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Safety of machinery - Instruction handbook - General drafting principles (ISO 20607:2019)

Táto norma obsahuje anglickú verziu európskej normy.  
This standard includes the English version of the European Standard.

Táto norma bola oznámená vo Vestníku ÚNMS SR č. 12/19

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**EN ISO 20607**

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English Version

**Safety of machinery - Instruction handbook - General  
drafting principles (ISO 20607:2019)**Sécurité des machines - Notice d'instructions -  
Principes rédactionnels généraux (ISO 20607:2019)Sicherheit von Maschinen - Betriebsanleitung -  
Allgemeine Gestaltungsgrundsätze (ISO 20607:2019)

This European Standard was approved by CEN on 17 June 2019.

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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 CEN member into its own language and notified to the CEN-CENELEC Management Centre has the same status as the official versions.

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**EN ISO 20607:2019 (E)**

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## **European foreword**

This document (EN ISO 20607:2019) has been prepared by Technical Committee ISO/TC 199 "Safety of machinery" in collaboration with Technical Committee CEN/TC 114 "Safety of machinery" the secretariat of which is held by DIN.

This European Standard shall be given the status of a national standard, either by publication of an identical text or by endorsement, at the latest by January 2020, and conflicting national standards shall be withdrawn at the latest by January 2020.

Attention is drawn to the possibility that some of the elements of this document may be the subject of patent rights. CEN shall not be held responsible for identifying any or all such patent rights.

This document has been prepared under a mandate given to CEN by the European Commission and the European Free Trade Association, and supports essential requirements of EU Directive(s).

For the relationship with EU Directive(s) see informative Annex ZA, which is an integral part of this document.

According to the CEN-CENELEC Internal Regulations, the national standards organizations of the following countries are bound to implement this European Standard: Austria, Belgium, Bulgaria, Croatia, Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Iceland, Ireland, Italy, Latvia, Lithuania, Luxembourg, Malta, Netherlands, Norway, Poland, Portugal, Republic of North Macedonia, Romania, Serbia, Slovakia, Slovenia, Spain, Sweden, Switzerland, Turkey and the United Kingdom.

## **Endorsement notice**

The text of ISO 20607:2019 has been approved by CEN as EN ISO 20607:2019 without any modification.

## Annex ZA (informative)

### Relationship between this European Standard and the essential requirements of Directive 2006/42/EC aimed to be covered

This European Standard has been prepared under a Commission's standardization request "M/396 Mandate to CEN and CENELEC for Standardisation in the field of machinery" to provide one voluntary means of conforming to essential requirements of Directive 2006/42/EC of the European Parliament and of the Council of 17 May 2006 on machinery, and amending Directive 95/16/EC (recast).

Once this standard is cited in the Official Journal of the European Union under that Directive, compliance with the normative clauses of this standard given in Table ZA.1 confers, within the limits of the scope of this standard, a presumption of conformity with the corresponding essential requirements of that Directive and associated EFTA regulations.

**Table ZA.1 — Correspondence between this European Standard and Annex I of Directive 2006/42/EC**

Essential Requirement of Directive	Clause(s)/sub-clause(s) of this EN	Remarks/Notes
Within the limits of the scope essential requirement 1.7.4.2, except indent u), is covered.	Clause 4 (except 4.11) and Clause 5	

**WARNING 1** — Presumption of conformity stays valid only as long as a reference to this European Standard is maintained in the list published in the Official Journal of the European Union. Users of this standard should consult frequently the latest list published in the Official Journal of the European Union.

**WARNING 2** — Other Union legislation may be applicable to the product(s) falling within the scope of this standard.

# INTERNATIONAL STANDARD

**ISO**  
**20607**

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## **Safety of machinery — Instruction handbook — General drafting principles**

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



Reference number  
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**ISO 20607:2019(E)****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](http://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](http://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](http://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](http://www.iso.org/members.html).

## 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.

## **ISO 20607:2019(E)**

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

# Safety of machinery — Instruction handbook — General drafting principles

## 1 Scope

This document specifies requirements for the machine manufacturer for preparation of the safety-relevant parts of an instruction handbook for machinery.

This document:

- provides further specifications to the general requirements on information for use given in ISO 12100:2010, 6.4.5; and
- deals with the safety-related content, the corresponding structure and presentation of the instruction handbook, taking into account all phases of the life cycle of the machine.

NOTE 1 The strategy for risk reduction at the machine is given in ISO 12100:2010, Clause 6, and includes inherently safe design measures, safeguarding and complementary risk reduction measures as well as information for use.

NOTE 2 [Annex A](#) contains a correspondence table between ISO 12100:2010, 6.4, and this document.

NOTE 3 Information for conception and preparation of instructions in general is available in IEC/IEEE 82079-1.

This document establishes the principles which are indispensable to provide information on residual risks.

This document does not address requirements for declaration of noise and vibration emissions.

This document is not applicable to machinery manufactured before the date of its publication.

## 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 12100:2010, *Safety of machinery — General principles for design — Risk assessment and risk reduction*

**koniec náhľadu – text ďalej pokračuje v platenej verzii STN**