

Translated English of Chinese Standard: GB/T9969-2008
www.ChineseStandard.net → Buy True-PDF → Auto-delivery.
Sales@ChineseStandard.net

GB

NATIONAL STANDARD OF THE
PEOPLE'S REPUBLIC OF CHINA

ICS 01.110

A 12

GB/T 9969-2008

Replacing GB 9969.1-1998

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

工业产品使用说明书 总则

Issued on: November 13, 2008

Implemented on: May 01, 2009

**Issued by: General Administration of Quality Supervision, Inspection and
Quarantine of PRC;
Standardization Administration of PRC.**

Table of Contents

Foreword.....	3
1 Scope.....	5
2 Normative references.....	5
3 Basic requirements	5
4 Compilation requirements	7
4.1 Text, language	7
4.2 The principle of expression	7
4.3 Figures, tables, symbols, terms.....	8
4.4 Table of contents (Index table)	9
4.5 Printing	9
4.6 Text.....	10
4.7 Safety warning	10
4.8 Layout of contents	11
Appendix A (Normative) The main content of the instruction for use.....	12

General principles for preparation of instructions for use of industrial products

1 Scope

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 uses 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 instruction for use is an essential part of the delivered product.

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

3.3 The instruction for use shall clearly state the purpose and scope of

application of the product; give the main structure, performance, model, specification and correct lifting, installation, use, operation, repair, maintenance and storage methods, according to the characteristics and needs of the product, as well as the safety measures to protect operators and products. See Appendix A for details. If necessary, installation and maintenance instructions can be provided.

3.4 The instruction 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 instruction 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 instruction 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.

For complex products and complete sets of equipment, it may prepare the instruction for uses, according to functional units and complete machines; then combine them into a systematic instruction for uses, according to product model and purpose. When necessary, it may provide a complete set of document lists.

The instruction 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.

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 instruction for use.

shall comply with the latest national laws, regulations and relevant standards; meanwhile it shall be consistent. The terms, which need explanation, shall be defined.

4.3.4 Illustrations, symbols, abbreviations shall be noted, when they first appear in the instruction for use.

4.4 Table of contents (Index table)

4.4.1 When the instruction 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).

4.4.2 When the instruction for use is long, an index of keywords shall be given, in the order of Chinese Pinyin; the index shall be included in the table of contents.

4.4.3 The instructions for use of complex products or complete sets of equipment, which is composed of functional units and complete machines, shall have a general table of contents. The instructions for use of each functional unit and the complete machine shall have a detailed table of contents.

4.5 Printing

4.5.1 The printed materials of the instruction for use shall be strong and durable; it can ensure the usability of the instruction for use, during the life of the product.

4.5.2 The text, symbols, diagrams, tables, photos, etc. of the instruction for use shall be clear and tidy. If it is printed on both sides, the reading shall not be affected, by reasons such as back-through.

4.5.3 The cover of the instruction for use shall have a name, which can accurately identify the product type (such as product model, designation, series, etc.), the product name, the words "Instruction for use". Meanwhile, it shall have the name of the manufacturer (factory name).

4.5.4 The manufacturer's detailed address, postal code, telephone number, etc. must be included on the back or inside the back cover, of the instruction for use.

4.5.5 Photos, graphics, trademarks or other certification marks are allowed to be printed on the cover.

4.6 Text

4.6.1 The format of the manual can be A4 or other format sizes.

4.6.2 Figures, tables, etc., are allowed to be lengthened horizontally; they may also be lengthened vertically, if necessary.

4.6.3 The instruction for use can be single page, folded page, multiple pages, according to the content. Multiple pages shall be bound into a book.

4.7 Safety warning

4.7.1 The instruction for use shall give safety warnings for safety-related content.

4.7.2 The content of the safety warning shall be represented by a larger font size or a different font, AND be emphasized by special symbols or colors.

