

Classification and designation of documents for plants, systems and equipment - Part 1: Rules and classification tables

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EESTI STANDARDI EESSÕNA

NATIONAL FOREWORD

Käesolev Eesti standard EVS-EN 61355-1:2008 sisaldab Euroopa standardi EN 61355-1:2008 ingliskeelset teksti.

Standard on kinnitatud Eesti Standardikeskuse 24.07.2008 käskkirjaga ja jõustub sellekohase teate avaldamisel EVS Teatajas.

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This Estonian standard EVS-EN 61355-1:2008 consists of the English text of the European standard EN 61355-1:2008.

This standard is ratified with the order of Estonian Centre for Standardisation dated 24.07.2008 and is endorsed with the notification published in the official bulletin of the Estonian national standardisation organisation.

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Võtmesõnad: classifications, codes, designation, electrical engineering, electrical installation, industrial electrical installations, information, information interchange, technical documents

Standardite reprodutseerimis- ja levitamisoigus kuulub Eesti Standardikeskusele

Andmete paljundamine, taastekitamine, kopeerimine, salvestamine elektroonilisse süsteemi või edastamine ükskõik millises vormis või millisel teel on keelatud ilma Eesti Standardikeskuse poolt antud kirjaliku loata.

Kui Teil on küsimusi standardite autorikaitse kohta, palun võtke ühendust Eesti Standardikeskusega:
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English version

**Classification and designation of documents for plants,
systems and equipment -
Part 1: Rules and classification tables
(IEC 61355-1:2008)**

Classification et désignation
des documents pour installations
industrielles, systèmes et matériels -
Partie 1: Règles et tableaux
de classification
(CEI 61355-1:2008)

Klassifikation und Kennzeichnung
von Dokumenten für Anlagen,
Systeme und Ausrüstungen -
Teil 1: Regeln und Tabellen
zur Klassifikation
(IEC 61355-1:2008)

This European Standard was approved by CENELEC on 2008-05-01. CENELEC members are bound to comply with the CEN/CENELEC Internal Regulations which stipulate the conditions for giving this European Standard the status of a national standard without any alteration.

Up-to-date lists and bibliographical references concerning such national standards may be obtained on application to the Central Secretariat or to any CENELEC member.

This European Standard exists in three official versions (English, French, German). A version in any other language made by translation under the responsibility of a CENELEC member into its own language and notified to the Central Secretariat has the same status as the official versions.

CENELEC members are the national electrotechnical committees of Austria, Belgium, Bulgaria, Cyprus, the Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Iceland, Ireland, Italy, Latvia, Lithuania, Luxembourg, Malta, the Netherlands, Norway, Poland, Portugal, Romania, Slovakia, Slovenia, Spain, Sweden, Switzerland and the United Kingdom.

CENELEC

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

Central Secretariat: rue de Stassart 35, B - 1050 Brussels

Foreword

The text of document 3/878/FDIS, future edition 2 of IEC 61355-1, prepared by IEC TC 3, Information structures, documentation and graphical symbols, in co-operation with ISO TC 10, Technical product documentation, was submitted to the IEC-CENELEC parallel vote and was approved by CENELEC as EN 61355-1 on 2008-05-01.

This EN 61355-1:2008, together with the IEC 61355 database, replaces EN 61355:1997.

The main changes with respect to EN 61355:1997 are listed below:

- Table A.2 has been extended under code P;
- Table B.1 in EN 61355:1997 is replaced by a separate standard in database format: IEC 61355 DB.

The following dates were fixed:

- latest date by which the EN has to be implemented
at national level by publication of an identical
national standard or by endorsement (dop) 2009-02-01
- latest date by which the national standards conflicting
with the EN have to be withdrawn (dow) 2011-05-01

Annex ZA has been added by CENELEC.

