



**NSAI**  
Standards

Irish Standard  
I.S. EN 61355-1:2008

# Classification and designation of documents for plants, systems and equipment -- Part 1: Rules and classification tables (IEC 61355-1:2008 (EQV))

## I.S. EN 61355-1:2008

*Incorporating amendments/corrigenda issued since publication:*

<i>This document replaces:</i> EN 61355:1997	<i>This document is based on:</i> EN 61355-1:2008 EN 61355:1997	<i>Published:</i> 5 June, 2008 26 March, 1999
This document was published under the authority of the NSAI and comes into effect on:  14 January, 2010		ICS number: 01.080.01 01.080.30
<b>NSAI</b> 1 Swift Square, Northwood, Santry Dublin 9	T +353 1 807 3800 F +353 1 807 3838 E standards@nsai.ie W <b>NSAI.ie</b>	<b>Sales:</b> T +353 1 857 6730 F +353 1 857 6729 W standards.ie
Údarás um Chaighdeáin Náisiúnta na hÉireann		

**EUROPEAN STANDARD**

**EN 61355-1**

**NORME EUROPÉENNE**

**EUROPÄISCHE NORM**

June 2008

ICS 01.080.01; 01.080.30

Supersedes EN 61355:1997

English version

**Classification and designation of documents for plants,  
systems and equipment -  
Part 1: Rules and classification tables  
(IEC 61355-1:2008)**

Classification et désignation  
des documents pour installations  
industrielles, systèmes et matériels -  
Partie 1: Règles et tableaux  
de classification  
(CEI 61355-1:2008)

Klassifikation und Kennzeichnung  
von Dokumenten für Anlagen,  
Systeme und Ausrüstungen -  
Teil 1: Regeln und Tabellen  
zur Klassifikation  
(IEC 61355-1:2008)

This European Standard was approved by CENELEC on 2008-05-01. CENELEC 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 CENELEC member.

This European Standard exists in three official versions (English, French, German). A version in any other language made by translation under the responsibility of a CENELEC member into its own language and notified to the Central Secretariat has the same status as the official versions.

CENELEC members are the national electrotechnical committees of Austria, Belgium, Bulgaria, Cyprus, the Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Iceland, Ireland, Italy, Latvia, Lithuania, Luxembourg, Malta, the Netherlands, Norway, Poland, Portugal, Romania, Slovakia, Slovenia, Spain, Sweden, Switzerland and the United Kingdom.

**CENELEC**

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

**Central Secretariat: rue de Stassart 35, B - 1050 Brussels**

**I.S. EN 61355-1:2008**

EN 61355-1:2008

- 2 -

## **Foreword**

The text of document 3/878/FDIS, future edition 2 of IEC 61355-1, prepared by IEC TC 3, Information structures, documentation and graphical symbols, in co-operation with ISO TC 10, Technical product documentation, was submitted to the IEC-CENELEC parallel vote and was approved by CENELEC as EN 61355-1 on 2008-05-01.

This EN 61355-1:2008, together with the IEC 61355 database, replaces EN 61355:1997.

The main changes with respect to EN 61355:1997 are listed below:

- Table A.2 has been extended under code P;
- Table B.1 in EN 61355:1997 is replaced by a separate standard in database format: IEC 61355 DB.

The following dates were fixed:

- latest date by which the EN has to be implemented  
at national level by publication of an identical  
national standard or by endorsement (dop) 2009-02-01
- latest date by which the national standards conflicting  
with the EN have to be withdrawn (dow) 2011-05-01

Annex ZA has been added by CENELEC.

---

## **Endorsement notice**

The text of the International Standard IEC 61355-1:2008 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 81346-1	NOTE Intended for harmonization as EN 81346-1 (not modified).
IEC 82045-1	NOTE Harmonized as EN 82045-1:2001 (not modified).
IEC 82045-2	NOTE Harmonized as EN 82045-2:2005 (not modified).

---

**Annex ZA**  
(normative)**Normative references to international publications  
with their corresponding European publications**

The following referenced documents are indispensable for the application 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.

NOTE When an international publication has been modified by common modifications, indicated by (mod), the relevant EN/HD applies.