4.7.3 In order to achieve the best results, the following points shall be considered, in the format and compilation of safety warnings:

- The content and illustrations shall be concise;
- The location, content, form of safety warnings shall be eye-catching;
- Ensure that the user can see the danger warning from the place of use, when using the product normally;
- Explanation of the nature of the hazard (if necessary, explanation of the cause of the hazard);
- Give clear instructions on how to operate correctly;
- Give clear instructions on how to avoid danger;
- The language, graphic symbols, illustrations used shall be clear and accurate;
- If safety and health instructions are required at the same time, safety instructions shall be given priority;
- Remember that frequent repetition of warnings and false warnings will weaken the effectiveness of necessary warnings.

4.7.4 When reminding users, the safety warning title of the instruction for use shall use the following grading methods AND warning words, according to the different levels of danger:

Appendix A

(Normative)

The main content of the instruction for use

A.1 Overview

- a) Product features;
- b) Main purpose and scope of application (including non-applicable scope, if necessary);
- c) Types and specifications;
- d) The composition of the model AND its representative meaning;
- e) Use environmental conditions;
- f) Working conditions;
- g) The impact on the environment and energy;
- h) Safety.

A.2 Precautions on safe use

- a) Safe use period, production date, validity period;
- b) The safe use method under general conditions;
- c) The use method which may have error OR misuse;
- d) Hazards that may be caused by incorrect use and operation;
- e) Emergency measures under abnormal conditions;
- f) Precautions under special circumstances (power failure, movement, etc.);
- g) Other safety warnings.

A.3 Structural features and working principle

- a) The overall structure and its working principle, working characteristics;
- b) The structure, function and working principle of main components or functional units;
- c) The electromechanical connection between each unit structure, the

working principle of the system, the fault alarm system;

- d) The functional structure of the auxiliary device AND its working principle and working characteristics.

A.4 Technical characteristics

- a) Main performance;
- b) Main parameters.

A.5 Size and weight

- a) Outline and installation dimensions (separable);
- b) Weight.

A.6 Installation, adjustment (or debugging)

- a) Equipment foundation, installation conditions, technical requirements for installation;
- b) Installation procedures, methods, precautions;
- c) Adjustment (or debugging) procedures, methods, precautions;
- d) The acceptance test items, methods, judgment basis after installation and adjustment (or debugging);
- e) Preparation before trial run, trial run start, trial run.

A.7 Use and operation

- a) Preparation and inspection before use;
- b) Safety and safety protection, safety signs, instructions before and during use;
- c) Operating procedures, methods, precautions, easy-to-occur error operations and preventive measures, during startup and operation;
- d) Monitoring and recording during operation;
- e) Operating procedures, methods and precautions for shutdown.

A.8 Fault analysis and elimination

- a) Fault phenomenon;
- b) Cause analysis;

This is an excerpt of the PDF (Some pages are marked off intentionally)

Full-copy PDF can be purchased from 1 of 2 websites:

1. <https://www.ChineseStandard.us>

- SEARCH the standard ID, such as GB 4943.1-2022.
- Select your country (currency), for example: USA (USD); Germany (Euro).
- Full-copy of PDF (text-editable, true-PDF) can be downloaded in 9 seconds.
- Tax invoice can be downloaded in 9 seconds.
- Receiving emails in 9 seconds (with download links).

2. <https://www.ChineseStandard.net>

- SEARCH the standard ID, such as GB 4943.1-2022.
- Add to cart. Only accept USD (other currencies - <https://www.ChineseStandard.us>).
- Full-copy of PDF (text-editable, true-PDF) can be downloaded in 9 seconds.
- Receiving emails in 9 seconds (with PDFs attached, invoice and download links).

Translated by: Field Test Asia Pte. Ltd. (Incorporated & taxed in Singapore. Tax ID: 201302277C)

About Us (Goodwill, Policies, Fair Trading...): <https://www.chinesestandard.net/AboutUs.aspx>

Contact: Wayne Zheng, Sales@ChineseStandard.net

Linkin: <https://www.linkedin.com/in/waynezhengwenrui/>

----- The End -----