# INTERNATIONAL STANDARD

**ISO**
**11442-4**

# Technical product documentation — Handling of computer-based technical information —

## Part 4:
Document management and retrieval systems

*Documentation technique de produits — Gestion des informations techniques assistée par ordinateur —*

*Partie 4: Gestion de documents et systèmes de recherche documentaire*

# 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.

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.

International Standard ISO 11442-4 was prepared by Technical Committee ISO/TC 10, *Technical drawings, product definition and related documentation.*

ISO 11442 consists of the following parts, under the general title *Technical product documentation — Handling of computer-based technical information*:

— *Part 1: Security requirements*

— *Part 2: Original documentation*

— *Part 3: Phases in the product design process*

— *Part 4: Document management and retrieval systems*

Annex A of this part of ISO 11442 is for information only.

# Technical product documentation — Handling of computer-based technical information —

## Part 4:
Document management and retrieval systems

## 1 Scope

This part of ISO 11442 gives the basic prerequisites for the efficient handling of documents and activities in the different phases of design work.

## 2 Normative references

The following standards contain provisions which, through reference in this text, constitute provisions of this part of ISO 11442. At the time of publication, the editions indicated were valid. All standards are subject to revision, and parties to agreements based on this part of ISO 11442 are encouraged to investigate the possibility of applying the most recent editions of the standards indicated below. Members of IEC and ISO maintain registers of currently valid International Standards.

ISO 10209-1:1992, *Technical product documentation — Vocabulary — Part 1: Terms relating to technical drawings: general and types of drawings.*

ISO/TR 10623:1991, *Technical product documentation — Requirements for computer-aided design and draughting — Vocabulary.*

## 3 Definitions

For the purposes of this part of ISO 11442, the definitions given in ISO 10209-1 apply. Further terminology is given in ISO/TR 10623.

## 4 Identification and classification criteria

Criteria for the identification and classification of technical documentation are divided into two groups:

administrative criteria and technical criteria. This provides the basis for efficient management of documents and activities in the different phases of design work.

— In the development phase: retrieval of filed documents within relevant areas of activity, materials, processes, etc.

— In the approval phase: retrieval according to type of documents, product area, etc.

— In the distribution phase: proper distribution of documents within certain subject areas.

— In the storage phase: retrieval of stored documents produced within a specific time, concerning a specific area of activity, etc.

— In the revision phase: possibilities for a general revision of all documents concerned with a certain field of interest without the need to penetrate each individual document. The classification criteria also constitute the basis for efficient implementation of the phasing-out routines.

For further information on the different phases in design work, see ISO 11442-3.

### 4.1 Administrative criteria, document management

The technical documentation of design activities requires an administrative content, providing a means of control for all documents, paper-based or computer-based. Administrative data are data needed for efficient administration and storage of the documents and data transfer to other parties.