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STANDARD

**ISO**  
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**Technical product documentation —  
Handling of computer-based technical  
information —**

**Part 2:**  
Original documentation

*Documentation technique de produits — Gestion des informations  
techniques assistée par ordinateur —*

*Partie 2: Documentation originale*



Reference number  
ISO 11442-2:1993(E)

## Foreword

ISO (the International Organization for Standardization) is a worldwide federation of national standards bodies (ISO member bodies). The work of preparing International Standards is normally carried out through ISO technical committees. Each member body interested in a subject for which a technical committee has been established has the right to be represented on that committee. International organizations, governmental and non-governmental, in liaison with ISO, also take part in the work. ISO collaborates closely with the International Electrotechnical Commission (IEC) on all matters of electrotechnical standardization.

Draft International Standards adopted by the technical committees are circulated to the member bodies for voting. Publication as an International Standard requires approval by at least 75 % of the member bodies casting a vote.

International Standard ISO 11442-2 was prepared by Technical Committee ISO/TC 10, *Technical drawings, product definition and related documentation*.

ISO 11442 consists of the following parts, under the general title *Technical product documentation — Handling of computer-based technical information*:

- Part 1: *Security requirements*
- Part 2: *Original documentation*
- Part 3: *Phases in the product design process*
- Part 4: *Document management and retrieval systems*

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# Technical product documentation — Handling of computer-based technical information —

## Part 2: Original documentation

### 1 Scope

This part of ISO 11442 describes original documents and related terms for use in computer-based product design processes; it also applies to manual design processes.

### 2 Normative references

The following standards contain provisions which, through reference in this text, constitute provisions of this part of ISO 11442. At the time of publication, the editions indicated were valid. All standards are subject to revision, and parties to agreements based on this part of ISO 11442 are encouraged to investigate the possibility of applying the most recent editions of the standards indicated below. Members of IEC and ISO maintain registers of currently valid International Standards.

ISO 10209-1:1992, *Technical product documentation — Vocabulary — Part 1: Terms relating to technical drawings: general and types of drawings*.

ISO/TR 10623:1991, *Technical product documentation — Requirements for computer-aided design and draughting — Vocabulary*.

### 3 Definitions

For the purposes of this part of ISO 11442, the definitions given in ISO 10209-1 apply. Further terminology is given in ISO/TR 10623. Some of these terms are more fully described in clause 4.

### 4 Descriptions

The following descriptions are used in order to assist in the application and understanding of the documentation system.

#### 4.1 Original document

An original document is the combination of the original data and the original medium on which they are recorded, constituting the technical definition of a product and also forming the base to which changes are made during the life of the product.

In the manual production of design documents, the medium for design data, in the form of figures and text, is natural tracing paper or draughting film. This document is the original drawing and is then called the original document. When the original document is computer-based, the data medium is for example magnetic tape, magnetic disk or optical disk, and the data is alphanumeric and/or graphic. Any revisions required take place on this original document.

The structural relationship of the elements comprising an original document — manual as well as computer-based — is presented schematically in figure 1.

#### 4.2 Original medium

The same basic conditions apply for both computer-based documents and paper-based documents, with the one major difference that for the former the information is recorded using tape or disk as the original medium instead of natural tracing paper or draughting film.

**4.3 Original data**

Original data is the data set which has been authorized for further handling by a checking and approval process.

**4.4 Master print**

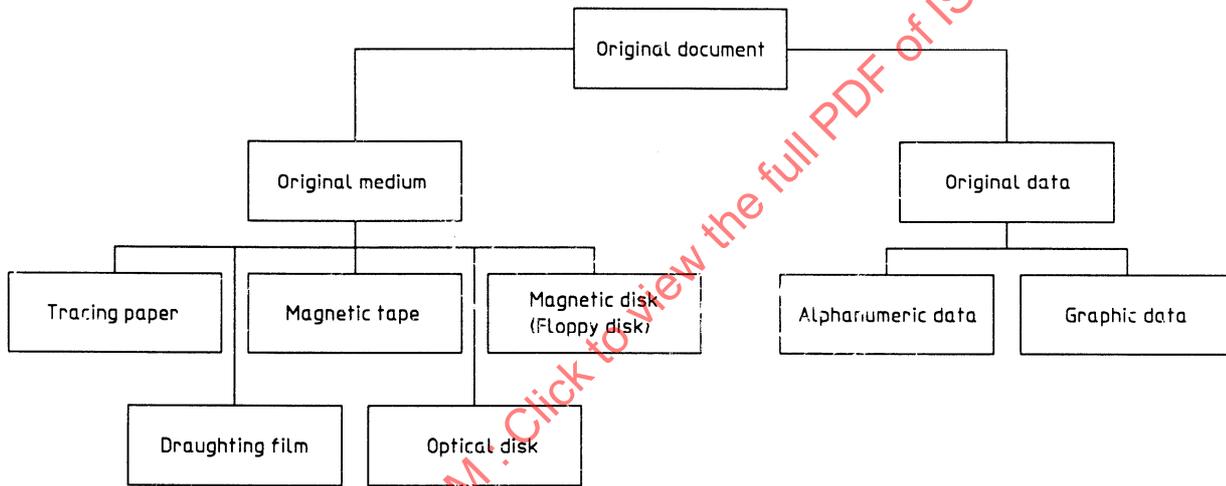
The master print is a document used strictly for reproduction of hard copies.

In computer-aided design, this can be a plotted document or an aperture card directly or indirectly produced.

In certain manual processes of document production, transparencies are often used for this purpose.

**4.5 Signature document**

Original documents require ordinary approval procedures but may also need approval by customer or authority. A signature document carries this additional approval. This document is usually paper-based, being a copy of the original document, and shall not be subject to any form of change without the stamp and signature it may require for approval.



**Figure 1 — Structural relationship within an original document**

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