Endorsement notice

The text of the International Standard IEC 61355-1:2008 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 81346-1	NOTE Intended for harmonization as EN 81346-1 (not modified).
IEC 82045-1	NOTE Harmonized as EN 82045-1:2001 (not modified).
IEC 82045-2	NOTE Harmonized as EN 82045-2:2005 (not modified).

Annex ZA (normative)

Normative references to international publications with their corresponding European publications

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.

NOTE When an international publication has been modified by common modifications, indicated by (mod), the relevant EN/HD applies.

<u>Publication</u>	<u>Year</u>	<u>Title</u>	<u>EN/HD</u>	<u>Year</u>
IEC 61082-1	2006	Preparation of documents used in electrotechnology - Part 1: Rules	EN 61082-1	2006
IEC 62023	2000	Structuring of technical information and documentation	EN 62023	2000
ISO 639-1	2002	Codes for the representation of names of languages - Part 1: Alpha-2 code	-	-
ISO 3166-1	2006	Codes for the representation of names of countries and their subdivisions - Part 1: Country codes	EN ISO 3166-1	2006
ISO 7200	2004	Technical product documentation - Data fields in title blocks and document headers	EN ISO 7200	2004

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INTRODUCTION

Documentation is necessary for the provision of information for all activities during the life-cycle of technical products which include plants, systems and equipment. It may be produced in any phase or activity. Documents may be received from and delivered to other parties. Different parties may need different information or different views on the same information, depending on what is most suitable for the intended purpose.

In this part of IEC 61355 the term "document" is used in a very general sense. It covers information on all possible media on which data can be recorded. However, the description of document kinds is derived from the paper-based presentation of this information, i.e. how the information is made visible and readable for the user.

One aim of this standard is to establish a method for better communication and understanding between parties involved in document interchange. In order to get a basis for a system, it is necessary to disregard, more or less, what a document is called today. Different names are in use for the same document kind or the names may have different meanings for different parties. The purpose and object of interest are sometimes also part of document titles, which hampers general understanding. Therefore, the basis for a common understanding should be a document kind classification which is based only on the content of information.

Another aim is to cover the need for data retrieval as it is often based on the need for the information content of the document.

A third aim of this standard is to set up rules for a specific method of correlating documents and objects, i.e. to indicate to which object a specific document belongs. For this purpose, a document designation system is provided, linking the document kind designation to the object designation used within the plant, system or equipment. Following the rules and recommendations given, the documentation reflects the structure of the "real installation". By that also guidance is given for sorting and grouping as well as for structured searching for information, for example in document retrieval systems.

CLASSIFICATION AND DESIGNATION OF DOCUMENTS FOR PLANTS, SYSTEMS AND EQUIPMENT –

Part 1: Rules and classification tables

1 Scope

This part of IEC 61355 provides rules and guidelines for the classification of documents based on their characteristic content of information. A letter-code indicating the document kind class is provided together with rules and guidelines for its application in a document designation code. This standard is relevant for documents in all technical areas which are in use during the life cycle of a plant, system or equipment.

NOTE The defined classes and codes are intended to be used as values associated with metadata in document management systems (see IEC 82045-1 and IEC 82045-2).

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.

IEC 61082-1:2006, *Preparation of documents used in electrotechnology – Part 1: Rules*

IEC 62023:2000, *Structuring of technical information and documentation*

ISO 639-1:2002, *Code for the representation of names of languages – Part 1: Alpha-2 code*

ISO 3166-1:2006, *Codes for the representation of names of countries and their subdivisions – Part 1: Country codes*

ISO 7200:2004, *Technical product documentation – Data fields in title blocks and document headers*

3 Terms and definitions

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

3.1

data medium

material in or on which data can be recorded and from which data can be retrieved

[ISO/IEC 2382-1, definition 01.01.51]

3.2

document

fixed and structured amount of information intended for human perception that can be managed and interchanged as a unit between users and systems

NOTE 1 The term document is not restricted to its meaning in a legal sense.

NOTE 2 A document can be designated in accordance with the type of information and the form of presentation, for example overview diagram, connection table, function chart.