Disclosure to Promote the Right To Information

Whereas the Parliament of India has set out to provide a practical regime of right to information for citizens to secure access to information under the control of public authorities, in order to promote transparency and accountability in the working of every public authority, and whereas the attached publication of the Bureau of Indian Standards is of particular interest to the public, particularly disadvantaged communities and those engaged in the pursuit of education and knowledge, the attached public safety standard is made available to promote the timely dissemination of this information in an accurate manner to the public.

"जानने का अधिकार, जीने का अधिकार"
Mazdoor Kisan Shakti Sangathan
"The Right to Information, The Right to Live"

"पुराने को छोड़ नये के तरफ"
Jawaharlal Nehru
"Step Out From the Old to the New"

IS 11665 (2010): TECHNICAL PRODUCT DOCUMENTATION — DATA
[PGD 24: Drawings]

"ज्ञान से एक नये भारत का निर्माण"
Satyanarayan Gangaram Pitroda
"Invent a New India Using Knowledge"

"ज्ञान एक ऐसा खजाना है जो कभी चुराया नहीं जा सकता है"
Bhartṛhari—Nītiśatakam
"Knowledge is such a treasure which cannot be stolen"

BLANK PAGE

भारतीय मानक

तकनीकी उत्पाद का प्रलेखन — शीर्षक ब्लॉक
और प्रलेख हैडर में डाटा फील्ड

(पहला पुनरीक्षण)

Indian Standard

TECHNICAL PRODUCT DOCUMENTATION — DATA FIELDS IN TITLE BLOCKS AND DOCUMENT HEADERS

(First Revision)

ICS 01.110

BUREAU OF INDIAN STANDARDS
MANAK BHAVAN, 9 BAHADUR SHAH ZAFAR MARG
NEW DELHI 110002

October 2009   **Price Group 3**

Drawings Sectional Committee, PGD 24

NATIONAL FOREWORD

This Indian Standard (First Revision) which is identical with ISO 7200 : 2004 'Technical product documentation — Data fields in title blocks and document headers' issued by the International Organization for Standardization (ISO) was adopted by the Bureau of Indian Standards on the recommendation of the Drawings Sectional Committee and approval of the Production and General Engineering Division Council.

This standard was originally published in 1985 which was based on ISO 7200 : 1984 'Technical drawings — Title block'. This first revision has been harmonized with ISO 7200 : 2004 by adoption to make pace with the latest developments taken place at international level.

The text of ISO Standard has been approved as suitable for publication as an Indian Standard without deviations. Certain terminology and conventions are, however, not identical to those used in Indian Standards. Attention is particularly drawn to the following:

   a)   Wherever the words 'International Standard' appear referring to this standard, they should be read as 'Indian Standard'.

   b)   Comma (,) has been used as a decimal marker in the International Standard while in Indian Standards, the current practice is to use a point (.) as the decimal marker.

In this adopted standard, reference appears to the following International Standard for which Indian Standard also exists. The corresponding Indian Standard which is to be substituted in its place is listed below along with its degree of equivalence for the edition indicated:

International Standard	Corresponding Indian Standard	Degree of Equivalence
ISO 5457 : 1999 Technical product documentation — Sizes and layout of drawing sheets	IS 10711 : 2001 Technical product documentation — Sizes and layout of drawing sheets (*first revision*)	Identical

The technical committee has reviewed the provisions of the following International Standards referred in this adopted standard and has decided that they are acceptable for use in conjunction with this standard:

International Standard	Title
ISO 639-1 : 2002	Codes for the representation of names of languages — Part 1: Alpha-2 code
ISO 639-2 : 1998	Codes for the representation of names of languages — Part 2: Alpha-3 code
ISO 639-3 : 2007	Codes for the representation of names of languages — Part 3: Alpha-3 code for comprehensive coverage of languages

Indian Standard

TECHNICAL PRODUCT DOCUMENTATION — DATA FIELDS IN TITLE BLOCKS AND DOCUMENT HEADERS

(First Revision)

1 Scope

This International Standard specifies the data fields used in the title blocks and headers of technical product documents. Its purpose is to facilitate the exchange of documents and ensure compatibility by defining field names, their contents and their length (number of characters). It covers manual as well as computer-based design work, and is applicable to all kinds of documents for all kind of products — in all phases of the product life cycle and all fields of engineering. It contains document-management-relevant data fields but not fields for specific technology areas or product requirements. It supports the cross-use and re-use of documents.

