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	Created by Per-Erik Jönsson		Replaces	Project number		Revision 08
Approved by Per-Erik Jönsson		Title Data fields for technical documents		Lang en	Technical area General	
Status Approved		Subtitle Data fields in document header and fly-leaf		Plant reference code /Object		

Dependence on/from other documents LKT 1500.100.006, LKT 1500.100.008, LKT 1500.130.002		Replaced by
		Supplier
Working processes Planning, purchasing, construction, operation, maintenance, liquidation		Supplier's document number
Keywords Document, metadata, document management, instruction		Supplier's reference designation

Document history

Revision	Date	Signature	Comments
01	2005-04-28	MLPRJO	First edition approved
02	2005-09-23	MLPRJO	Corrections, References to LKT number
03	2005-10-21	MLPRJO	Caption "Latest revision" inserted
04	2006-12-20	MLPRJO	Clarification "Document designation"
05	2010-12-22	MLPRJO	Reference to LKT 1500.100.014 removed
06	2012-02-01	MLPRJO	New logotype, internal e-mail corrected
07	2013-01-24	KLKEHU	"As-built document" added under "Status".
08	2017-09-29	EVAOLO	General revision

Translation

This document is a translation from Swedish of LKAB Technical Instruction LKT 1500.100.009. In the event of disagreement concerning the interpretation and content of this text, the Swedish version shall have priority.

Latest revision

The latest revision of this instruction can be obtained from e-mail address: *tekadm.krn@lkab.com* or *tekadm.mbg@lkab.com*

All LKAB LKTs can also be retrieved from <https://www.lkab.com/sv/om-lkab/leverantor/styrdokument-och-mallar/tekniska-anvisningar-lkt/>



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References

EN ISO 7200	Technical product documentation - Data fields in title blocks and document headers
ISO 639-1	Codes for the representation of names of languages - Part 1: Alpha-2 code
ISO 8601:2004	Data elements and interchange formats - Information interchange - Representation of dates and times

The contents of the references above are reproduced in the instruction and are not necessary for reading this instruction.

LKAB Technical instructions

LKT 1500.100.006	Regulations regarding LKT instructions
LKT 1500.100.008	Numbering of LKT instructions
LKT 1500.130.002	Document heading for drawings, General section

Definitions

Technical document	Document intended for providing information on the product (planned or present), design, manufacture, operation and maintenance.
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Background and purpose


It is very important to be able to identify unambiguously technical documents connected with the plant. It is primarily a security matter that the technical document is correct, relevant and also available during different working processes. In order to be able to identify as well as facilitate the search for a technical document, this must be provided with data fields in the title block and/or title page.

LKAB aims to comply with international standards when this is possible and our technical instructions, LKT, specify the company's specific requirements and interpretation of these standards.

LKAB's requirements, application and interpretation


LKAB complies with requirements for data fields in title blocks according to the Swedish and international standard SS-EN ISO 7200. This instruction does not apply to drawing sheets. These are to be designed according to LKT 1500.130.002. In the tables below follow a compilation of the fields according to the standard and also LKAB specific requirements for these. Fields to be used within LKAB have been marked in bold.

Note: Use Swedish designations in the title block, the English translation is for your information only. Each project is responsible for developing detailed instructions for the data fields below, with examples.


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Identifying data fields in title block				
Field	Max. Number	Compulsory	Each page	Comments
Company/Owner	Unspecified	Yes	Yes	Could be a logotype
Identification number = Document number	(16 char) LKAB 14 char	Yes	Yes	Unique within the organisation
Date of issue = Date	10 characters	Yes	Yes	Most recent date YYYY-MM-DD Year-Month-Day (in accordance with SS-ISO 8601:2011)
Segment/sheet number = Page	4 characters	Yes	Yes	
Number of segments/ sheets = Of	4 characters	Yes	Yes	
Revision (=Issue)	2 characters	LKAB Yes	Yes	The letters I and O must not be used within LKAB, as they are easily confused with the digits 1 and 0 on industry drawings. For electrical drawings a digit is to be used.
Language code	2 characters/ language	LKAB Yes	No	Language code in 2 lower-case letters (in accordance with ISO 639-1) e.g. sw, en, de, fr, es, fi... For a multilingual document the codes must entered into separate boxes, or be separated by a space between the codes.

