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



EESTI STANDARDIKESKUS
ESTONIAN CENTRE FOR STANDARDISATION

## EESTI STANDARDI EESSÕNA

## NATIONAL FOREWORD

| | |
|---|---|
| See Eesti standard EVS-EN 82079-1:2012 sisaldab Euroopa standardi EN 82079-1:2012 ingliskeelset teksti. | This Estonian standard EVS-EN 82079-1:2012 consists of the English text of the European standard EN 82079-1:2012. |
| Standard on jõustunud sellekohase teate avaldamisega EVS Teatajas. | This standard has been endorsed with a notification published in the official bulletin of the Estonian Centre for Standardisation. |
| Euroopa standardimisorganisatsioonid on teinud Euroopa standardi rahvuslikele liikmetele kättesaadavaks 28.09.2012. | Date of Availability of the European standard is 28.09.2012. |
| Standard on kättesaadav Eesti Standardikeskusest. | The standard is available from the Estonian Centre for Standardisation. |



Tagasisidet standardi sisu kohta on võimalik edastada, kasutades EVS-i veebilehel asuvat tagasiside vormi või saates e-kirja meiliaadressile standardiosakond@evs.ee.

ICS 01.110, 29.020

EUROPEAN STANDARD

NORME EUROPÉENNE

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

(IEC 82079-1:2012)

Etablissement des instructions d'utilisation - Structure, contenu et présentation - Partie 1: Principes généraux et exigences détaillées (CEI 82079-1:2012)

Erstellen von Gebrauchsanleitungen - Gliederung, Inhalt und Darstellung - Teil 1: Allgemeine Grundsätze und ausführliche Anforderungen (IEC 82079-1:2012)



CENELEC

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

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## Foreword

The text of document 3/1093/FDIS, future edition 1 of IEC 82079-1, prepared by IEC/TC 3 "Information structures, documentation and graphical symbols" was submitted to the IEC-CENELEC parallel vote and approved by CENELEC as EN 82079-1:2012.

The following dates are fixed:

| | | |
|---|---|---|
| • latest date by which the document has to be implemented at national level by publication of an identical national standard or by endorsement | (dop) | 2013-06-12 |
| • latest date by which the national standards conflicting with the document have to be withdrawn | (dow) | 2015-09-12 |

This document supersedes EN 62079:2001.

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

## Endorsement notice

The text of the International Standard IEC 82079-1:2012 was approved by CENELEC as a European Standard without any modification.

In the official version, for Bibliography, the following notes have to be added for the standards indicated:

| | | |
|---|---|---|
| IEC 60073 | NOTE | Harmonized as EN 60073. |
| IEC 60848 | NOTE | Harmonized as EN 60848. |
| IEC 61082-1:2006 | NOTE | Harmonized as EN 61082-1:2006 (not modified). |
| IEC 61310-1 | NOTE | Harmonized as EN 61310-1. |
| IEC 61355-1:2008 | NOTE | Harmonized as EN 61355-1:2008 (not modified). |
| IEC 80416-1:2008 | NOTE | Harmonized as EN 80416-1:2009 (not modified). |
| IEC 81346-1 | NOTE | Harmonized as EN 81346-1. |
| ISO 9000:2005 | NOTE | Harmonized as EN ISO 9000:2005 (not modified). |
| ISO 10628 | NOTE | Harmonized as EN ISO 10628. |
| ISO 15006 | NOTE | Harmonized as EN ISO 15006. |

# Annex ZA
(normative)
## Normative references to international publications with their corresponding European publications

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.

NOTE When an international publication has been modified by common modifications, indicated by (mod), the relevant EN/HD applies.

| Publication | Year | Title | EN/HD | Year |
|---|---|---|---|---|
| IEC 60204-1 (mod) | 2005 | Safety of machinery - Electrical equipment of machines - Part 1: General requirements | EN 60204-1 + corr. February | 2006 2010 |
| IEC 60417 | Data base | Graphical symbols for use on equipment | - | - |
| IEC 60529 | - | Degrees of protection provided by enclosures (IP Code) | - | - |
| IEC 60617 | Data base | Graphical symbols for diagrams | - | - |
| IEC 62507-1 | - | Identification systems enabling unambiguous information interchange - Requirements - Part 1: Principles and methods | EN 62507-1 | - |
| IEC/PAS 62569-1 | 2009 | Generic specification of information on products - Part 1: Principles and methods | - | - |
| 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 | - | - |
| ISO 3864 | Series | 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 | EN ISO 7010 | - |
| ISO 9241 | Series | Ergonomic requirements for office work with visual display terminals (VDTs) | EN ISO 9241 | Series |
| ISO 11683 | - | Packaging - Tactile warnings of danger - Requirements | EN ISO 11683 | - |
| ISO 12100 | - | Safety of machinery - General principles for design - Risk assessment and risk reduction | EN ISO 12100 | - |
| ISO 14617 | Series | Graphical symbols for diagrams | - | - |

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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.