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IEC 3(London/TC3 Secr)8B  
ISO TC10 N 926  
2004-05-30

## INTERNATIONAL ELECTROTECHNICAL COMMISSION

IEC Technical Committee No. 3 Information structures, documentation and graphical symbols

## INTERNATIONAL ORGANISATION FOR STANDARDIZATION

ISO Technical Committee No. 10 Technical product documentation

### Unconfirmed minutes of the IEC/TC3 - ISO/TC10 co-ordination meeting in London 2004-05-11

#### Participants

Name	Organisation	Function
Mr. Yuji Nakamura	Toshiba-Solutions Corp.	IEC/SC3C Chairman
Prof. Hiroaki Ikeda	Chiba University	IEC/SC3C Secretary
Mr. Hans Brückner	Siemens AG	IEC/TC3 Chairman
Mr. Per-Åke Svensson	ABB AB	IEC/TC3 Secretary
Mr. Jack Sheldon	IEC/CO	IEC/TC3 Technical Officer
Mr. Ken Toler	Quality Training Solutions	ISO (ASME/NIST)
Mr. Kim Spence	JCB	ISO/TC10/STAG member
Prof. Bruce Harding	Purdue University	ISO/TC10 Chairman
Mr. Sven Radhe	SIS	ISO/TC10 Secretary
Mr. Jan Frank Ulvås	SN	ISO/TC10/SC1 Secretary
Mr. Joergen Aagaard	SK Power	ISO/TC10/SC10 Chairman
Ms. Siv Velander	SIS	ISO/TC10/SC10 Secretary
Ms. Margareta Lönnsjö	SIS	ISO/TC10/SC8 Secretary
Mr. Brian Such	BSI Project support	
Mr. Colett Simmons	BSI	ISO/TC10/STAG-member

See also Annex B.

#### 1 Opening of the meeting

The Chairman of ISO/TC10 Prof. Bruce Harding welcomed the delegates and introduced the topic for the meeting: to establish better working relations between the committees, and to this end try to come to some informal agreements.

#### 2 Roll call of delegates

A list of participants was circulated see **Annex B**. The participants introduced themselves briefly.

### **3 Election of Chairman and Secretary for the meeting**

Prof. Harding, Chairman of ISO/TC10, was elected Chairman for the meeting and Mr. P.-Å. Svensson, Secretary of IEC/TC3 Secretary for the meeting.

### **4 Adoption of the agenda**

The draft agenda, document ISO/TC10/CORG N29 (also included in IEC TC3 (London/Secretariat)1A) was adopted.

### **5 Appointment of the drafting committee**

No drafting committee was appointed. The Secretary was given the task to elaborate the minutes.

### **6 The information flow between IEC and ISO in our areas of interest – now and in the future**

#### **6.1 Mutual participation in the work of each organization**

It was noted that the formal liaisons between ISO/TC10 and IEC/TC3 (in the listings in the web pages) had come out of order when IEC/SC3B was disbanded.

The Secretaries to correct!

(Liaison officers and their tasks was on the agenda but not discussed. Presently, Joergen Aagaard is the formal liaison officer.)

#### **6.2 Access to working and meeting documents “on working level”**

According to existing rules the Chairmen and Secretaries of the technical committees and sub-committees of the two organisations should have mutual access to the documents in the database of the other committees.

Relevant Chairman and Secretaries: Check that this works!

#### **6.3 Decision process for proposals for new projects and commenting on common projects**

It was stated that one of the most disturbing factors in the co-operation is that documents from the other organization pops up first when they are too mature for any comprehensive changes. Therefore, it is very important that the other organization is warned about upcoming work early enough.

The Secretaries should therefore mutually keep each other informed on upcoming work.

Today much of the preparatory work is carried out before the official circulation of the NWIP (this work phase is called “Stage 0”). This stage contains may contain anything from “rough ideas” till well-developed drafts to be attached to the NWIP.

Both IEC and ISO can include work at this stage in their project databases, so it is easily possible to exchange the information, provided that it is really entered early enough.

