

INTERNATIONAL STANDARD

NORME INTERNATIONALE



**Preparation of instructions for use – Structuring, content and presentation –
Part 1: General principles and detailed requirements**

**Établissement des instructions d'utilisation – Structure, contenu
et présentation –
Partie 1: Principes généraux et exigences détaillées**



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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- withdrawn,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.

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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*

ISO 7000, *Graphical symbols for use on equipment – Index and synopsis*

ISO 7010, *Graphical symbols – Safety colours and safety signs – Registered safety signs*

ISO 9241 (all parts), *Ergonomics of human-system interaction*

ISO 11683, *Packaging – Tactile warnings of danger – Requirements*

ISO 12100, *Safety of machinery – General principles for design – Risk assessment and risk reduction*.

ISO 14617 (all parts), *Graphical symbols for diagrams*

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*

3 Terms and definitions

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

NOTE Terms in italics are defined elsewhere in this clause.

3.1

accessible design product

product which is designed to maximize the number of potential users

3.2

braille

writing system using a series of two dimensional patterns of raised dots to be read with the fingers

3.3

commissioning

procedures prior, or related, to the handing over of a product ready for putting into service, including final acceptance testing, the handing over of all documentation relevant to the use of the *product* and, if necessary, instructing personnel

3.4

component

product used as a constituent in an assembled product, system or plant

[SOURCE: IEC 81346-1:2009, definition 3.7]

3.5

conformity

fulfillment of specified requirements

Note 1 to entry: The term “conformance” is synonymous but deprecated.

3.6

consequence

outcome of an occurrence of a particular set of circumstances

Note 1 to entry: There can be more than one consequence from one event.