BS EN 82079-1:2012

BSI Standards Publication

Preparation of instructions for use — Structuring, content and presentation

Part 1: General principles and detailed requirements

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National foreword

This British Standard is the UK implementation of EN 82079-1:2012. It supersedes BS 4884-1:1992, BS 4884-2:1993, BS 4884-3:1993 and BS EN 62079:2001 which are withdrawn.

The UK participation in its preparation was entrusted to Technical Committee GEL/3, Documentation and graphical symbols.

A list of organizations represented on this committee can be obtained on request to its secretary.

This publication does not purport to include all the necessary provisions of a contract. Users are responsible for its correct application.

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Compliance with a British Standard cannot confer immunity from legal obligations.

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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
(CEI 82079-1:2012)

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

CENELEC

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

Management Centre: Avenue Marnix 17, B - 1000 Brussels

Ref. No. EN 82079-1:2012 E

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• latest date by which the national standards conflicting with the document have to be withdrawn	(dow)	2015-09-12

This document supersedes EN 62079:2001.

Attention is drawn to the possibility that some of the elements of this document may be the subject of patent rights. CENELEC [and/or CEN] shall not be held responsible for identifying any or all such patent rights.

Endorsement notice

The text of the International Standard IEC 82079-1:2012 was approved by CENELEC as a European Standard without any modification.

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.

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 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.

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,
- replaced by a revised edition, or
- amended.

IMPORTANT – The 'colour inside' logo on the cover page of this publication indicates that it contains colours which are considered to be useful for the correct understanding of its contents. Users should therefore print this document using a colour printer.

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.

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*