3(London/TC3 Secr)8B

If it at this stage is found that a topic is of common interest an informal “**Joint Concept Group**” should be formed with **balanced** participation (which not necessarily means 50-50, even if that should be an ideal to strive for).

Since “Stage 0” work is not yet approved formally, it has to be of “low cost” type, preferably carried out by electronic means. It may for example be difficult for interested parties to take part in physical meetings due to travel and time restrictions.

It was concluded at the meeting that an electronic discussion forum might be a suitable environment. IEC has e.g. “e-tech forum” for this purpose and which TC3 already uses internally.

The Joint Concept Group develops the ideas to a formal NWIP, which is then circulated in both organizations.

If the proposal is not accepted in one organization, it may continue in the other if accepted there.

If the proposal is accepted in both organizations a **Joint Working Group** is formally set up if required, or the proposal is assigned to an existing one. (Members to this group should have been provided through the response to the NWIP.) A decision is also to be taken on which organization that will be formally responsible for the project.

The JWG has then the task to complete the project, including

- Synchronized circulation of a CD in both organizations (through the Secretariat in ISO, through the IEC/CO in IEC)

Secretary’s comment: The introduction to the circulated document should clearly state that the document has been prepared by a JWG, and that the document is circulated in the other organization as well. The reference number used in the other organization should preferably also be provided. This is to facilitate co-ordination on National level.

- Compilation of comments from both organizations. The compilation is prepared by the Secretary of the committee responsible for the project for resolution by the JWG.
- Synchronized circulation of the CDV/DIS in both organizations for commenting and voting (through ISO/CS and IEC/CO)
- Compilation of comments from both organizations to be resolved by the JWG
- Synchronized circulation of the FDIS in both organizations for voting (through ISO/CS and IEC/CO)
- The document is finally published by the organization responsible for the project.

**Annex A** shows a flow chart of the process

## **7 Ongoing projects of common interest, experiences and difficulties**

### **7.1 Document management related projects**

#### **7.1.1 IEC 82045-2 Meta data and reference model**

Per-Åke Svensson reported that the FDIS (both en as well as fr) has been sent to IEC/CO for final preparation and will be distributed. Jack Sheldon confirmed that editing work is going on and that the document will be circulated in June.

The CDV got comments from both organisations, although just a few from the ISO side.

### **7.1.2 ISO 82045-4 Archiving**

The voting on this NWIP has been concluded in both organizations. The work was considered needed, but the number of appointed experts insufficient for starting the project, so it has been rejected.

It was decided that this proposal shall be set back to the “stage 0” state for the time being, with the intent to prepare a new NWIP with stronger arguments. A basis for this could be upcoming regulatory requirements for the handling of records, e.g. the “Sarbanes-Oxley Act of 2002” in the USA.

### **7.1.3 ISO 82045-5 Application of metadata for construction and facility management**

Presently being circulated as CDV/DIS in both organisations.

### **7.1.4 JWG15**

The JWG15 should be kept in the light of possible upcoming work and also for the maintenance of IEC 82045-1, issued 2001-09, and therefore due for an Maintenance Cycle Report (MCR) 2004/2005 for a maintenance result by 2006-09.

### **7.1.5 ISO 7200 Title blocks**

It was observed that there are minor differences between the newly issued ISO 7200 and the coming IEC 82045-2.

## **7.2 Structuring principles and reference designation**

ISO/TC10/SC10 has recently (2004-04-22) circulated the ISO/CD TS 16952-1 (N 215), Technical product documentation – Reference designation system - Part 1: General, for commenting.

As IEC 61346 is the basis for the document it was decided that this document should also be circulated in IEC/TC3 for comments. Siv Velander was to check if the closing date for comments (presently 2004-07-22) could be delayed slightly.

## **7.3 Preparation of diagrams**

In IEC/TC3 the IEC 61082-1 (and –2, –3 and –4) is presently being revised in TC3/MT16. A 2CD has been circulated and commented. The MT 16 will meet this week (week 20) in Copenhagen starting to resolve the comments.

In ISO/TC10/SC10 WG9 is revising ISO 15519 Specifications for diagrams and related data, with Part 1: General requirements, and Part 2: Measurement and control. (The WG9 has had access to the above-mentioned draft.)