<u>Publication</u>	<u>Year</u>	<u>Title</u>	<u>EN/HD</u>	<u>Year</u>
IEC 61082-1	2006	Preparation of documents used in electrotechnology - Part 1: Rules	EN 61082-1	2006
IEC 62023	2000	Structuring of technical information and documentation	EN 62023	2000
ISO 639-1	2002	Codes for the representation of names of languages - Part 1: Alpha-2 code	-	-
ISO 3166-1	2006	Codes for the representation of names of countries and their subdivisions - Part 1: Country codes	EN ISO 3166-1	2006
ISO 7200	2004	Technical product documentation - Data fields in title blocks and document headers	EN ISO 7200	2004

*This page is intentionally left BLANK.*

## CONTENTS

FOREWORD.....	4
INTRODUCTION.....	6
1 Scope.....	8
2 Normative references .....	8
3 Terms and definitions .....	8
4 Basic concepts on documents and documentation .....	10
4.1 General.....	10
4.2 Document kinds.....	11
4.3 Documents .....	11
4.4 Composite documents .....	11
4.5 Document sets .....	12
4.6 Documentation .....	12
5 Classification of documents .....	12
5.1 Classification principles .....	12
5.2 Assigning documents to classes .....	13
5.3 Assigning composite documents to classes .....	13
5.4 Layout of document kind classification code (DCC) .....	13
6 Document designation .....	15
6.1 Document and document page designation .....	15
6.2 Document designation for identification purposes .....	17
7 Documentation .....	17
8 Naming of document kinds and communication principles.....	19
8.1 Naming conventions of document kinds and documents .....	19
8.2 Communication about document interchange .....	20
Annex A (normative) Code letters .....	21
Annex B (informative) Additional information about document kinds for communication purposes.....	37
Annex C (informative) Communication about document interchange .....	39
Bibliography.....	42
Figure 1 – Interrelation of documentation-related terms .....	11
Figure 2 – Classification structure of documents .....	12
Figure 3 – Structure of document kind classification code .....	13
Figure 4 – Example of a document with changed technical area classification.....	14
Figure 5 – Principle of document designation.....	15
Figure 6 – Application of page counting number for page grouping .....	16
Figure 7 – Examples of structures of a system and of the object-related structure of the documentation .....	19
Figure C.1 – Document interchange list, general part.....	40
Figure C.2 – Document interchange list, object-related part .....	40
Figure C.3 – Document interchange list, filled-in example .....	41

**I.S. EN 61355-1:2008**

61355-1 © IEC:2008

– 3 –

Table A.1 – Code letters for technical areas.....	21
Table A.2 – DCC and descriptions of document kind classes .....	22
Table B.1 – Letter code for basic document kinds and forms of presentation .....	37



## INTERNATIONAL ELECTROTECHNICAL COMMISSION

---

### **CLASSIFICATION AND DESIGNATION OF DOCUMENTS FOR PLANTS, SYSTEMS AND EQUIPMENT –**

#### **Part 1: Rules and classification tables**

#### **FOREWORD**

- 1) The International Electrotechnical Commission (IEC) is a worldwide organization for standardization comprising all national electrotechnical committees (IEC National Committees). The object of IEC is to promote international co-operation on all questions concerning standardization in the electrical and electronic fields. To this end and in addition to other activities, IEC publishes International Standards, Technical Specifications, Technical Reports, Publicly Available Specifications (PAS) and Guides (hereafter referred to as "IEC Publication(s)"). Their preparation is entrusted to technical committees; any IEC National Committee interested in the subject dealt with may participate in this preparatory work. International, governmental and non-governmental organizations liaising with the IEC also participate in this preparation. IEC collaborates closely with the International Organization for Standardization (ISO) in accordance with conditions determined by agreement between the two organizations.
- 2) The formal decisions or agreements of IEC on technical matters express, as nearly as possible, an international consensus of opinion on the relevant subjects since each technical committee has representation from all interested IEC National Committees.
- 3) IEC Publications have the form of recommendations for international use and are accepted by IEC National Committees in that sense. While all reasonable efforts are made to ensure that the technical content of IEC Publications is accurate, IEC cannot be held responsible for the way in which they are used or for any misinterpretation by any end user.
- 4) In order to promote international uniformity, IEC National Committees undertake to apply IEC Publications transparently to the maximum extent possible in their national and regional publications. Any divergence between any IEC Publication and the corresponding national or regional publication shall be clearly indicated in the latter.
- 5) IEC provides no marking procedure to indicate its approval and cannot be rendered responsible for any equipment declared to be in conformity with an IEC Publication.
- 6) All users should ensure that they have the latest edition of this publication.
- 7) No liability shall attach to IEC or its directors, employees, servants or agents including individual experts and members of its technical committees and IEC National Committees for any personal injury, property damage or other damage of any nature whatsoever, whether direct or indirect, or for costs (including legal fees) and expenses arising out of the publication, use of, or reliance upon, this IEC Publication or any other IEC Publications.
- 8) Attention is drawn to the Normative references cited in this publication. Use of the referenced publications is indispensable for the correct application of this publication.
- 9) Attention is drawn to the possibility that some of the elements of this IEC Publication may be the subject of patent rights. IEC shall not be held responsible for identifying any or all such patent rights.

