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Safety of machinery - Rules for the drafting and presentation of safety standards

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CEN GUIDE 414

**Safety of machinery — Rules for the
drafting and presentation of safety
standards**

Edition 2, 2014-04-02

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Foreword

This document (CEN Guide 414:2014) has been prepared by Technical Committee CEN /TC 114 “Safety of machinery”, the secretariat of which is held by DIN.

This document is intended for use by Technical Committees writing type B and type C standards in the field of Safety of Machinery (as defined in 3.2 and 3.3).

It gives the rules for the presentation of standards requested by CEN/BT in the programme mandated from the European Commission in support of the “Machinery Directive” (Directive 2006/42/EU).

This document supersedes CEN Guide 414:2004.

The revision of CEN Guide 414 takes into account ISO Guide 78:2012, relevant ISO/IEC Directives, CEN/CENELEC Internal Regulations, resolutions and guidance of CEN/BT, and the CEN Business Operations Support System. It is also the result of feedback from TCs and WGs using the first edition of CEN Guide 414:2004 when revising type B and type C standards.

The main changes with respect to the previous edition (CEN Guide 414:2004) are as follows:

- updating of references and their associated requirements with regard to EN ISO 12100 and the CEN/CENELEC Internal Regulations, Part 3;
- addition of a statement concerning the need to refer on significant technical changes between a standard and its previous edition;
- addition of a further question to the check list to be used to determine the necessity for standardization and/or revision [5.2, question e)];
- extension of the minimum statement to be given in the Introduction of type B- and type C- standards by a general notice concerning the document's relevance, in particular, for those stakeholder groups representing the market players with regard to machinery safety (6.3.2 and 6.3.3);
- addition of the term “risk reduction measure” as a synonym to the term “protective measure” throughout the document;
- replacement of the term “optional element” by “conditional element” and “compulsory element” by “mandatory element” in accordance with the latest edition of the CEN/CENELEC Internal Regulations, Part 3;
- change in the title of Annex A;
- addition of Annex C “*Guidance on transition period*”.
- addition of Annex D “*Examples of significant hazards, hazardous situations, hazardous events and their relation to the EHRs of the Machinery Directive 2006/42/EC*”.

Introduction

As a response to the increased global trade in machinery, the relevant CEN/CENELEC Technical Committees have undertaken publication of a series of related machinery safety standards. It has thus been necessary to develop rules for the preparation, drafting and presentation of such safety standards, supplementing the CEN/CENELEC Internal Regulations, Part 3, which sets out general principles and requirements for all European Standards.

This document provides those rules. It is intended for use by Technical Committees writing type-B and type-C standards in the field of safety of machinery (as defined in 3.2 and 3.3). It both makes use of, and refers to, the principles and concepts established in EN ISO 12100, and also takes into account, as far as possible, ISO/IEC Guide 51.

European Standards prepared according to this Guide are intended as a means for supporting European regulations, in particular, the “Machinery Directive” (Directive 2006/42/EC).

1 Scope

This document presents rules for the drafting and presentation of European Standards dealing with machinery safety and their revisions, primarily to achieve consistency and acceptable quality of the various standards to be prepared.

It also gives requirements on the criteria for the selection of new work items and for procedures to prepare, produce or revise standards in an efficient and effective way.

This document gives requirements that are additional to the CEN/CENELEC Internal Regulations, Part 3, when this is necessary owing to the special requirements of machinery safety standards.

This document is primarily intended for the drafting of type-C standards. It is also applicable to the drafting of type-B standards; however, the foreseeable variation in the format of these standards prevents general application. When its requirements are specific to type-B standards, this is indicated.

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.

EN ISO 12100:2010, *Safety of machinery - General principles for design - Risk assessment and risk reduction (ISO 12100:2010)*

CEN/CENELEC Internal Regulations, Part 3, *Rules for the structure and drafting of CEN-CENELEC Publications* (ISO/IEC Directives – Part 2, modified)

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