The first CD for Part 1 is to be circulated for comments shortly.

TC3/MT16 will need to check the new draft for mutual consistency.

## **7.4 Parts list standard related projects**

ISO/TC10/SC1/WG6 circulated in March a questionnaire to ISO/TC10, ISO/TC10/SC1 and ISO/TC10/SC10 regarding ISO 7573 Item lists, with the following basic content:

*IEC has two different standards published*

3(London/TC3 Secr)8B

- IEC 62023 – Structuring of technical information and documentation

- IEC 62027 – Preparation of parts lists.

We ask you to study these standards and the questions should be answered with a cross (for comments please send an attachment)

1) Is it possible for ISO to take the standards as they are Yes.....No.....

2) Is it possible to take the standards with some changes Yes.....No.....

3) Do we need to make new standards within ISO Yes.....No.....

If the standards are not suited for ISO it is possible to discuss changes together with IEC. After agreement the identification of the standards can be changed to get common numbers for ISO/IEC.

Answers had been received from a number of member bodies. However, it was not immediately clear how to interpret the combinations of answers. ISO/TC10 was to discuss how to proceed at its meeting the following day.

## **7.5 Symbol data bases, terminology databases**

### **7.5.1 IEC-ISO database on Graphical symbols for use on equipment**

ISO/TC145 and IEC/TC3/SC3C has earlier agreed to set up a joint database on graphical symbols for use on equipment, comprising the contents of IEC 60417 and ISO 7000. IEC/CO has now implemented that.

Jack Sheldon demonstrated how a user sees this database and Hiroaki Ikeda complemented with a demonstration of how it looks from an administrator's perspective.

The participants appreciated the demonstration, and seemed quite satisfied with what they saw.

It was noted that the database presents less information on the ISO symbols than for the IEC symbols, but that this depends on the different amount of information available from the original printed standards (description, keywords, etc.). From the database point of view there are no difficulties to add the missing information later. Most of the missing information is for classification, used just for administration and search and retrieval. It is not part of the standardized material and can therefore be added without formalities.

Jack Sheldon pointed out that the combination of the two standards in one joint database reveals some "interesting things", (discrepancies, duplications (almost), same name for different things, needs for more strict naming, etc.) hard to discover in advance. The joint database is therefore in itself a good tool for improvement of the standards.

The database will be launched commercially in June. It will offer subscription possibilities for the IEC 60417 or for ISO 7000 or both. It will physically replace the existing IEC 60417 database, the subscriptions for this will be transferred to the new one.

### **7.5.2 ISO database on Graphical symbols for diagrams ISO 14617**

The intent to put ISO 14671 in a database with the same basic structure as IEC 60617 has been expressed earlier. The demonstration of the joint database for symbols for use on equipment had showed that a joint database, with IEC 60617, is a natural way to go for.

Siv Velander said that she has forwarded a list of requirements from ISO/TC10/SC10 to Alan Maislisch at the IEC/CO on the functionality but has not so received any response.

3(London/TC3 Secr)8B

It was decided to request a time plan for this work from Alan Maislisch.

## 7.6 Decision on what projects are or will be of common interest

Apart from what is mentioned in other places in this document the following projects were noted.

### 7.6.1 The 81714-series

IEC 81714-2 and IEC 81714-3 is presently subject to maintenance in IEC/TC3. The revised documents will be circulated for comments and vote also within ISO. The revisions are minor, so there has not been any need to set up any big maintenance team to carry out the work. The IEC TC3 MT Convener, Mr. Reuter, and the Secretary will manage it.

ISO 81714-1 is subject to systematic review within ISO/TC10. IEC/TC3 has earlier, after the meeting in Montreal, informed ISO/TC10 that they did not see any reasons for revisions. ISO/TC10 has found some needs for improvement, so a revision will take place. B. Åkerberg will carry this out on the ISO side and he will co-operate with the IEC MT Convener, Mr. Reuter.

