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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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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 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*.

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

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.

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

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

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

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.

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.

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.

5.1.3 Identification number

The document identification number is used as the reference to the document. The identification number shall be unique — at least within the organization of the legal owner.

5.1.4 Revision index

The revision index identifies the revision status of the document. Different versions are numbered in consecutive order by means of, e.g. a letter or letter combination A to Z, then AA, AB, AC ... or Figures 1, 2, 3 ... The letters I and O should be avoided because they are easily confused with the digits 1 and 0.

Alternatively, the date of issue field only may be used.

5.1.5 Date of issue

The date of issue is the date on which the document is officially released for the first time, and that of every subsequent released version. It is when the document is made available for its intended use. The date of issue is important for legal reasons, e.g. patent rights, traceability.

5.1.6 Segment/sheet number

The segment/sheet number identifies the segment or sheet.

NOTE As needed, the contents of a document can be divided into fixed portions, called segments. In the case of technical drawings, these segments are called sheets.

5.1.7 Number of segments/sheets

This is the total number of segments or sheets of which the document consists.

5.1.8 Language code

The language code is used to indicate the language in which the language-dependent parts of the document are presented. It controls the print-out of the document and administration of the different language versions when required. It is based on ISO 639.

Whenever possible, documents should be presented in single-language versions. However, in a multilingual document, the language codes shall be separated with an appropriate sign.

5.2 Descriptive data fields

5.2.1 General

The descriptive data fields in the title block shall be in accordance with Table 2 and 5.2.2 and 5.2.3.

Table 2 — Descriptive data fields in the title block

Subclause	Field name	Language-dependent	Recommended number of characters	Obligation
5.2.2	Title	Yes	25/30[a]	M
5.2.3	Supplementary title	Yes	2 × 25/30[a]	O
M mandatory O optional				
[a] 30 to support two-byte-character languages such as Japanese or Chinese.				

5.2.2 Title

The title refers to the content of the document. More detailed information, e.g. regarding origin, adaptation to market, standard or environmental conditions, or information on erection direction or position, may be given in the supplementary title (see 5.2.3). Titles that limit a part to a particular use or application should be avoided.

The title should be chosen from established terms, such as those given in international or national standards, company standards, or according to practice within the area of application. Consistent descriptions facilitate efficient searching and retrieval using the title field. Abbreviations should be avoided.

EXAMPLE “Apparatus plate”.

5.2.3 Supplementary title

The supplementary title field may be used to give further information on the object, when needed. When indicating information in this field, it shall be taken into consideration that in some cases only the title field is to be presented. Abbreviations should be avoided.

EXAMPLE “Complete with brackets”.

5.3 Administrative data fields

5.3.1 General

The administrative data fields in the title block shall be in accordance with Table 3 and 5.3.2 to 5.3.11.

For administrative reasons, in product data management systems (PDM) etc., data fields such as *creator* and *approval person* may be shown in a separate document part, e.g. description of revision.

Table 3 — Administrative data fields in the title block

Subclause	Field name	Language-dependent	Recommended number of characters	Obligation
5.3.2	Responsible department	No/Yes[a]	10	O
5.3.3	Technical reference	No/Yes[a]	20	O
5.3.4	Approval person	No/Yes[a]	20	M
5.3.5	Creator	No/Yes[a]	20	M
5.3.6	Document type	Yes	30	M
5.3.7	Classification/key words	No/Yes[a]	Unspecified	O
5.3.8	Document status	Yes	20	O
5.3.9	Page number	No	4	O
5.3.10	Number of pages	No	4	O
5.3.11	Paper size	No	4	O
M mandatory O optional				
[a] “Yes” to support presentation in different types of alphabet.				

5.3.2 Responsible department

The name or code for the organizational unit responsible for the contents and maintenance of the document at the date of release.

5.3.3 Technical reference

The name of the person having sufficient knowledge of the technical contents of the document to be named as the contact person and who will answer, coordinate and act on queries. Even if a consultant prepares the document, the technical reference shall be a person within the legal owners organization. The name of the technical reference may be kept up to date without formal rules for revision.

5.3.4 Approval person

The name of the person who approved the document. The document might have been checked by a number of different specialists in accordance with the local rules for that type of document, specific project etc. The names of such specialists may be indicated in the title block or in a separate document part.

5.3.5 Creator

The creator or person who has prepared or revised the document.

5.3.6 Document type

The document type field indicates the role of the document with respect to its content of information and representation format. It is one of the main ways in which searches for documents can be made.

5.3.7 Classification/key words

The text or code to categorize the contents of the document used for retrieval.

5.3.8 Document status

The document status indicates where the document is in its life cycle. The status is indicated by means of terms such as “In preparation”, “Under approval”, “Released” and “Withdrawn”.

5.3.9 Page number

The page number is usually generated by the presentation system.

5.3.10 Number of pages

The number of pages is dependent on the presentation format used, e.g. text font, paper size and character size.

5.3.11 Paper size

The size of the form for the original document, e.g. A4.

6 Title block arrangement

For the position of title blocks on technical drawings, see ISO 5457. For text documents, there are no ISO requirements.

For examples of title block arrangements for use on drawings as well as text documents, see Figures 1 and 2.

The total width is 180 mm to fit an A4 sheet, with the left margin being 20 mm and the right margin 10 mm. The same title block is used for all paper sizes.