Descriptive data fields in title block				
Field	Max. Number	Compulsory	Each page	Comments
Title	25 characters	Yes	Yes	Use, if possible, established terminology from national or international standards, or industry terminology. Should, if possible, correspond to plant reference code /object. Avoid abbreviations.
Subtitle	2 x 25 characters	LKAB Yes	LKAB Yes	Additional information, when required, 2 rows. Avoid abbreviations.

	Document type	Document number		Page	of
	TECHNICAL INSTRUCTION	LKT 1500.100.010		5	8
Created by	Replaces	Project number		Revision	Date
Per-Erik Jönsson				08	2017-09-29
Approved by	Title		Lang	Technical area	
Per-Erik Jönsson	Data fields for technical documents		en	General	
Status	Subtitle		Plant reference code /Object		
Approved	Data fields in document header and fly-leaf				


Administrative data fields in title block				
Field	Max. Number	Compulsory	Each page	Comments
Document type	(30 char) LKAB 25 characters	Yes	Yes	In accordance with separate terminology list in LKT 1500.100.014 <i>Examples:</i> Instruction Drawing Index Calculation Description Meeting document Correspondence Figure Operating instruction
Approved by	(20 characters) LKAB 18 characters	Yes	LKAB Yes	Name in plain text. Name is to be inserted only after the document has been approved.
Created by/ revised by	(20 char) LKAB 18 char	Yes	LKAB Yes	Name in plain text. States name of most recent administrator.
Document status =Status	(20 char) LKAB 18 characters	LKAB Yes	Yes	Under creation Under revision For information purposes To be commented To be inspected To be approved Preliminary As-built document Reviewed and commented Reviewed (<i>=Reviewed; no comments</i>) Approved Expired Deleted (However, <i>metadata saved</i>)
Technical reference	(20 char) LKAB 18 characters	No	No	Name of contact within the organisation (can be updated without changing the revision)
Responsible department	(10 char) LKAB 3 characters	No	No	Code to be inserted after name of creator. To be separated with a slash.
Classification	(Unspecified)	No	No	Field not used within LKAB
Keywords	(Unspecified) LKAB 44 char	No	No	Search words reflecting content. To be separated by commas.
Paper size	4 characters	No	No	For drawings only.
Page number	4 characters	No	No	To be replaced by segment/sheet = Page
Number of pages	4 characters	No	No	To be replaced by No of segments/ = Of

	Document type	Document number		Page	of
	TECHNICAL INSTRUCTION	LKT 1500.100.010		6	8
Created by	Replaces	Project number		Revision	Date
Per-Erik Jönsson				08	2017-09-29
Approved by	Title		Lang	Technical area	
Per-Erik Jönsson	Data fields for technical documents		en	General	
Status	Subtitle		Plant reference code /Object		
Approved	Data fields in document header and fly-leaf				

LKAB's specific requirements

In addition to those stated above

LKAB's specific requirements for data fields in title block				
Field	Max. Number	Compulsory	Each page	Comments
Plant reference coding (=Reference marking, object marking)	18 characters	LKAB Yes	Yes, if possible. To be stated at least on front page	When applicable. To be stated at least on front page (e.g. on binders, operating instructions, etc.) Should always be completed at the lowest possible object level.
Replaces	14 characters	LKAB Yes	No	Document number of replaced document, when applicable, to be stated on front page.
Replaced by	14 characters	LKAB Yes	No	Document number of document, when applicable, to be stated on front page.
Dependence on/from other documents	44 characters	LKAB Yes	No	For aggregated documents document numbers of dependent documents are to be stated. Multiple numbers to be separated by commas.
Technical area	12 characters or 1 character for code	LKAB Yes	No	Electrical, Mechanical, HVAC (Heating, Ventilation & Sanitation), etc. in accordance with terminology list in LKT 1500.130.001
Next sheet	4 characters	LKAB Yes	Yes	To be used on electrical drawings in drawing title block.
Document designation (=Document kind, Document type)	25 characters	LKAB Yes	No	Requirements specification, risk analysis, system description, etc. in accordance with terminology list in LKT 1500.100.014
Signature	6 characters	LKAB Yes	No	On title page. Signature same as user name of LKAB network log-in.
Comments	38 characters	LKAB Yes	No	On title page
Supplier	16 characters	No	No	On title page
Supplier's document number	16 characters	No	No	On title page
Supplier's reference designation	16 characters	No	No	On title page
Project number	14 characters	LKAB Yes	No	LKAB project No., when applicable
Working processes	44 characters	LKAB Yes	No	Primary usage for document to be stated, if applicable, on front page. <i>Examples:</i> Planning, purchasing, trouble-shooting, assembly, calibration, etc.
Binder	16 characters	No	No	To be stated in document list
Flap	16 characters	No	No	To be stated in document list