### 7.6.2 Document kinds/Document types

IEC/TC3 issued IEC 61355 Classification and designation of documents for plants, systems and equipment, 1997. This publication will be the subject for Maintenance Cycle Report 2005, in order to come to a published result 2007.

Siv Velander mentioned that there is an interest in ISO/TC10 for "types of document" and that IEC 61355 could be a basis for a joint work.

It was decided that a meeting should be with appropriate ISO/TC10 representatives before the circulation of the MCR, to find out if this should be proposed as a joint work.

## 8 Problems with existing standards

### 8.1 ISO 5457 Sizes and layout of drawing sheets

Under the heading of "Title blocks" (clause 4.1) this standard surprisingly prohibits the use of A4 landscape format.

#### *4 Graphical features*

##### *4.1 Title block*

*For the dimensions and layout of title blocks, see ISO 7200. The location of the title block for the sizes A0 to A3 is situated in the bottom right hand corner of the drawing space. Only sheets positioned horizontally are permitted for these formats (see figure 1). For the size A4, the title block is situated in the shorter (lower) part of the drawing space. **Only sheets positioned vertically are allowed for this format (see figure 2).** The direction of the reading of the drawings is equal to that of the title block.*

As A4 landscape is format that is quite frequently used for documents in table form, it was the meaning of the meeting that this limitation must be removed.

ISO 5457 was published 1999 and is therefore this year undergoing systematic review, in which action can be taken by ISO/TC10/SC1.

### 8.2 ISO 3511 versus ISO 14617

Hiroaki Ikeda brought up the question of the withdrawal of ISO 3511.

Siv Velander explained that ISO 16617 parts 5 and 6 had during the CD and DIS stage contained a statement that the intent was to withdraw ISO 3511, when these parts were approved.

For some unknown reason this statement had been omitted in the final editing of the FDISes, so when these were approved, there were no simultaneous decision to withdraw ISO 3511.

A separate questionnaire had therefore been sent to the member bodies about the withdrawal of ISO 3511. It was positively met, but FR voted negatively. The FR objections had been forwarded to TMB that decided to confirm ISO 3511.

As TMB had not got the complete background a new document had now been submitted to TMB, and we are now waiting for the result of this.

### **8.2.1 Railway standards**

Attention was drawn to the fact that a number of standards for railway application have been issued lately. As they do not follow existing ISO standards (further issued as EN-standards) there will be conflicts, which will be further stressed when/if these standards are issued as EN-standards.

It was noted that the railway area is working very much of its own, and that earlier efforts in CEN to bring that group on the same track has not been successful.

## **9 Requirements concerning a subsequent meeting**

The Chairmen and Secretaries of ISO/TC10 and IEC/TC3 will meet in Stockholm in October (October 14).

## **10 Other business**

Nothing

## **11 Approval of resolutions**

The Secretary of the meeting should circulate the draft minutes to the participants for review.