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.

ISO 639 (all parts), *Codes for the representation of names of languages*

ISO 5457, *Technical product documentation — Sizes and layout of drawing sheets*

3 Terms and definitions

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

3.1
classification
method of structuring a defined type of item (objects or documents) into classes and subclasses in accordance with their characteristics

3.2
data field
bounded area used for a specific category of data

3.3
data transfer
moving of data from one computer process to another in an ordered form

3.4
segment
fixed portion of a document, sharing the identification number with the other portions, but individually presented and stored

3.5
sheet
segment of a technical drawing

3.6
page
portion in a low-level physical substructure of a document, providing a presentation-dependent division of the document content (primarily applied in the context of a text-based document)

4 General

A condition for the transfer and presentation of information is that data fields be defined with regard to field name, content of information and number of characters.

When document management systems are used, the conditions that apply to the data fields differ to a certain extent from those that apply in non-computerized document management. The same data field can, for example, be part of several different types of document simultaneously, as it is possible to process the contents by computer in connection with retrieval, revision, communication, etc. If the functions of the system are to behave in a satisfactory way, the information must be entered in the proper data field and in a correct manner. For this reason, computer-based systems commonly contain more permanent data fields than paper-based systems.

The basic principle for handling digitized product documentation has been adopted in this International Standard. The number of data fields in the title block is limited to a minimum, while other data fields are handled dynamically and presented outside the title block only when used, e.g. scale, projection symbol, general tolerance and surface texture requirements.

5 Data fields in the title block

5.1 Identifying data fields

5.1.1 General

The identifying data fields in the title block shall be in accordance with Table 1 and 5.1.2 to 5.1.8.

Table 1 — Identifying data fields in the title block

Subclause	Field name	Language-dependent	Recommended number of characters	Obligation
5.1.2	Legal owner	—	Unspecified	M
5.1.3	Identification number	No	16	M
5.1.4	Revision index	No	2	O
5.1.5	Date of issue	No	10	M
5.1.6	Segment/sheet number	No	4	M
5.1.7	Number of segments/sheets	No	4	O
5.1.8	Language code	No	4 per language	O
M mandatory				
O optional				

5.1.2 Legal owner

The name of the legal owner of the document, e.g. firm, company, enterprise. It could be the official owner's name, an abridged trade name or a logotype for the presentation.

5.1.3   Identification number

The document identification number is used as the reference to the document. The identification number shall be unique — at least within the organization of the legal owner.

5.1.4   Revision index

The revision index identifies the revision status of the document. Different versions are numbered in consecutive order by means of, e.g. a letter or letter combination A to Z, then AA, AB, AC ... or Figures 1, 2, 3 ... The letters I and O should be avoided because they are easily confused with the digits 1 and 0.

Alternatively, the date of issue field only may be used.

5.1.5   Date of issue

The date of issue is the date on which the document is officially released for the first time, and that of every subsequent released version. It is when the document is made available for its intended use. The date of issue is important for legal reasons, e.g. patent rights, traceability.

5.1.6   Segment/sheet number

The segment/sheet number identifies the segment or sheet.

NOTE   As needed, the contents of a document can be divided into fixed portions, called segments. In the case of technical drawings, these segments are called sheets.

5.1.7   Number of segments/sheets

This is the total number of segments or sheets of which the document consists.

5.1.8   Language code

The language code is used to indicate the language in which the language-dependent parts of the document are presented. It controls the print-out of the document and administration of the different language versions when required. It is based on ISO 639.

Whenever possible, documents should be presented in single-language versions. However, in a multilingual document, the language codes shall be separated with an appropriate sign.

5.2   Descriptive data fields

5.2.1   General

The descriptive data fields in the title block shall be in accordance with Table 2 and 5.2.2 and 5.2.3.

Table 2 — Descriptive data fields in the title block

Subclause	Field name	Language-dependent	Recommended number of characters	Obligation
5.2.2	Title	Yes	25/30[a]	M
5.2.3	Supplementary title	Yes	$2 \times 25/30$[a]	O
M mandatory				
O optional				
[a] 30 to support two-byte-character languages such as Japanese or Chinese.				

5.2.2 Title

The title refers to the content of the document. More detailed information, e.g. regarding origin, adaptation to market, standard or environmental conditions, or information on erection direction or position, may be given in the supplementary title (see 5.2.3). Titles that limit a part to a particular use or application should be avoided.

