industrial plants 24
5.5.5 Safety related information in quick-start guides 24
5.6 Product compliance 24
5.7 Importance of retaining instructions for use 24
5.8 Preparing products for use 24
5.8.1 Transportation and storage 24
5.8.2 Installation 24

iTeh STANDARD PREVIEW
(standards.iteh.ai)
SIST EN 82079-1:2012
https://standards.iteh.ai/catalog/standards/sist/0c821995-7a3d-43f1-90a1-e68b3087bc87/sist-en-82079-1-2012

SIST EN 82079-1:2012

5.8.3 Commissioning 25
5.9 Operation of products 25
5.9.1 General 25
5.9.2 Normal operation 25
5.9.3 Additional information for automatic and remotely controlled products 25
5.9.4 Indications of faults and warning device signals 26
5.9.5 Exceptional/emergency situations 26
5.9.6 Troubleshooting and repair by non-skilled persons 26
5.9.7 Troubleshooting and repair by skilled persons 26
5.10 Maintenance of the product 27
5.10.1 General 27
5.10.2 Product maintenance by non-skilled persons 27
5.10.3 Product maintenance by skilled persons 27
5.10.4 Planned maintenance of industrial plants 28
5.11 Supplied accessories, consumables and spare parts 28
5.11.1 Accessories 28
5.11.2 Consumables 28
5.11.3 Spare/replacement parts 28
5.12 Information on special tools, equipment and materials 29
5.13 Information on repair of products and replacement of parts 29
5.13.1 Information on repair of products and replacement of parts by non-skilled persons 29
5.13.2 Information on repair of products and replacement of parts by skilled persons 29
5.14 Information required when the product is no longer needed 29
5.14.1 General 29
5.14.2 Disassembly 29
5.14.3 Recycling 30
5.14.4 Disposal 30
5.15 Structure of instruction for use 30
5.15.1 General 30
5.15.2 Page numbering 30
5.15.3 Table of contents 30
5.15.4 Index 30
5.15.5 Technical terms, acronyms and abbreviations 30
5.15.6 Graphical and tactile symbols and tactile dots 31
5.15.7 Presentational conventions 31
5.15.8 User controls and indicators 31
6 Presentation of instructions for use 31
6.1 Comprehensibility 31
6.1.1 Recognized communication principles 31
6.1.2 Style guide 31
6.1.3 Structure 32
6.1.4 Consistent terminology 32
6.1.5 Simple and brief 32
6.1.6 One sentence, one command 32
6.1.7 Rules for simple wording 32
6.1.8 Standardized safety signs and graphical symbols 33
6.1.9 Ergonomic principles 33

iTeh STANDARD PREVIEW
(standards.iteh.ai)
SIST EN 82079-1:2012
https://standards.iteh.ai/catalog/standards/sist/0c821995-7a3d-43f1-90a1-e68b3087bc87/sist-en-82079-1-2012

SIST EN 82079-1:2012

6.1.10 Keeping the attention of the readers 33
6.1.11 Proof reading 33
6.2 Legibility 34
6.2.1 Text font sizes and graphical symbol heights 34
6.2.2 Maximum brightness contrast 36
6.2.3 Legibility standards 36
6.2.4 Layout 36
6.2.5 Instructions for use on surfaces of products or packaging 37
6.3 Illustrations and supporting text 37
6.3.1 Quality 37
6.3.2 Following a sequence of operations 37
6.3.3 Illustration with captions 37
6.3.4 One illustration, one item of information 38
6.4 Graphical symbols, including safety signs 38
6.4.1 Graphical symbols for use on equipment, including safety signs 38
6.4.2 Explanation of graphical symbols 38
6.4.3 Graphical symbols for diagrams 38
6.4.4 Minimum sizes of graphical symbols 38
6.5 Use of tables 38
6.6 Use of appropriate document types 38
6.7 Use of electronic media 39
6.7.1 General 39
6.7.2 Didactic requirements 39
6.7.3 Requirements for downloadable instructions for use 40
6.7.4 Requirements for user interaction 40
6.8 Making safety-related information prominent and conspicuous 41
6.8.1 Making text conspicuous 41
6.8.2 Making illustrations conspicuous 41
6.8.3 Design and placement of warning messages 41
6.8.4 Permanence and visibility 41
6.8.5 Making warning messages prominent 41
6.8.6 Signal words 41
6.9 Colours 42
6.9.1 Consistency 42
6.9.2 Colour perception considerations 42
6.9.3 Photocopying/printing considerations 42
7 Evaluation of conformity to this part of the 82079 series 42
7.1 Claiming conformity to this part of the 82079 series 42
7.2 Documentary evidence of evaluation 43
Annex A (normative) Evaluation of instructions for use 44
Annex B (informative) Checklist for conformity and comments 45
Annex C (informative) Checklist for communication effectiveness 48
Annex D (informative) Planning the preparation of instructions for use 51
Annex E (informative) Empirical methods supporting the preparation of instructions for use 55
Bibliography 58

iTeh STANDARD PREVIEW
(standards.iteh.ai)
SIST EN 82079-1:2012
https://standards.iteh.ai/catalog/standards/sist/0c821995-7a3d-43f1-90a1-e0803087bc87/sist-en-82079-1-2012

