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Safety of machinery — Instruction handbook — General drafting principles

*Sécurité des machines — Notice d'instructions — Principes
rédactionnels généraux*



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ISO copyright office
CP 401 • Ch. de Blandonnet 8
CH-1214 Vernier, Geneva
Phone: +41 22 749 01 11
Fax: +41 22 749 09 47
Email: copyright@iso.org
Website: www.iso.org

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Contents

	Page
Foreword	iv
Introduction	v
1 Scope	1
2 Normative references	1
3 Terms and definitions	1
4 Principles and general information	2
4.1 General.....	2
4.2 Target group for the instruction handbook.....	2
4.3 Information needs.....	3
4.4 Comprehensible terminology and wording.....	3
4.5 Presentation of the instruction handbook.....	3
4.6 Information from component or subsystem suppliers.....	4
4.7 Legibility.....	4
4.8 Warnings, hazard and safety symbols used in the instruction handbook.....	4
4.9 Structuring.....	4
4.10 Residual risks.....	4
4.10.1 General.....	4
4.10.2 Signals and warning devices provided with the machine.....	4
4.11 IT security vulnerabilities.....	5
5 Content and structure of the instruction handbook	5
5.1 General.....	5
5.2 Instruction handbook content.....	6
5.2.1 Basic parts of an introduction handbook.....	6
5.2.2 Safety.....	7
5.2.3 Machine overview.....	8
5.2.4 Transportation, handling and storage.....	9
5.2.5 Assembly, installation and commissioning.....	9
5.2.6 Original equipment manufacturer settings.....	10
5.2.7 Operation.....	10
5.2.8 Product or capacity changeover.....	11
5.2.9 Inspection, testing and maintenance.....	11
5.2.10 Cleaning and sanitizing.....	12
5.2.11 Fault finding/troubleshooting and repair.....	13
5.2.12 Dismantling, disabling and scrapping.....	13
5.2.13 Documents and drawings.....	13
5.2.14 Index.....	14
5.2.15 Glossary.....	14
5.2.16 Annexes.....	14
6 Language and formulation/style guide	14
6.1 General.....	14
6.2 Language version(s).....	14
6.3 Formulation guidance for instructions.....	14
6.4 Simple wording for instructions.....	15
6.5 Warnings.....	15
7 Forms of publication	16
Annex A (informative) Correspondence between ISO 12100:2010, 6.4, and this document	17
Annex B (informative) Presentation and formatting	18
Annex C (informative) Recommendations for writing instructions	21
Bibliography	24

Foreword

ISO (the International Organization for Standardization) is a worldwide federation of national standards bodies (ISO member bodies). The work of preparing International Standards is normally carried out through ISO technical committees. Each member body interested in a subject for which a technical committee has been established has the right to be represented on that committee. International organizations, governmental and non-governmental, in liaison with ISO, also take part in the work. ISO collaborates closely with the International Electrotechnical Commission (IEC) on all matters of electrotechnical standardization.

The procedures used to develop this document and those intended for its further maintenance are described in the ISO/IEC Directives, Part 1. In particular, the different approval criteria needed for the different types of ISO documents should be noted. This document was drafted in accordance with the editorial rules of the ISO/IEC Directives, Part 2 (see www.iso.org/directives).

Attention is drawn to the possibility that some of the elements of this document may be the subject of patent rights. ISO shall not be held responsible for identifying any or all such patent rights. Details of any patent rights identified during the development of the document will be in the Introduction and/or on the ISO list of patent declarations received (see www.iso.org/patents).

Any trade name used in this document is information given for the convenience of users and does not constitute an endorsement.

For an explanation of the voluntary nature of standards, the meaning of ISO specific terms and expressions related to conformity assessment, as well as information about ISO's adherence to the World Trade Organization (WTO) principles in the Technical Barriers to Trade (TBT) see www.iso.org/iso/foreword.html.

This document was prepared by Technical Committee ISO/TC 199, *Safety of machinery*.

Any feedback or questions on this document should be directed to the user's national standards body. A complete listing of these bodies can be found at www.iso.org/members.html.

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Introduction

This document is a type-B standard as stated in ISO 12100.

This document is of relevance, in particular, for the following stakeholder groups representing the market players with regard to machinery safety:

- machine manufacturers (small, medium and large enterprises);
- health and safety bodies (regulators, accident prevention organisations, market surveillance etc.).

Others can be affected by the level of machinery safety achieved with the means of the document by the above-mentioned stakeholder groups:

- machine users/employers (small, medium and large enterprises);
- machine users/employees (e.g. trade unions, organizations for people with special needs);
- service providers, e. g. for maintenance (small, medium and large enterprises);
- consumers (in case of machinery intended for use by consumers).

The above-mentioned stakeholder groups have been given the possibility to participate at the drafting process of this document.

In addition, this document is intended for standardization bodies elaborating type-C standards.

The requirements of this document can be supplemented or modified by a type-C standard.

For machines which are covered by the scope of a type-C standard and which have been designed and built according to the requirements of that standard, the requirements of that type-C standard take precedence.

The structure of safety standards in the field of machinery is as follows.

- a) **Type-A standards** (basic safety standards) give basic concepts, principles for design and general aspects that can be applied to machinery;
- b) **Type-B standards** (generic safety standards) dealing with one or more safety aspect(s), or one or more type(s) of safeguards that can be used across a wide range of machinery:
 - type-B1 standards on particular safety aspects (for example, safety distances, surface temperature, noise);
 - type-B2 standards on safeguards (for example, two-hand control devices, interlocking devices, pressure-sensitive devices, guards);
- c) **Type-C standards** (machine safety standards) dealing with detailed safety requirements for a particular machine or group of machines.

This type-B standard is written to provide guidance to machine manufacturers on how to provide an instruction handbook. According to ISO 12100:2010, 6.4.1.1, drafting information for use is an integral part of the design of a machine. Information for use consists of communication links, such as texts, words, signs, signals, symbols or diagrams, used separately or in combination to convey information to the user. Information for use is intended for professional and/or non-professional users. Instructions are a key part of the information for use of a machine. This document provides safety specifications for machinery that is more specific than IEC/IEEE 82079-1.

The instruction handbook drafted in accordance with this document is intended to inform the user in such a manner that after reading it, he/she is aware of how the machine can be used safely according to its intended use during its life cycle, considering also aspects of reasonably foreseeable misuse.

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The objective fulfilled by this document is to improve the safety specifications and readability/ease of use of the instruction handbook of the machine.