

GUIDE



The preparation of safety publications and the use of basic safety publications and group safety publications



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GUIDE



**The preparation of safety publications and the use of basic safety publications
and group safety publications**

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COMMISSION

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INTERNATIONAL ELECTROTECHNICAL COMMISSION

**THE PREPARATION OF SAFETY PUBLICATIONS AND
THE USE OF BASIC SAFETY PUBLICATIONS AND
GROUP SAFETY PUBLICATIONS**

FOREWORD

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This fourth edition of IEC Guide 104 has been prepared, in accordance with ISO/IEC Directives – Part 1, Annex A, by the IEC Advisory Committee on Safety (ACOS). This guide is a mandatory guide in accordance with SMB Decision 136/8.

This fourth edition cancels and replaces the third edition published in 1997.

The main changes with respect to the previous edition are as follows:

- 1) updates the third edition, in the light of experience, to align it with IEC Guide 108, *Guidelines for ensuring the coherency of IEC publications – Application of horizontal standards*;
- 2) includes a better description of the group safety function and group safety publications in subclause 5.1.3;
- 3) includes a clarification in Annex A of measures in case of a single fault condition;
- 4) deletes Annexes B and C of the third edition;

- 5) stipulates that the reference to technical committees with a basic and/or group safety function is to be given in the IEC Catalogue or on the IEC Website;
- 6) replaces the word “should” by “shall” in several places, due to the fact that this Guide 104 is mandatory.

The text of this IEC Guide is based on the following documents:

Four month's vote	Report on voting
C/1601/DV	C/1622/RV

Full information on the voting for the approval of this Guide can be found in the report on voting indicated in the above table.

This publication has been drafted in accordance with the ISO/IEC Directives, Part 2.

A bilingual version of this publication may be issued at a later date.

IMPORTANT – The 'colour inside' logo on the cover page of this publication indicates that it contains colours which are considered to be useful for the correct understanding of its contents. Users should therefore print this document using a colour printer.

INTRODUCTION

Technical Committees dealing with subjects relating to safety for the whole, or for a specific part, of their activities, are required by SMB Decision 136/8 to follow the provisions of this Guide, which is to be used in conjunction with the ISO/IEC Directives and with the Guide listed under Clause 2.

In this Guide, the term “technical committees”, hereinafter referred to as TCs, also includes subcommittees. The term “publication” includes “standard”, “technical report”, “technical specification” and “guide”. In addition, the term “product” includes “process”, “service” and combinations thereof, commonly known as “systems”.

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THE PREPARATION OF SAFETY PUBLICATIONS AND THE USE OF BASIC SAFETY PUBLICATIONS AND GROUP SAFETY PUBLICATIONS

1 Scope

This mandatory Guide defines procedures for the preparation of safety publications in addition to ISO/IEC Guide 51, including the preparation and use of basic safety publications and group safety publications. It also describes the relationship between TCs with horizontal safety functions or group safety functions and product TCs.

In the context of this guide, "safety" relates to the safety of persons, domestic animals, livestock and property.

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/IEC Directives, Part 1, *Procedures for the technical work*

ISO/IEC Directives, Part 2, *Rules for the structure and drafting of International Standards*

ISO/IEC Guide 51, *Safety aspects – Guidelines for their inclusion in standards*

3 Terms and definitions

For the purposes of this document, the terms and definitions of ISO/IEC Guide 51 as well as the following terms and definitions apply.

3.1

basic safety publication

publication on a specific safety-related matter, applicable to many electrotechnical products

3.2

group safety publication

publication covering all safety aspects of a specific group of products within the scope of two or more product TCs

NOTE – Group safety publications are primarily intended to be stand-alone product safety publications, but may also be used by TCs as source material in the preparation of their publications, as detailed in 7.3.

3.3

product safety publication

publication covering all safety aspects of one or more products within the scope of a single product TC

3.4

product TC

TC with a scope which covers a specific product or group of products