

Kuvaritega kontoritöö ergonoomianõuded. Osa 2: Suunised tööülesannete nõuete kohta

Ergonomic requirements for office work with visual display terminals (VDTs) - Part 2: Guidance on task requirements

EESTI STANDARDI EESSÕNA

NATIONAL FOREWORD

Käesolev Eesti standard EVS-EN 29241-2:2000 sisaldab Euroopa standardi EN 29241-2:1993 ingliskeelset teksti. Käesolev dokument on jõustatud 10.05.2000 ja selle kohta on avaldatud teade Eesti standardiorganisatsiooni ametlikus väljaandes. Standard on kättesaadav Eesti standardiorganisatsioonist.	This Estonian standard EVS-EN 29241-2:2000 consists of the English text of the European standard EN 29241-2:1993. This document is endorsed on 10.05.2000 with the notification being published in the official publication of the Estonian national standardisation organisation. The standard is available from Estonian standardisation organisation.
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Käsitlusala: Standard annab kuvariesituseel põhinevate infotöötlussüsteemide kasutajatele suuniseid seoses nende ülesannetega kontoritööl. Need suunised on olulised nii süsteemi rakendava ettevõtte kui ka seadmeid kasutavate inimeste jaoks. Suuniseid tuleks kasutada kooskõlas kohalike, piirkondlike või riiklike lepingute ja eeskirjadega. Selle standardiosa eesmärk on parandada kasutaja tööjõudlust ja enesetunnet, rakendades ülesannete kavandamisel ergonoomiateadmisi ja praktilisi kogemusi.	Scope:
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ICS 13.180, 35.080, 35.180

Võtmesõnad: andmeterminal, andmetöötlusseadmed, ekraanid, ergonoomiline masinaehitus, kontoriseadmed, kuvarid, spetsifikatsioon

UDC 651.2 : 681.327.1 : 331.101.1

Descriptors: Data processing equipment, office equipment, data terminal equipment, screens, displays, human factors, specification.

English version

**Ergonomic requirements for office work with
visual display terminals (VDTs)**

**Part 2: Guidance on task requirements
(ISO 9241-2 : 1992)**

Exigences ergonomiques pour travail de bureau avec terminaux à écrans de visualisation (TEV). Partie 2: Guide générale concernant les exigences des tâches (ISO 9241-2 : 1992)

Ergonomische Anforderungen für Bürotätigkeiten mit Bildschirmgeräten. Teil 2: Anforderungen an die Arbeitsaufgaben; Leitsätze (ISO 9241-2 : 1992)

This European Standard was approved by CEN on 1992-12-20.

CEN 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 CEN 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 CEN member into its own language and notified to the Central Secretariat has the same status as the official versions.

CEN members are the national standards bodies of Austria, Belgium, Denmark, Finland, France, Germany, Greece, Iceland, Ireland, Italy, Luxembourg, Netherlands, Norway, Portugal, Spain, Sweden, Switzerland and United Kingdom.

CEN

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

Central Secretariat: rue de Stassart 36, B-1050 Brussels

Foreword

On the proposal of the CEN Central Secretariat, CEN/BT decided to submit International Standard ISO 9241-2 : 1992 Ergonomic requirements for office work with visual display terminals (VDTs); guidance on task requirements

to Formal Vote. The result was positive.

In the countries bound to implement this European Standard, a national standard identical to this European Standard shall be published, and conflicting national standards withdrawn, by October 1993 at the latest.

In accordance with the CEN/CENELEC Internal Regulations, the following countries are bound to implement this European Standard:

Austria, Belgium, Denmark, Finland, France, Germany, Greece, Iceland, Ireland, Italy, Luxembourg, Netherlands, Norway, Portugal, Spain, Sweden, Switzerland and United Kingdom.

Endorsement notice

The text of the International Standard ISO 9241-2 : 1992 was approved by CEN as a European Standard without any modification.

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 9241-2 was prepared by Technical Committee ISO/TC 159, *Ergonomics*, Sub-Committee SC 4, *Signals and controls*.

ISO 9241 consists of the following parts, under the general title *Ergonomic requirements for office work with visual display terminals (VDTs)*:

- *Part 1: General introduction*
- *Part 2: Guidance on task requirements*
- *Part 3: Visual display requirements*
- *Part 4: Keyboard requirements*
- *Part 5: Workstation layout and postural requirements*
- *Part 6: Environmental requirements*
- *Part 7: Display requirements with reflections*
- *Part 8: Requirements for displayed colours*
- *Part 9: Requirements for non-keyboard input devices*
- *Part 10: Dialogue principles*
- *Part 11: Usability statements*
- *Part 12: Presentation of information*
- *Part 13: User guidance*
- *Part 14: Menu dialogues*
- *Part 15: Command dialogues*
- *Part 16: Direct manipulation dialogues*
- *Part 17: Form filling dialogues*