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Technical product documentation — Data fields in title blocks and document headers

Documentation technique de produits — Champs de données dans les cartouches d'inscription et têtes de documents

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Case postale 56 • CH-1211 Geneva 20
Tel. + 41 22 749 01 11
Fax + 41 22 749 09 47
E-mail copyright@iso.org
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Foreword

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International Standards are drafted in accordance with the rules given in the ISO/IEC Directives, Part 2.

The main task of technical committees is to prepare International Standards. 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 document may be the subject of patent rights. ISO shall not be held responsible for identifying any or all such patent rights.

ISO 7200 was prepared by Technical Committee ISO/TC 10, *Technical product documentation*, Subcommittee SC 1, *Basic conventions*.

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This second edition cancels and replaces the first edition (ISO 7200:1984), which has been technically revised.

ISO 7200:2004
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Technical product documentation — Data fields in title blocks and document headers

1 Scope

This International Standard specifies the data fields used in the title blocks and headers of technical product documents. Its purpose is to facilitate the exchange of documents and ensure compatibility by defining field names, their contents and their length (number of characters). It covers manual as well as computer-based design work, and is applicable to all kinds of documents for all kind of products — in all phases of the product life cycle and all fields of engineering. It contains document-management-relevant data fields but not fields for specific technology areas or product requirements. It supports the cross-use and re-use of documents.

2 Normative references

The following referenced documents are indispensable for the application 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.

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ISO 639 (all parts), *Codes for the representation of names of languages*

ISO 5457, *Technical product documentation — Sizes and layout of drawing sheets*

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3 Terms and definitions

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

3.1
classification
method of structuring a defined type of item (objects or documents) into classes and subclasses in accordance with their characteristics

3.2
data field
bounded area used for a specific category of data

3.3
data transfer
moving of data from one computer process to another in an ordered form

3.4
segment
fixed portion of a document, sharing the identification number with the other portions, but individually presented and stored

3.5
sheet
segment of a technical drawing

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3.6
page
portion in a low-level physical substructure of a document, providing a presentation-dependent division of the document content (primarily applied in the context of a text-based document)

4 General

A condition for the transfer and presentation of information is that data fields be defined with regard to field name, content of information and number of characters.

When document management systems are used, the conditions that apply to the data fields differ to a certain extent from those that apply in non-computerized document management. The same data field can, for example, be part of several different types of document simultaneously, as it is possible to process the contents by computer in connection with retrieval, revision, communication, etc. If the functions of the system are to behave in a satisfactory way, the information must be entered in the proper data field and in a correct manner. For this reason, computer-based systems commonly contain more permanent data fields than paper-based systems.

The basic principle for handling digitized product documentation has been adopted in this International Standard. The number of data fields in the title block is limited to a minimum, while other data fields are handled dynamically and presented outside the title block only when used, e.g. scale, projection symbol, general tolerance and surface texture requirements.

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5 Data fields in the title block

5.1 Identifying data fields

5.1.1 General

The identifying data fields in the title block shall be in accordance with Table 1 and 5.1.2 to 5.1.8.

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Table 1 — Identifying data fields in the title block

Subclause	Field name	Language-dependent	Recommended number of characters	Obligation
5.1.2	Legal owner	—	Unspecified	M
5.1.3	Identification number	No	16	M
5.1.4	Revision index	No	2	O
5.1.5	Date of issue	No	10	M
5.1.6	Segment/sheet number	No	4	M
5.1.7	Number of segments/sheets	No	4	O
5.1.8	Language code	No	4 per language	O
M mandatory O optional				

5.1.2 Legal owner

The name of the legal owner of the document, e.g. firm, company, enterprise. It could be the official owner's name, an abridged trade name or a logotype for the presentation.

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