
**Technical product documentation —
Protection notices for restricting the
use of documents and products**

*Documentation technique de produits — Symboles et clauses de
protection utilisés pour les documents et produits dont l'usage est
réservé*

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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.

The procedures used to develop this document and those intended for its further maintenance are described in the ISO/IEC Directives, Part 1. In particular the different approval criteria needed for the different types of ISO documents should be noted. This document was drafted in accordance with the editorial rules of the ISO/IEC Directives, Part 2 (see www.iso.org/directives).

Attention is drawn to the possibility that some of the elements of this document may be the subject of patent rights. ISO shall not be held responsible for identifying any or all such patent rights. Details of any patent rights identified during the development of the document will be in the Introduction and/or on the ISO list of patent declarations received (see www.iso.org/patents).

Any trade name used in this document is information given for the convenience of users and does not constitute an endorsement.

For an explanation on the meaning of ISO specific terms and expressions related to conformity assessment, as well as information about ISO's adherence to the World Trade Organization (WTO) principles in the Technical Barriers to Trade (TBT) see the following URL: www.iso.org/iso/foreword.html

The committee responsible for this document is Technical committee ISO/TC 10, *Technical product documentation*, Subcommittee SC 1, *Basic conventions*.

This second edition cancels and replaces the first edition (ISO 16016:2000), of which it constitutes a minor revision.

Introduction

The existence of document and product protection, as well as its extent, is primarily oriented towards fulfilling the requirements of industrial property rights and copyright law. In order to draw the attention of users to this legally provided protection, additional safeguards are recommended through the use of protection notices that forestall the improper use of documents and products.

Normally, full protection is afforded only by appropriate contractual agreements between the involved parties. The protection notices specified in this International Standard serve to warn and explain. They are designed to facilitate the furnishing of proof and offer additional safeguards to authors and holders of commercial protection rights.

If any national laws require additional or other requirements for national trade, for example the use of national language, those requirements are to be respected.

The WIPO standards cited can be obtained from:

World Intellectual Property Organization

34 chemin des Colombettes

CH-1211 Geneva 20

<http://www.wipo.int/portal/en/index.html>

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Technical product documentation — Protection notices for restricting the use of documents and products

1 Scope

This International Standard specifies the protection notices which serve to prevent the improper use of documents and products whose usage is restricted.

With the benefit of a uniform text, protection notices draw attention to the existence of an industrial property right or copyright. Furthermore, they clearly show that the owner of the right claims legal protection to the fullest extent and, in addition to this, they restrict the utilization of the documents or products concerned.

2 Normative references

The following documents, in whole or in part, are normatively referenced in this document and are indispensable for its application. For dated references, only the edition cited applies. For undated references, the latest edition of the referenced document (including any amendments) applies.

WIPO Standard ST.3, *Two-letter codes for the representation of states, other entities and organizations*

WIPO Standard ST.16, *Standard code for the identification of different kinds of patent documents*

3 Terms and definitions

For the purposes of this document, the following terms and definitions apply.

3.1

document

medium with information recorded on or in it

[SOURCE: ISO/IEC Guide 2:2004, 3.1, Note 2 to entry]

Note 1 to entry: This definition covers paper documents, electronic data, software programmes, graphics, videos and recorded sounds.

3.2

product

thing or substance produced by a natural or artificial process

[SOURCE: ISO 10303-1:1994]

4 Indication of protection rights

4.1 General

It is recommended that holders or licensees of protection rights who wish to draw attention to these rights and avoid their infringement use the markings specified in [4.2](#) to [4.4](#).

4.2 Copyright

The existence of a copyright is indicated by

- either the character C in a circle, or

© Name of owner of original or transferred rights, followed by the year of the first publication of the document.

NOTE This notice corresponds to article III, paragraph 1 of the Universal Copyright Convention, which also provides that the mentioned data be designated in a manner that expresses the reservation of copyright with sufficient clarity.

- by the designation.

“Copyright reserved”

4.3 Patents and utility models

The existence of a patent notice is indicated by the character P in a circle, and that of a utility model notice by the character U in a circle, followed by these three data elements:

- the country code according to WIPO Standard ST.3 (corresponding to ISO 3166-1^[3] supplemented by the code for international organizations concerned with commercial protection laws);
- the publication or registration number;
- letter code according to WIPO-Standard ST.16.

EXAMPLE 1 Ⓒ FR 2 775 254 A1.

EXAMPLE 2 Ⓐ US 5,927,354 B.

4.4 Designs (industrial designs)

Designs may be designated by the term “registered design” or “design patent”. The existence of a design is indicated by the character D in a circle, followed by these two data elements:

- the country code (see 4.3);
- the registration or publication number of the design.

EXAMPLE Ⓓ DE 496 00 0001.

4.5 Protection of topography of semiconductor product

The existence of a protected topography of a semiconductor product is indicated by a capital T as follows:

T, 'T', [T], T*, $\textcircled{T}$, $\boxed{T}$

This symbol is followed by the name of the owner of topography of semiconductor product or an abbreviation by which the name is recognized or is generally known.^[4]

NOTE 1 This notice corresponds to article 9 of Reference [4] on the legal protection of topographies of semiconductor products. This legal protection is extended to persons from a Member of the World Trade Organization (WTO) by Reference [5].

NOTE 2 The characters *M* or character M in a circle are also used (mask work notice) in accordance with § 909 of Reference [6].

4.6 Registered trademark

The existence of a registered trademark is indicated by the character R in a circle, ®.

This character is used to provide notice that the preceding mark (word or symbol) is a trademark or service mark that has been registered with a national patent and trademark office.

This character is immediately following the mark (word or symbol) in superscript style.

Unregistered trademarks may be marked with characters TM. Unregistered service marks may be marked with characters SM. The characters are immediately following the mark (word or symbol) in superscript style.

4.7 Use

The above-mentioned notices may be used when citing protected documents or products in other publications, such as catalogues, offers, or brochures. If it is not possible to use the circled character, for example because it is not within the character set of the text-processing system being used, the complete term shall be typed for example, Utility Model CH 679439 B5.

The copyright notice refers to the prohibition of physical reproduction, while notices for patents, utility models and designs refer to the prohibition of the use for commercial purposes of the technical principle on which the related object (or process) is based, and forbid reproduction or copying for commercial use. These protection notices do not affect the communication of information on the documents or products in question.

5 Wording of mention protecting the documents

5.1 Complete version

For additional protection of the content or information, it is recommended that the following wording be employed:

“The reproduction, distribution and utilization of this document as well as the communication of its contents to others without express authorization is prohibited. Offenders will be held liable for the payment of damages. All rights reserved in the event of the grant of a patent, utility model or design.”

The explicit term for the document concerned (for example, technical drawing, instruction, etc.) may be used instead of the word “document” where this is judged to be preferable. The restriction of the use of a document may be suspended by means of the written consent of the holder of the protection rights.

It is recommended that the documents destined for cession to other language partners be provided with one of the language versions of the protection notice presented in [Annex A](#).

5.2 Abridged version

Where use of the complete version is not expedient the following abridged version may be used:

“Refer to protection notice ISO 16016”

However, this version should be avoided wherever possible.

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Annex A (informative)

Translations of the protection notice given in [5.1](#)

Table A.1

Language code (language name) in conformance with ISO 639[2]	Text
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