

**Toote tehniline dokumentatsioon. Arvutil põhineva
tehnilise informatsiooni töötlemine. Osa 4:
Dokumentatsiooni korraldus ja päringusüsteemid**

Technical product documentation - Handling of computer-
based technical information - Part 4: Document management
and retrieval systems

EESTI STANDARDI EESSÕNA

NATIONAL FOREWORD

Käesolev Eesti standard EVS-EN ISO 11442-4:1999 sisaldab Euroopa standardi EN ISO 11442-4:1996 ingliskeelset teksti.

Standard on kinnitatud Eesti Standardikeskuse 12.12.1999 käskkirjaga ja jõustub sellekohase teate avaldamisel EVS Teatajas.

Euroopa standardimisorganisatsioonide poolt rahvuslikele liikmetele Euroopa standardi teksti kättesaadavaks tegemise kuupäev on .

Standard on kättesaadav Eesti standardiorganisatsioonist.

This Estonian standard EVS-EN ISO 11442-4:1999 consists of the English text of the European standard EN ISO 11442-4:1996.

This standard is ratified with the order of Estonian Centre for Standardisation dated 12.12.1999 and is endorsed with the notification published in the official bulletin of the Estonian national standardisation organisation.

Date of Availability of the European standard text .

The standard is available from Estonian standardisation organisation.

ICS 01.110

Võtmesõnad: arvutirakendused, joonised, konstrueerimine, korraldamine, raalprojekteerimine, tehnilised andmed, tehnilised joonised,

Inglisekeelsed võtmesõnad: computer aided design, computer applications, design, drawings, management, specifications, technical drawings,

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EUROPEAN STANDARD

EN ISO 11442-4

NORME EUROPÉENNE

EUROPÄISCHE NORM

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ICS 01.100.10; 35.240.10

Descriptors: see ISO document

English version

**Technical product documentation - Handling of
computer-based technical information - Part 4:
Document management and retrieval systems
(ISO 11442-4:1993)**

Documentation technique de produits - Gestion
des informations techniques assistée par
ordinateur - Partie 4: Gestion de documents et
systèmes de recherche documentaire
(ISO 11442-4:1993)

Technische Produktdokumentation -
Rechnerunterstützte Handhabung von technischen
Daten - Teil 4: Datenverwaltung und recherche
(ISO 11442-4:1993)

This European Standard was approved by CEN on 1996-03-02. 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.

The European Standards exist 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.

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CEN

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

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

Foreword

The text of the International Standard from Technical Committee ISO/TC 10 "Technical drawings, product definition and related documentation" of the International Organization for Standardization (ISO) has been taken over as a European Standard by the Technical Board of CEN .

This European Standard shall be given the status of a national standard, either by publication of an identical text or by endorsement, at the latest by October 1996, and conflicting national standards shall be withdrawn at the latest by October 1996.

According to the CEN/CENELEC Internal Regulations, the national standards organizations of 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 the United Kingdom.

Endorsement notice

The text of the International Standard ISO 11442-4:1993 has been approved by CEN as a European Standard without any modification.

Technical product documentation — Handling of computer-based technical information —

Part 4:

Document management and retrieval systems

1 Scope

This part of ISO 11442 gives the basic prerequisites for the efficient handling of documents and activities in the different phases of design work.

2 Normative references

The following standards contain provisions which, through reference in this text, constitute provisions of this part of ISO 11442. At the time of publication, the editions indicated were valid. All standards are subject to revision, and parties to agreements based on this part of ISO 11442 are encouraged to investigate the possibility of applying the most recent editions of the standards indicated below. Members of IEC and ISO maintain registers of currently valid International Standards.

ISO 10209-1:1992, *Technical product documentation — Vocabulary — Part 1: Terms relating to technical drawings: general and types of drawings.*

ISO/TR 10623:1991, *Technical product documentation — Requirements for computer-aided design and draughting — Vocabulary.*

3 Definitions

For the purposes of this part of ISO 11442, the definitions given in ISO 10209-1 apply. Further terminology is given in ISO/TR 10623.

4 Identification and classification criteria

Criteria for the identification and classification of technical documentation are divided into two groups:

administrative criteria and technical criteria. This provides the basis for efficient management of documents and activities in the different phases of design work.

- In the development phase: retrieval of filed documents within relevant areas of activity, materials, processes, etc.
- In the approval phase: retrieval according to type of documents, product area, etc.
- In the distribution phase: proper distribution of documents within certain subject areas.
- In the storage phase: retrieval of stored documents produced within a specific time, concerning a specific area of activity, etc.
- In the revision phase: possibilities for a general revision of all documents concerned with a certain field of interest without the need to penetrate each individual document. The classification criteria also constitute the basis for efficient implementation of the phasing-out routines.

For further information on the different phases in design work, see ISO 11442-3.

4.1 Administrative criteria, document management

The technical documentation of design activities requires an administrative content, providing a means of control for all documents, paper-based or computer-based. Administrative data are data needed for efficient administration and storage of the documents and data transfer to other parties.