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LKAB title block for technical documents

OWNER	Document type TYPE OF DOCUMENT 25 characters		Document number Document No. 14 char		Page 4 char	of 4 char
Created by Name of creator 18 char		Created by Document No. 14 char	Project number Project No. max 14 char		Revision 2 char	Date Date 10 char
Approved by Name of approver 18 char		Title Title 25 characters		Lang en	Technical area Techn. area 12 char	
Status Status 18 characters		Subtitle Subtitle or description, maximum 2 rows of maximum 25 characters		Plant reference code/ Object Plant reference 16 char		

On the first page additional information according to the specification below may also be entered.

Dependence on/from other documents Document number 44 characters, numbers to be separated by commas		Replaced by Document number 14 char	
This cell has been left empty for future use		Supplier Supplier 16 characters	
Working processes Working processes 44 characters		Supplier's document number Supplier's document No 16 characters	
Keywords Key words 44 characters		Supplier's reference designation Supplier's reference designation 16 characters	

Document history

Revision	Date	Signature	Comments
1	Date 10 char	6 char acc. to	Comments describing change 38 characters
2		LKAB IT	

Width of header in example: 165 mm.


Font: Times New Roman.

Font size: 12

Revision

Revision is a formally approved version of the document and is to be stated with integers in the title block and document history. The first approved version is to be called version 1.


Versions between revisions are **not** to be stated under “Document History” in the approved edition. Versions could be stated in the title block of a working document, for information purposes during the creation/revision of the document. When the document has been approved the changes are to be summarized under “Comments” and the version notes between revisions changed.


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Examples

Example of completed LKAB title block of technical documents


Use Swedish designations in the title block, the English translation is for your information only.

	Document type TECHNICAL INSTRUCTION	Document number LKT 1500.180.002	Page 1	of 2
Created by Sven Oskar Olsson-Rask	Replaces LKS 080.02	Project number	Revision 0.8	Date 2004-09-14
Approved by	Title Plant reference coding	Lang en	Technical area General	
Status Under creation	Subtitle Reference codes of LKAB plants	Plant reference code/ Object		

	Document type OPERATING INSTRUCTIONS	Document number 600501	Page 1	of 35
Created by Sven Oskar Olsson-Rask	Replaces	Project number P 654321	Revision A	Date 2005-11-19
Approved by Berit Eva Nilsson-Svahn	Title Balling drum 1 hydraulic aggregate	Lang en	Technical domain Hydraulics	
Status Approved	Subtitle Instructions for basic adjustment of hydraulic power unit	Plant reference code/ Object KK35HA001		

Document history

Revision	Date	Signature	Comments
A	2005-11-19	KLSSOOR	Revision of relief pressure KK35HA001VE05

	Document type CRASH REPORT INVESTIGATION	Document number Crash 2008-093-M	Page 1	of 25
Created by Sven Oskar Olsson-Rask	Replaces	Project number	Revision 2	Date 2008-10-10
Approved by Berit Eva Nilsson-Svahn	Title Balling drum 1 hydraulic power unit	Lang en	Technical area Machinery	
Status Approved	Subtitle Analysis of hydraulic drive of balling drum	Plant reference code/ Object MK331RT001HA01		

Suggestions for improvements

LKAB carries out continual improvements in accordance with the LKAB quality policy (SS-ISO 10006, sections 8.2 and 5.2.7) and this also applies to instructions and codes of practice. Comments and suggested improvements are welcome at the following e-mail address: instructions@lkab.com

The LKAB internal address in Outlook: *SE SM Anvisningar LKT*