
**Technical product documentation —
Document management**

Documentation technique de produits — Gestion de documents



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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.

International Standards are drafted in accordance with the rules given in the ISO/IEC Directives, Part 2.

The main task of technical committees is to prepare International Standards. 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.

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

ISO 11442 was prepared by Technical Committee ISO/TC 10, *Technical product documentation*, Subcommittee SC 1, *Basic conventions*.

This first edition of ISO 11442 cancels and replaces ISO 11442-1:1993, ISO 11442-2:1993, ISO 11442-3:1993, ISO 11442-4:1993, ISO 11442-5:1999 and ISO/TR 10623:1991, of which it constitutes a technical revision.

Technical product documentation — Document management

1 Scope

This International Standard specifies basic rules for the management of technical documents.

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

ISO 16016, *Technical product documentation — Protection notices for restricting the use of documents and products*

3 Terms and definitions

For the purposes of this document, the terms and definitions given in ISO 10209-1 and the following apply.

3.1

analysis

part of the product development process where a specification of requirements is prepared

3.2

approval phase

stage in which the document content is formally checked and approved

3.3

archive master

document replica for long-term storage in a trusted encoding format

3.4

archiving phase

stage in which product documents are removed from the storage of active documents to an historic archive

3.5

authorization

⟨of a user⟩ privileges that give access to designated activities

3.6

basic design

part of the product development process where one or more design proposals are evaluated and the basic documentation for design is prepared