SVENSK STANDARD SS-EN 82079-1

| Fastställd | Utgåva | Sida | Ansvarig kommitté |
|---|---|---|---|
| 2013-05-08 | 1 | 1 (1+58) | SEK TK 3 |



# Framställning av bruksanvisningar – Strukturering, innehåll och presentation – Del 1: Allmänna principer och detaljerade fordringar

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

Som svensk standard gäller europastandarden EN 82079-1:2012. Den svenska standarden innehåller den officiella engelska språkversionen av EN 82079-1:2012.

**Nationellt förord**

Europastandarden EN 82079-1:2012

består av:

– **europastandardens ikraftsättningsdokument,** utarbetat inom CENELEC
– **IEC 82079-1, First edition, 2012 - Preparation of instructions for use - Structuring, content and presentation - Part 1: General principles and detailed requirements**

utarbetad inom International Electrotechnical Commission, IEC.

Tidigare fastställd svensk standard SS-EN 62079, utgåva 1, 2001, gäller ej fr o m 2015-09-12.

ICS 01.110.00; 29.020.00

Denna standard är fastställd av SEK Svensk Elstandard,
som också kan lämna upplysningar om **sakinnehållet** i standarden.
Postadress: SEK, Box 1284, 164 29 KISTA
*Telefon*: 08 - 444 14 00. *Telefax*: 08 - 444 14 30
*E-post*: sek@elstandard.se. *Internet*: www.elstandard.se

## *Standarder underlättar utvecklingen och höjer elsäkerheten*

Det finns många fördelar med att ha gemensamma tekniska regler för bl a säkerhet, prestanda, dokumentation, utförande och skötsel av elprodukter, elanläggningar och metoder. Genom att utforma sådana standarder blir säkerhetskraven tydliga och utvecklingskostnaderna rimliga samtidigt som marknadens acceptans för produkten eller tjänsten ökar.

Många standarder inom elområdet beskriver tekniska lösningar och metoder som åstadkommer den elsäkerhet som föreskrivs av svenska myndigheter och av EU.

## *SEK är Sveriges röst i standardiseringsarbetet inom elområdet*

SEK Svensk Elstandard svarar för standardiseringen inom elområdet i Sverige och samordnar svensk medverkan i internationell och europeisk standardisering. SEK är en ideell organisation med frivilligt deltagande från svenska myndigheter, företag och organisationer som vill medverka till och påverka utformningen av tekniska regler inom elektrotekniken.

SEK samordnar svenska intressenters medverkan i SEKs tekniska kommittéer och stödjer svenska experters medverkan i internationella och europeiska projekt.

## *Stora delar av arbetet sker internationellt*

Utformningen av standarder sker i allt väsentligt i internationellt och europeiskt samarbete. SEK är svensk nationalkommitté av International Electrotechnical Commission (IEC) och Comité Européen de Normalisation Electrotechnique (CENELEC).

Standardiseringsarbetet inom SEK är organiserat i referensgrupper bestående av ett antal tekniska kommittéer som speglar hur arbetet inom IEC och CENELEC är organiserat.

Arbetet i de tekniska kommittéerna är öppet för alla svenska organisationer, företag, institutioner, myndigheter och statliga verk. Den årliga avgiften för deltagandet och intäkter från försäljning finansierar SEKs standardiseringsverksamhet och medlemsavgift till IEC och CENELEC.

## *Var med och påverka!*

Den som deltar i SEKs tekniska kommittéarbete har möjlighet att påverka framtida standarder och får tidig tillgång till information och dokumentation om utvecklingen inom sitt teknikområde. Arbetet och kontakterna med kollegor, kunder och konkurrenter kan gynnsamt påverka enskilda företags affärsutveckling och bidrar till deltagarnas egen kompetensutveckling.

Du som vill dra nytta av dessa möjligheter är välkommen att kontakta SEKs kansli för mer information.

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EUROPEAN STANDARD

NORME EUROPÉENNE

EUROPÄISCHE NORM

# EN 82079-1

September 2012

ICS 01.110; 29.020

Supersedes EN 62079:2001

English version

# 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

**Management Centre: Avenue Marnix 17, B - 1000 Brussels**



Ref. No. EN 82079-1:2012 E

SEK Svensk Elstandard

## 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 | - | - |

# CONTENTS

# 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*