ISO 20607:2019 (E)

Safety of machinery — Instruction handbook — General drafting principles

Contents

Foreword

Introduction

1 Scope

2 Normative references

3 Terms and definitions

4 Principles and general information

4.1 General
4.2 Target group for the instruction handbook
4.3 Information needs
4.4 Comprehensible terminology and wording
4.5 Presentation of the instruction handbook
4.6 Information from component or subsystem suppliers
4.7 Legibility
4.8 Warnings, hazard and safety symbols used in the instruction handbook
4.9 Structuring
4.10 Residual risks
4.10.1 General
4.10.2 Signals and warning devices provided with the machine
4.11 IT security vulnerabilities

5 Content and structure of the instruction handbook

5.1 General
5.2 Instruction handbook content
5.2.1 Basic parts of an introduction handbook
5.2.1.1 General
5.2.1.2 Table of contents
5.2.2 Safety
5.2.2.1 General
5.2.2.2 General rules for preparation of the “Safety” clause
5.2.2.3 Emergency situations
5.2.3 Machine overview
5.2.4 Transportation, handling and storage
5.2.5 Assembly, installation and commissioning
5.2.5.1 Assembly of the machine
5.2.5.2 Positioning of the machine
5.2.5.3 Installation
5.2.5.4 Checking and testing of safety systems
5.2.5.5 Commissioning
5.2.6 Original equipment manufacturer settings
5.2.7 Operation
5.2.8 Product or capacity changeover
5.2.9 Inspection, testing and maintenance
5.2.10 Cleaning and sanitizing
5.2.11 Fault finding/troubleshooting and repair
5.2.12 Dismantling, disabling and scrapping
5.2.13 Documents and drawings
5.2.14 Index
5.2.15 Glossary
5.2.16 Annexes

6 Language and formulation/style guide

6.1 General
6.2 Language version(s)
6.3 Formulation guidance for instructions
6.4 Simple wording for instructions
6.5 Warnings

7 Forms of publication

Annex A (informative) Correspondence between ISO 12100:2010, 6.4, and this document

Annex B (informative) Presentation and formatting

B.1 Font and font size
B.2 Emphasizing information
B.3 Headings
B.4 Use of colours

Annex C (informative) Recommendations for writing instructions

Page count: 25