

TECHNICAL SPECIFICATION

Guidelines for the inclusion of documentation aspects in product standards



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**GUIDELINES FOR THE INCLUSION OF DOCUMENTATION ASPECTS
IN PRODUCT STANDARDS**

FOREWORD

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- the required support cannot be obtained for the publication of an International Standard, despite repeated efforts, or
- the subject is still under technical development or where, for any other reason, there is the future but no immediate possibility of an agreement on an International Standard.

Technical specifications are subject to review within three years of publication to decide whether they can be transformed into International Standards.

IEC 62666, which is a technical specification, has been prepared by IEC technical committee 3: Information structures, documentation and graphical symbols.

The text of this technical specification is based on the following documents:

Enquiry draft	Report on voting
3/994/DTS	3/1006/RVC

Full information on the voting for the approval of this technical specification 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

- transformed into an International standard,
- reconfirmed,
- withdrawn,
- replaced by a revised edition, or
- amended.

A bilingual version of this technical specification may be issued at a later date.

INTRODUCTION

This technical specification is developed in response to expressed needs for guidelines for the inclusion of requirements for documentation in product and system standards.

The body of the publication is written with Product Committee Secretaries, PT- and MT-members, etc. in mind as the target group, providing some basic information on documentation principles and explanations and justification as to why the references to documentation standards should be made. It is assumed that experts developing product standards do not necessarily have relevant documentation aspects as their primary interest. As a consequence, the text may be found by some to be too “educative” for a standard. However, in a guideline it may be more appropriate.

The two annexes are examples intended to be used as templates for how texts should be included in product standards.

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GUIDELINES FOR THE INCLUSION OF DOCUMENTATION ASPECTS IN PRODUCT STANDARDS

1 Scope

This technical specification provides guidelines to ensure consistency with respect to the specification of requirements for information, documentation and graphical symbols in IEC publications provided by system or product committees.

NOTE 1 For guidelines regarding inclusion of graphical symbols to be used on equipment, please refer to IEC 62648.

NOTE 2 This publication is based on and customizes IEC Guide 108 without deviation.

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 9000:2005, *Quality management systems – Fundamentals and vocabulary*

ISO 9001:2008, *Quality management systems – Requirements*

NOTE Details of other documents referenced in this technical specification are provided in the Bibliography at the end of the publication.

3 Terms and definitions

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

NOTE 1 In the definitions, terms that are defined elsewhere in this clause are shown in *italics*.

NOTE 2 An alphabetical index, including these terms as well, is contained at the end of the publication.

NOTE 3 Definitions taken over from other International Standards are not necessarily cited verbatim, but are adapted to the form required for definitions according to the ISO/IEC Directives.

3.1

knowledge

body of understanding and skills

NOTE The “body of understanding” can e.g. consist of facts, concepts and instructions.

3.2

information

knowledge that is communicated

3.3

data

representation of *information* in a formalized manner suitable for communication, interpretation or processing

NOTE *Data* can be processed by humans or by automatic means.