
**Technical product documentation —
Protection notices for restricting the use of
documents and products**

*Documentation technique de produits — Symboles et clauses de protection
utilisés pour les documents et produits dont l'usage est réservé*

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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.

International Standards are drafted in accordance with the rules given in the ISO/IEC Directives, Part 3.

Draft International Standards adopted by the technical committees are circulated to the member bodies for voting. Publication as an International Standard requires approval by at least 75 % of the member bodies casting a vote.

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

International Standard ISO 16016 was prepared by Technical Committee ISO/TC 10, *Technical drawings, product definition and related documentation*, Subcommittee SC 1, *Basic conventions*.

Annex A of this International Standard is for information only.

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Introduction

The existence of document and product protection, as well as its extent, is primarily oriented towards fulfilling the requirements of industrial property rights and copyright law. In order to draw the attention of users to this legally provided protection, additional safeguards are recommended through the use of protection notices that forestall the improper use of documents and products.

Normally, full protection is afforded only by appropriate contractual agreements between the involved parties. The protection notices specified in this International Standard serve to warn and explain. They are designed to facilitate the furnishing of proof and offer additional safeguards to authors and holders of commercial protection rights.

If any national laws require additional or other requirements for national trade, for example the use of national language, those requirements are to be respected.

The WIPO standards cited can be obtained from:

World Intellectual Property Organization

34 chemin des Colombettes

CH-1211 Geneva 20

<http://www.wipo.int>

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Technical product documentation — Protection notices for restricting the use of documents and products

1 Scope

This International Standard specifies the protection notices which serve to prevent the improper use of documents and products whose usage is restricted.

With the benefit of a uniform text, protection notices draw attention to the existence of an industrial property right or copyright. Furthermore, they clearly show that the owner of the right claims legal protection to the fullest extent and, in addition to this, they restrict the utilization of the documents or products concerned.

2 Normative references

The following normative documents contain provisions which, through reference in this text, constitute provisions of this International Standard. For dated references, subsequent amendments to, or revisions of, any of these publications do not apply. However, parties to agreements based on this International Standard are encouraged to investigate the possibility of applying the most recent editions of the normative documents indicated below. For undated references, the latest edition of the normative document referred to applies. Members of ISO and IEC maintain registers of currently valid International Standards.

WIPO Standard ST.3, *Two-letter codes for the representation of states, other entities and organizations*.

WIPO Standard ST.16, *Standard code for the identification of different kinds of patent documents*.

3 Terms and definitions

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

3.1

document

any medium with information recorded on or in it.

[ISO/IEC Guide 2:1996, definition 3.1, note 2]^[1]

NOTE This definition covers paper documents, electronic data, software programmes, graphics, videos and recorded sounds.

3.2

product

a thing or substance produced by a natural or artificial process

[ISO 10303-1:1994]^[2]

4 Indication of protection rights

4.1 General

It is recommended that holders or licensees of protection rights who wish to draw attention to these rights and avoid their infringement use the markings specified in 4.2 to 4.4.

4.2 Copyright

The existence of a copyright is indicated by

— either the character C in a circle:

- © Name of owner of original or transferred rights, followed by the year of the first publication of the document

NOTE This notice corresponds to article III, paragraph 1 of the Universal Copyright Convention, which also provides that the mentioned data be designated in a manner that expresses the reservation of copyright with sufficient clarity.

— or by the designation:

“Copyright reserved”

4.3 Patents and Utility Models

The existence of a patent notice is indicated by the character P in a circle, and that of a utility model notice by the character U in a circle, followed by these three data elements:

- the country code according to WIPO Standard ST.3 (corresponding to ISO 3166-1^[3] supplemented by the code for international organizations concerned with commercial protection laws);
- the publication or registration number;
- letter code according to WIPO-Standard ST.16.

EXAMPLE 1 © FR 2 775 254 A1

EXAMPLE 2 © US 5,927,354 B

4.4 Designs (Industrial Designs)

Designs may be designated by the term “registered design” or “design patent”. The existence of a design is indicated by the character D in a circle, followed by these two data elements:

- the country code (see 4.3);
- the registration or publication number of the design.

EXAMPLE © DE 496 00 0001

4.5 Use

The above-mentioned notices may be used when citing protected documents or products in other publications such as catalogues, offers or brochures. If it is not possible to use the circled character, for example because it is not within the character set of the text-processing system being used, the complete term shall be typed for example, Utility Model CH 679439 B5.

The copyright notice refers to the prohibition of physical reproduction, while notices for patents, utility models and designs refer to the prohibition of the use for commercial purposes of the technical principle on which the related object (or process) is based, and forbid reproduction or copying for commercial use. These protection notices do not affect the communication of information on the documents or products in question.

5 Wording of mention protecting the documents

5.1 Complete version

For additional protection of the content or information, it is recommended that the following wording be employed:

“The reproduction, distribution and utilization of this document as well as the communication of its contents to others without express authorization is prohibited. Offenders will be held liable for the payment of damages. All rights reserved in the event of the grant of a patent, utility model or design.”

The explicit term for the document concerned (for example, technical drawing, instruction etc.) may be used in stead of the word “document” where this is judged to be preferable. The restriction of the use of a document may be suspended by means of the written consent of the holder of the protection rights.

It is recommended that the documents destined for cession to other language partners be provided with one of the language versions of the protection notice presented in Annex A.

5.2 Abridged version

Where use of the complete version is not expedient the following abridged version may be used:

“Refer to protection notice ISO 16016”

However, this version should be avoided wherever possible.

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Annex A (informative)

Translations of the protection notice given in 5.1

Table A.1

| Language code (language name) in conformance with ISO 639 ^[4] | Text |
|---|---|
| cs (Czech) | Reprodukování, šíření a poskytnutí tohoto dokumentu, jeho částí nebo jeho obsahu třetí osobě je bez výslovného souhlasu zakázáno. Porušení zákazu vede k odpovědnosti za vzniklou škodu. Vsechna práva jsou vyhrazena rovněž v případech registrovaného patentu, průmyslového vzoru nebo výtvarného návrhu. |
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Table A.1 (continued)

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|--|---|
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