SIST EN 82079-1:2012

Table 1 – Writing style examples 33
Table 2 – Minimum recommended text font sizes and graphical symbol heights 35

iTeh STANDARD PREVIEW
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SIST EN 82079-1:2012
https://standards.iteh.ai/catalog/standards/sist/0c821995-7a3d-43f1-90a1-e68b3087bc87/sist-en-82079-1-2012

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INTERNATIONAL ELECTROTECHNICAL COMMISSION

PREPARATION OF INSTRUCTIONS FOR USE – STRUCTURING, CONTENT AND PRESENTATION –

Part 1: General principles and detailed requirements

FOREWORD

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International Standard IEC 82079-1 has been prepared by IEC technical committee 3: Information structures, documentation and graphical symbols, in liaison with ISO technical committee 10: Technical product documentation, and with the ISO Committee on consumer policy (COPOLCO).

This first edition cancels and replaces IEC 62079 published in 2001.It constitutes a technical revision.

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

FDIS	Report on voting
3/1093/FDIS	3/1103/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.

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This publication has been drafted in accordance with the ISO/IEC Directives, Part 2.

The committee has decided that the contents of this publication will remain unchanged until the stability date indicated on the IEC Web site under "http://webstore.iec.ch" in the data related to the specific publication. At this date, the publication will be

- reconfirmed,
- withdrawn,
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PREPARATION OF INSTRUCTIONS FOR USE – STRUCTURING, CONTENT AND PRESENTATION –

Part 1: General principles and detailed requirements

1 Scope

This part of IEC 82079 provides general principles and detailed requirements for the design and formulation of all types of instructions for use that will be necessary or helpful for users of products of all kinds, ranging from a tin of paint to large or highly complex products, such as large industrial machinery, turnkey based plants or buildings.

NOTE The term "product" as defined in 3.29 relates to consumer, non-consumer, electrical, electronic, electromechanical, mechanical and other products.

This part is intended for all parties involved in the preparation of instructions for use, for example:

- Suppliers, technical writers, technical illustrators, software designers, translators or other people engaged in the work of conceiving and drafting such instructions for use;

This part of IEC 82079 does not specify a fixed amount of documentation that has to be delivered with a product. This is obviously not possible because this part is applicable to all kinds of products. The amount of documentation required will depend on the nature of the product, its complexity and the skills of the intended users.

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2 Normative references

The following documents, in whole or in part, are normatively referenced in this document and are indispensable for its application. For dated references, only the edition cited applies. For undated references, the latest edition of the referenced document (including any amendments) applies.

IEC 60204-1:2005, *Safety of machinery – Electrical equipment of machines – Part 1: General requirements*

IEC 60417, *Graphical symbols for use on equipment*

IEC 60529, *Degrees of protection provided by enclosures (IP Code)*

IEC 60617, *Graphical symbols for diagrams*

IEC 62507-1, *Identification systems enabling unambiguous information interchange – Requirements – Part 1: Principles and methods*

IEC/PAS 62569-1:2009, *Generic specification of information on products – Part 1: Principles and methods*

ISO 3864 (all parts), *Graphical symbols – Safety colours and safety signs*

ISO 3864-2, *Graphical symbols – Safety colours and safety signs – Part 2: Design principles for product safety labels*

SIST EN 82079-1:2012

ISO 7000, *Graphical symbols for use on equipment – Index and synopsis*

ISO 7010, *Graphical symbols – Safety colours and safety signs – Registered safety signs*

ISO 9241 (all parts), *Ergonomics of human-system interaction*

ISO 11683, *Packaging – Tactile warnings of danger – Requirements*

ISO 12100, *Safety of machinery – General principles for design – Risk assessment and risk reduction*.

ISO 14617 (all parts), *Graphical symbols for diagrams*

ISO/IEC Guide 51:1999, *Safety aspects – Guidelines for their inclusion in standards*

ISO/IEC Guide 71:2001, *Guidelines for standards developers to address the needs of older persons and persons with disabilities*

3 Terms and definitions

For the purposes of this document, the following terms and definitions apply.

NOTE Terms in italics are defined elsewhere in this clause.

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3.1
accessible design product
product which is designed to maximize the number of potential users

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3.2
braille
writing system using a series of two dimensional patterns of raised dots to be read with the fingers

3.3
commissioning
procedures prior, or related, to the handing over of a product ready for putting into service, including final acceptance testing, the handing over of all documentation relevant to the use of the *product* and, if necessary, instructing personnel

3.4
component
product used as a constituent in an assembled product, system or plant

[SOURCE: IEC 81346-1:2009, definition 3.7]

3.5
conformity
fulfillment of specified requirements

Note 1 to entry: The term “conformance” is synonymous but deprecated.

3.6
consequence
outcome of an occurrence of a particular set of circumstances

Note 1 to entry: There can be more than one consequence from one event.