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

**GB/T 9969-2008**

Replacing GB 9969.1-1998

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**General principles for preparation of instructions for use of  
industrial products**

工业产品使用说明书 总则

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### Foreword

This standard refers to the ISO/IEC

37 Guide.1995 "Instructions for the Use of Consumer Products" (English version), to revise GB 9969.1-1998. This standard replaces GB 9969.1-1998 "General principles for preparation of instructions for use of industrial products" Compared with GB 9699.1-1998, the main changes of this standard are as follows: - In Chapter 1, ADD that "This standard can also be applied to other forms of instructions for use"; - MODIFY clause

3.1 into that "The instructions for use is an essential part of the delivered product"; - In Chapter 3, ADD clause 3.2 "The contents of the instructions for use shall be concise, accurate, easy to read and understand; the instructions for use shall not be used to shield the design defects"; - Compared with

3.3 in GB 9699.1-1998, in clause 3.4, DELETE "for products involving environment and energy"; - Compared with the

3.6 of GB 9699.1-1998, in clause 3.7, ADD that "The instructions for use shall clearly specify the product; explain the model, style or type of the product. It shall not cause the inconsistency between the instructions for use, as held by the user, and the product, which is actually used, due to the confusion between a model and its improved model, between two different models (no matter how small the difference is), or between different

specifications under the same model"; - Compared with the

3.9 in GB 9969.1-1998, in clause 3.10, ADD the "version"; - Compared with

3.11 in GB 9969.1-1998, in clause 3.12, DELETE the "installation"; - Compared with

3.12 in GB 9969.1-1998, in clause 3.13, MODIFY it into that "For the products, which implement a product standard number, it shall be marked with a valid product standard number, on the instructions for use"; - MODIFY the title of Chapter 4 into "Requirements for preparation"; - In Chapter 4, in accordance with GB 5296.1-1997 "Instructions for use of products of consumer interest - General principles", MODIFY

4.1 and 4.4; - DELETE the

4.5.2 in GB 9969.1-1998; - Compared with the

4.5.4 in GB 9969.1-1998, in clause 4.5.3, DELETE that "For the instructions for the use of exported products, it shall add the words "People's Republic of China", in front of the enterprise name"; - MODIFY

4.6.1 into that "The format of the instructions for use can be A4 or other format"; - MODIFY the "Alert" in

4.7 into "Warning"; - In 4.8.1, ADD that "On the premise of ensuring safety and correct use"; - ADD clause A.2 "Precautions for safe use"; - Compared with A.8 in Appendix A of GB 9969.1-1998, in clause A.9, ADD the item "c) Emergency measures in case of emergencies"; - Compared with A.12 in Appendix A of GB 9969.1-1998, in clause A.13, MODIFY title "Others" into "Environmental protection and others"; DELETE "Guarantees of the manufacturer, after-sales service matters, contact methods, etc." and "Other matters that need to be explained to the user"; ADD the "relevant requirements on disposal and handling". Appendix A of this standard is a normative appendix. This standard was proposed by AND shall be under the jurisdiction of the National Service Standardization Technical Committee. Drafting organizations of this standard. China National Institute of Standardization, Ningbo Fidelity Electric Co., Ltd. The main drafters of this standard. Liu Chengyang, Cao Lili, Lu Lili, Li Han, Wang Wenwen, Wang Shichuan. This standard replaces the standard previously issued as follows: - GB 9969.1-1998; - GB 9969.1-1988. General principles for preparation of instructions for use of industrial products

## 1 Scope

GB/T 9969-2008 is the Chinese national standard on general principles for preparation of instructions for use of industrial products, in the field of generalities, terminology and documentation. The /T suffix marks it as a recommended standard: it is not compulsory by itself, but it becomes binding as soon as a contract, a tender or a customer specification calls it up - which in practice is how most foreign buyers meet it. It was issued on 13 November 2008 by the General Administration of Quality Supervision, Inspection and

Quarantine of the People's Republic of China; Standardization Administration of China, and has been in force since 1 May 2009. Classification: ICS 01.110, CCS A12. This page is published from the official record of the standard held by the Chinese standards administration: the identification, the dates, the classification and the issuing body are taken from there. The clause text, the tables and the numeric limits are in the document itself, which is delivered complete in English translation.

This standard specifies the basic requirements and preparation methods of instructions for use of industrial products (hereinafter referred to as instructions for use). This standard applies to the preparation methods of instructions for use of industrial products for non-consumer products. This standard can also be applied to other forms of instructions for use.

Note. The preparation of instructions for use of consumer products shall be implemented in accordance with GB 5296.1-1997 "Instructions for use of products of consumer interest - General principles".

## 2 Normative references

The provisions in following documents become the provisions of this Standard through reference in this Standard. For the dated references, the subsequent amendments (excluding corrections) or revisions do not apply to this Standard; however, parties who reach an agreement based on this Standard are encouraged to study if the latest versions of these documents are applicable. For undated references, the latest edition of the referenced document applies.

GB 5296.1-1997 Instructions for use of products of consumer interest - General principles

## 3 Basic requirements

3.1 The instructions for use is an essential part of the delivered product.

3.2 The contents of the instructions for use shall be concise, accurate, easy to read and understand; the instructions for use shall not be used to shield the design defects.

3.4 The instructions for use shall provide necessary contents on environmental protection and energy conservation.

3.5 For products that are flammable, explosive, toxic, corrosive, radioactive, etc., the instructions for use shall include precautions, protective measures, emergency handling methods in the event of an accident.

3.6 When the product structure and performance are changed, the relevant content of the instructions for use must be revised in time, according to the prescribed procedures. The producer (using the concept in the quality law) shall provide the user, with instructions corresponding to the product.

3.7 The instructions for use can be prepared according to the product model, or according to the product series and complete sets of products. When compiling by series and complete sets of products, the parts, which have different contents and parameters, must be clearly distinguished.

3.8 For metallurgy, minerals, building materials, chemicals and other raw material products and components, as well as other products which support the main machine factory, if the product manuals and other technical documents can meet the user's needs for the instructions, they can be used in place of the instructions for use.

3.9 For the products, which require safety restrictions OR have an effective period, it shall provide the date of production and the expiry date of the product.

3.10 It shall indicate the publication date or version of the instructions for use.

#### **4.1 Text, language**

4.1.1 For industrial products, which are sold in China, it must provide instructions for use, in Chinese.

4.1.2 For industrial products sold in China, when it is necessary to provide instructions in more than one language, the Chinese description must be placed before the foreign language; the Chinese title shall be eye-catching and prominent; the description of each language shall be clearly separated.

4.1.3 The instructions for use, in Chinese, must use standard Chinese characters.

#### **4.2 The principle of expression**

4.2.1 The description of the contents of the instructions for use shall be scientific, reasonable, in accordance with the operating procedures, easy for users to quickly understand and master. For example, the instructions for the use of fire extinguishers must ensure that, readers can understand and use them, in the shortest possible time.

4.2.6 The statement expression shall contain only one requirement, OR at most several closely related requirements. For clarity.

#### **4.3 Figures, tables, symbols, terms**

4.3.1 The figures and tables, in the instructions for use, shall be printed together with the text. The figures and tables shall be marked with serial numbers in order.

#### **4.4 Table of contents (Index table)**

4.4.1 When the instructions for use is more than one page (including the folded form), each page shall be numbered. When the number of pages of loose-leaf materials, manuals, etc. exceeds 4 pages, there shall be a table of contents (index table).