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**NATIONAL STANDARD OF THE
PEOPLE'S REPUBLIC OF CHINA**

GB/T 19678.1-2018

Replacing GB/T 19678-2005

**Preparation of instructions for use -- Structuring, content and
presentation -- Part 1: General principles and detailed
requirements**

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Foreword

GB/T 19678 "Preparation, Content and Representation of Instructions for Use" has been released as follows.

--- Part 1. General and detailed requirements;

This part is the first part of GB/T 19678.

This part is drafted in accordance with the rules given in GB/T 1.1-2009.

This part replaces GB/T 19678-2005 "The composition, content and representation of the manual", and GB/T 19678-2005

Compared to the main technical changes are as follows.

--- Reduced normative references;

--- Added 23 terms and definitions for accessible products, Braille, consumers, etc. (see Chapter 3);

--- Added 4.1.1, 4.7.7, etc. (see Chapter 4);

--- Removed 5.6 and reorganized the content (see Chapter 5 of GB/T 19678.1-2005);

--- The situation involving personal safety and special groups has been refined (see Chapter 6);

--- Added the content of this part of the conformity assessment in Chapter 7 of the GB/T 19678 series (see Chapter 7);

--- Added experience instructions for the preparation of experience (see Appendix E).

This part uses the translation method equivalent to the IEC 82079-1:2012 "Description of the composition of the use, content and presentation method Part 1

Points. General and Detailed Instructions.

The documents of our country that have a consistent correspondence with the international documents referenced in this part are as follows.

- GB/T 2893 (all parts) Graphic symbol security color and security mark [ISO 3864 (all parts), MOD];
- GB/T 2893.2-2008 Graphic symbols - Safety colours and safety signs - Part 2. Design principles for product safety labels
(ISO 3864-2.2004, MOD);
- GB/T 4208-2017 enclosure protection grade (IP code) (IEC 60529..2013, IDT);
- GB/T 4728 (all parts) Electrical diagrams with graphical symbols [IEC 60617 (all parts), IDT];
- GB/T 5465 (all parts) Graphical symbols for electrical equipment [IEC 60417 (all parts)];
- GB/T 15706-2012 Mechanical Safety Design General Risk Assessment and Risk Reduction (ISO 12100.2010, IDT);
- GB/T 16273 (all parts) Graphical symbols for equipment (ISO 7000, NEQ);
- GB/T 18978 (all parts) Human-system interaction ergonomics [ISO 9241 (all parts)];
- GB/T 20002.2-2008 Drafting of specific content in the standard Part 2. Requirements for the elderly and the disabled (ISO /IEC Guideline 71..2001, IDT);
- GB/T 20063 (all parts) The diagram uses graphical symbols [ISO 14617 (all parts), IDT];
- GB/T 31523.1-2015 Safety Information Identification System Part 1. Marks (ISO 7010.2011, MOD);
- GB/T 35929-2018 Packaging touch hazard identification requirements (ISO 11683.1997, IDT).

This part is proposed and managed by the National Technical Committee for the Construction of Electrical Information, Documentation and Graphic Symbol Standardization (SAC/TC27).

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1 Scope

This part of GB/T 19678 specifies the general principles and detailed requirements for the design and preparation of various types of instructions. Instructions for use

It is very necessary or useful for users of the product. The range of products ranges from

one can of paint to large or very complex products such as large industrial Complete equipment or construction.

Note. The term "product" as defined in 3.29 includes consumer or non-consumer, electrical, electronic, electromechanical, mechanical and other products.

This section applies to parties involved in the preparation of the instructions for use, such as. supplier, technical document writer, professional illustration author, software design

The person who works, the translator, or other person who works on the idea and drafting of the instructions.

This part of GB/T 19678 does not specify a fixed number of documents that need to be co-delivered with the product, as this section applies to all classes.

Type of product, the number of documents required will depend on the nature of the product, its complexity and the skills of the intended user.

2 Normative references

The following documents are indispensable for the application of this document. For dated references, only the dated version applies to this article.

Pieces. For undated references, the latest edition (including all amendments) applies to this document.

GB 5226.1-2008 Mechanical electrical safety machinery and electrical equipment - Part 1. General technical conditions (IEC 60204-1:2005,

IDT)

ISO 3864 (all parts) Graphic symbol security color and safety signs (Graphical symbols-Safety colours and

Safety signs)

ISO 3864-2 Graphical symbols - Safety colours and safety signs - Part 2. Design principles for product safety labels (Graphical

symbols-Safety colours and safety signs-Part 2. Design principles for product safety labels)

Graphical symbol indexing and feeds for ISO 7000 devices (Graphical symbols for use on equipment-Index and

Synopsis)

ISO 7010 Graphic Symbol Safety Colors and Safety Signs Registration Safety Signs (Graphical symbols-Safety colours

and safety signs-Registered safety signs)

ISO 9241 (all parts) Ergonomics of human-system interaction

ISO 11683 packaging touch hazard marking requirements

(Packaging-Tactilewarningsofdanger-Require-

Mess)

ISO 12100 Mechanical Safety Design General Risk Assessment and Risk Reduction

(Safetyofmachinery-General

principlesfordesign-Riskassessmentandriskreduction)

ISO 14617 (all parts) Graphical symbols (Graphicalsymbolsfordiagrams)

ISO /IEC Guide 51.1999 Guidance on safety information contained in safety aspects

standards (Safetyaspects-Guidelinesfor

Theirinclusioninstandards)

ISO /IEC Guide 71.2001 Guidelines for Standard Writers to Address the Needs of the

Elderly and Disabled (Guidelinesforstandardsde-

Veloperstoaddresstheneedsofolderpersonsandpersonswithdisabilities)

Graphical symbols for IEC 60417 equipment (Graphicalsymbolsforuseonequipment)

IEC 60529 enclosure protection rating (IP code)

[Degreesofprotectionprovidedbyenclosures(IPCode)]