International Standard IEC 61355-1 has been prepared by IEC technical committee 3: Information structures, documentation and graphical symbols in co-operation with ISO technical committee 10: Technical product documentation.

This second edition cancels and replaces the first edition published in 1997. This edition constitutes a technical revision.

The main changes with respect to the previous edition are listed below:

- Table A.2 has been extended under code P;
- Table B.1 in the first edition has been omitted from this second edition; it is being replaced by a separate standard in database format: [IEC 61355 DB](#).

**I.S. EN 61355-1:2008**

61355-1 © IEC:2008

– 5 –

The text of this standard is based on the following documents:

FDIS	Report on voting
3/878/FDIS	3/890/RVD

Full information on the voting for the approval of this standard 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.

A list of all parts of IEC 61355 series, published under the general title *Classification and designation of documents for plants, systems and equipment*, can be found on the IEC website.

The committee has decided that the contents of this publication will remain unchanged until the maintenance result date indicated on the IEC web site under "<http://webstore.iec.ch>" in the data related to the specific publication. At this date, the publication will be

- reconfirmed,
- withdrawn,
- replaced by a revised edition, or
- amended.

## INTRODUCTION

Documentation is necessary for the provision of information for all activities during the life-cycle of technical products which include plants, systems and equipment. It may be produced in any phase or activity. Documents may be received from and delivered to other parties. Different parties may need different information or different views on the same information, depending on what is most suitable for the intended purpose.

In this part of IEC 61355 the term "document" is used in a very general sense. It covers information on all possible media on which data can be recorded. However, the description of document kinds is derived from the paper-based presentation of this information, i.e. how the information is made visible and readable for the user.

One aim of this standard is to establish a method for better communication and understanding between parties involved in document interchange. In order to get a basis for a system, it is necessary to disregard, more or less, what a document is called today. Different names are in use for the same document kind or the names may have different meanings for different parties. The purpose and object of interest are sometimes also part of document titles, which hampers general understanding. Therefore, the basis for a common understanding should be a document kind classification which is based only on the content of information.

Another aim is to cover the need for data retrieval as it is often based on the need for the information content of the document.

A third aim of this standard is to set up rules for a specific method of correlating documents and objects, i.e. to indicate to which object a specific document belongs. For this purpose, a document designation system is provided, linking the document kind designation to the object designation used within the plant, system or equipment. Following the rules and recommendations given, the documentation reflects the structure of the "real installation". By that also guidance is given for sorting and grouping as well as for structured searching for information, for example in document retrieval systems.

(Blank)

## CLASSIFICATION AND DESIGNATION OF DOCUMENTS FOR PLANTS, SYSTEMS AND EQUIPMENT –

### Part 1: Rules and classification tables

#### 1 Scope

This part of IEC 61355 provides rules and guidelines for the classification of documents based on their characteristic content of information. A letter-code indicating the document kind class is provided together with rules and guidelines for its application in a document designation code. This standard is relevant for documents in all technical areas which are in use during the life cycle of a plant, system or equipment.

NOTE The defined classes and codes are intended to be used as values associated with metadata in document management systems (see IEC 82045-1 and IEC 82045-2).

#### 2 Normative references

The following referenced documents are indispensable for the application 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.

IEC 61082-1:2006, *Preparation of documents used in electrotechnology – Part 1: Rules*

IEC 62023:2000, *Structuring of technical information and documentation*

ISO 639-1:2002, *Code for the representation of names of languages – Part 1: Alpha-2 code*

ISO 3166-1:2006, *Codes for the representation of names of countries and their subdivisions – Part 1: Country codes*

ISO 7200:2004, *Technical product documentation – Data fields in title blocks and document headers*

#### 3 Terms and definitions

For the purposes of this document, the following terms and definitions apply.

##### 3.1

##### **data medium**

material in or on which data can be recorded and from which data can be retrieved

[ISO/IEC 2382-1, definition 01.01.51]

##### 3.2

##### **document**

fixed and structured amount of information intended for human perception that can be managed and interchanged as a unit between users and systems

NOTE 1 The term document is not restricted to its meaning in a legal sense.

NOTE 2 A document can be designated in accordance with the type of information and the form of presentation, for example overview diagram, connection table, function chart.

This is a free preview. Purchase the entire publication at the link below:

[Product Page](#)

- 
- Looking for additional Standards? Visit Intertek Inform Infostore
  - Learn about LexConnect, All Jurisdictions, Standards referenced in Australian legislation
-