The title should be chosen from established terms, such as those given in international or national standards, company standards, or according to practice within the area of application. Consistent descriptions facilitate efficient searching and retrieval using the title field. Abbreviations should be avoided.

EXAMPLE   "Apparatus plate".

5.2.3 Supplementary title

The supplementary title field may be used to give further information on the object, when needed. When indicating information in this field, it shall be taken into consideration that in some cases only the title field is to be presented. Abbreviations should be avoided.

EXAMPLE   "Complete with brackets".

5.3 Administrative data fields

5.3.1 General

The administrative data fields in the title block shall be in accordance with Table 3 and 5.3.2 to 5.3.11.

For administrative reasons, in product data management systems (PDM) etc., data fields such as *creator* and *approval person* may be shown in a separate document part, e.g. description of revision.

Table 3 — Administrative data fields in the title block

Subclause	Field name	Language-dependent	Recommended number of characters	Obligation
5.3.2	Responsible department	No/Yes[a]	10	O
5.3.3	Technical reference	No/Yes[a]	20	O
5.3.4	Approval person	No/Yes[a]	20	M
5.3.5	Creator	No/Yes[a]	20	M
5.3.6	Document type	Yes	30	M
5.3.7	Classification/key words	No/Yes[a]	Unspecified	O
5.3.8	Document status	Yes	20	O
5.3.9	Page number	No	4	O
5.3.10	Number of pages	No	4	O
5.3.11	Paper size	No	4	O
M mandatory				
O optional				
a "Yes" to support presentation in different types of alphabet.				

5.3.2 Responsible department

The name or code for the organizational unit responsible for the contents and maintenance of the document at the date of release.

5.3.3 Technical reference

The name of the person having sufficient knowledge of the technical contents of the document to be named as the contact person and who will answer, coordinate and act on queries. Even if a consultant prepares the document, the technical reference shall be a person within the legal owners organization. The name of the technical reference may be kept up to date without formal rules for revision.

5.3.4 Approval person

The name of the person who approved the document. The document might have been checked by a number of different specialists in accordance with the local rules for that type of document, specific project etc. The names of such specialists may be indicated in the title block or in a separate document part.

5.3.5 Creator

The creator or person who has prepared or revised the document.

5.3.6 Document type

The document type field indicates the role of the document with respect to its content of information and representation format. It is one of the main ways in which searches for documents can be made.

5.3.7 Classification/key words

The text or code to categorize the contents of the document used for retrieval.

5.3.8 Document status

The document status indicates where the document is in its life cycle. The status is indicated by means of terms such as "In preparation", "Under approval", "Released" and "Withdrawn".

5.3.9 Page number

The page number is usually generated by the presentation system.

5.3.10 Number of pages

The number of pages is dependent on the presentation format used, e.g. text font, paper size and character size.

5.3.11 Paper size

The size of the form for the original document, e.g. A4.

6 Title block arrangement

For the position of title blocks on technical drawings, see ISO 5457. For text documents, there are no ISO requirements.

For examples of title block arrangements for use on drawings as well as text documents, see Figures 1 and 2.

The total width is 180 mm to fit an A4 sheet, with the left margin being 20 mm and the right margin 10 mm. The same title block is used for all paper sizes.

Responsible dept. ABC 2	Technical reference Patricia Johnson	Document type Sub-assembly drawing		Document status Released			
Legal owner	Created by Jane Smith	Title, Supplementary title Apparatus plate Complete with brackets		AB123 456-7			
	Approved by David Brown			Rev. A	Date of issue 2002-05-14	Lang. en	Sheet 1/5

180 mm

Figure 1 — Title block in compact form — Provides maximum space for factual content of document

Responsible dept. ABC 2	Technical reference Patricia Johnson	Created by Jane Smith	Approved by David Brown	
Legal owner		Document type Sub-assembly drawing	Document status Released	
		Title, Supplementary title Apparatus plate Complete with brackets	AB123 456-7	
			Rev. A | Date of issue 2002-05-14	Lang. en | Sheet 1/5

180 mm

Figure 2 — Title block with person name fields on additional line — Provides larger space for legal owner field and free area in upper right-hand corner for classification, key words, etc.

Amendments Issued Since Publication

Amend No.	Date of Issue	Text Affected