IEC GUIDE 104

Edition 5.0 2019-07

GUIDE

colour inside

The preparation of safety publications and the use of basic safety publications and group safety publications

INTERNATIONAL
ELECTROTECHNICAL
COMMISSION

ICS 29.020

ISBN 978-2-8322-7196-4

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CONTENTS

INTERNATIONAL ELECTROTECHNICAL COMMISSION

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THE PREPARATION OF SAFETY PUBLICATIONS AND THE USE OF BASIC SAFETY PUBLICATIONS AND GROUP SAFETY PUBLICATIONS

FOREWORD

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This fifth edition of IEC Guide 104 has been prepared, in accordance with ISO/IEC Directives, Part 1, Annex A, by the IEC Advisory Committee on Safety (ACOS). This Guide is a mandatory Guide in accordance with SMB Decision 136/8.

This fifth edition cancels and replaces the fourth edition published in 2010.

The main changes with respect to the previous edition are as follows:

– alignment with terms and definitions of ISO/IEC Guide 51:2014;
– reference to IEC Guide 108 in the introduction;
– creation of BASIC SAFETY PUBLICATION and GROUP SAFETY PUBLICATION subcategories to clarify the different types of document (requirements, guidance, mandatory test procedures and reference data);
– improved structure: new titles and subclauses;

– addition to the responsibilities of the technical committees (TCs) with HORIZONTAL SAFETY FUNCTION: development of their publications in collaboration with customer TCs and monitoring the use of their SAFETY publications;
– replacement of Annex A and the associated text by reference to IEC Guide 116;
– shortened status statement for publications with BASIC SAFETY PUBLICATION designation;
– addition of the scope items of a PRODUCT SAFETY STANDARD.

The text of this IEC Guide is based on the following documents:

Four month's vote	Report on voting
C/2145/DV	C/2173/RV

Full information on the voting for the approval of this Guide can be found in the report on voting indicated in the above table.

This publication has been drafted in accordance with the ISO/IEC Directives, Part 2.

In this document, terms in UPPERCASE are defined in Clause 3.

A bilingual version of this publication may be issued at a later date.

IMPORTANT – The 'colour inside' logo on the cover page of this publication indicates that it contains colours which are considered to be useful for the correct understanding of its contents. Users should therefore print this document using a colour printer.

INTRODUCTION

Technical committees dealing with subjects relating to SAFETY for the whole, or for a specific part, of their activities, are required by SMB Decision 136/8 to follow the provisions of this document, which is to be used in conjunction with the ISO/IEC Directives and with the Guides listed under Clause 2.

The objective of this document is to improve the consistency of the SAFETY requirements across IEC publications. For this purpose, mandatory procedures are defined in this document for limiting overlaps and contradictory SAFETY requirements. Consequently, this document can be considered as complementary to ISO/IEC Directives.

Depending on the situations, RISK reduction can be analysed and implemented by different approaches. Therefore, technical guidance about SAFETY aspects and RISK analysis is in principle optional and detailed in other non-mandatory Guides. However, ISO/IEC Guide 51 and IEC Guide 116 are referenced in this document for specific essential requirements for achieving SAFETY.

In this document, the term "technical committees", hereinafter referred to as TCs, also includes subcommittees. The term "publication" includes International Standard, Technical Report, Technical Specification, Publicly Available Specification and Guide. In addition, the term "product" includes individual product, process, service and combinations thereof, commonly known as "systems".

This document follows the principles of IEC Guide 108 with specific additions for SAFETY aspects.

THE PREPARATION OF SAFETY PUBLICATIONS AND THE USE OF BASIC SAFETY PUBLICATIONS AND GROUP SAFETY PUBLICATIONS

1 Scope

This mandatory Guide defines procedures for the development of SAFETY publications, including the preparation and use of BASIC SAFETY PUBLICATIONS and GROUP SAFETY PUBLICATIONS. It also describes the procedures for the assignment of HORIZONTAL SAFETY FUNCTIONS or GROUP SAFETY FUNCTIONS to TCs, their relationship with PRODUCT TCs and their respective responsibilities.

In the context of this document, "SAFETY" relates to the SAFETY of persons, domestic animals, livestock and property.

This document does not cover:

– requirements and guidance for the inclusion of general SAFETY aspects in standards, which are covered by ISO/IEC Guide 51;
– guidance for SAFETY related RISK assessment and RISK reduction to be taken into account when developing SAFETY publications for low voltage equipment, which are covered by IEC Guide 116.

2 Normative references

The following documents are referred to in the text in such a way that some or all of their content constitutes requirements 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/IEC Guide 51:2014, *Safety aspects – Guidelines for their inclusion in standards*

IEC Guide 116:2018, *Guidelines for safety related risk assessment and risk reduction for low voltage equipment*