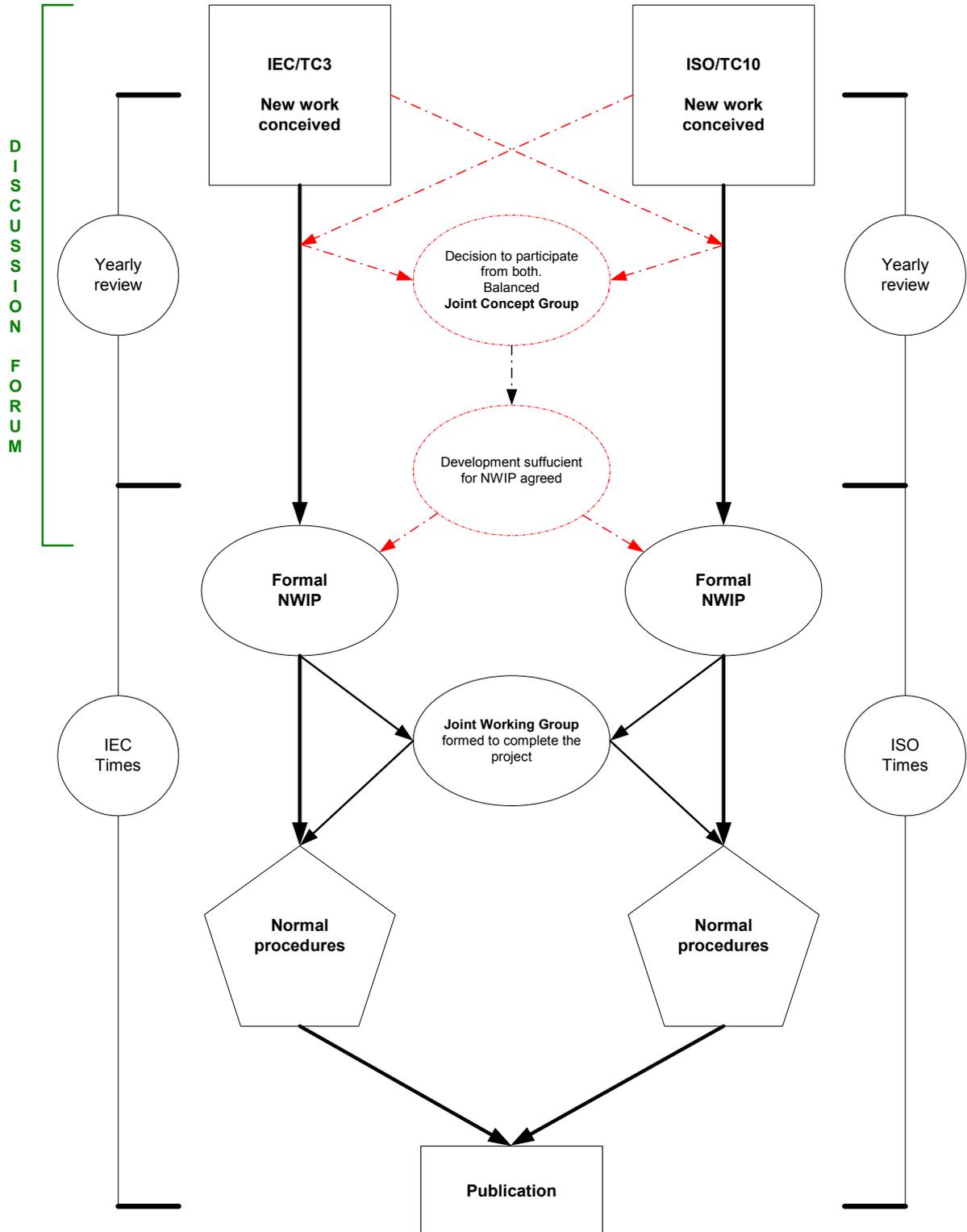
## **12 Closure of the Meeting**

The Chairman of the meeting thanked the participants for their contributions to the meeting, stating that he had found it successful. He then closed the meeting.

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# Annex A

## Proposal for improvement in Joint Working between IEC/TC3 and ISO/TC10



**Annex B**  
**List of participants**

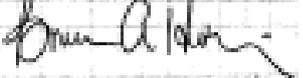
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International Standards for business, government and society

1 EC/TC 3 - ISO/TC 10 Coordination meeting

Attendance (15)

May 11, 2004

Name	Company/ Organization	Signature
KEN TOLSE	QUALITY TRAINING SOLUTIONS (ASMA)	
Yuji Nakamura	TOSHIBA-Sol. Corp. (IEC/SC3C)	
Hiroaki IKEDA	Chiba University (IEC/SC3C)	
Per Åke Svensson	(ABB) IEC/TC3	
Jack Sheldon	IEC Central Office	
Jørgen Haagaard	TC10/SC10	
Siv Velander	TC10/SC10	
KIM SPENCE	(JCB) ISO TC 10	
Brian Such	BSI	
Sven Rabke	SIS / ISO TC 10	
Margareta Lönnstj	SIS / TC 10 / SC 8	
Jan Frank Hedqvist	SN / TC 10 / SC 1	
Colin Sumner	BSI	
BRUCE HARDING	PURDUE UNIVERSITY ISO/TC 10	
Hans Brändner	Siemens, IEC/TC3	