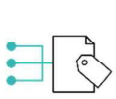
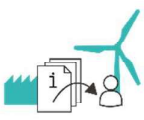
TIM Wind

Technical Information Management for the Wind Industry

Guideline:

Wind Sector Industry Guideline for Requirements and Compliance of Information kind Classification Code (ICC) – February 2026





Contents

Scope

This industry guideline has been mainly created for technical information but can also be used for non-technical information and it covers:

- Identification of information by the characteristic content.
- Detailed descriptions of information with typical contents.
- Rules and instructions for determination and interpretation.

The industry guideline does not cover:

- Object designation in the information designation.
- Contractual agreements.

Reference documents

The following document is referred to in the text in such a way that some or all of their content constitutes requirements of this document. For dated references, only the edition cited applies. For undated references, the latest edition of the referenced document (including any amendments) applies.

IEC 81355-1:2024, Industrial systems, installations and equipment and industrial products – Classification and designation of information – Part 1: Basic rules and classification of information

Terms and definitions

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

ISO and IEC maintain terminological databases for use in standardisation at the following addresses:

- IEC Electropedia: available at http://www.electropedia.org/.
- ISO Online browsing platform: available at http://www.iso.org/obp.

Code letters, grouped by entry class

This chapter contains the descriptions of ICCs tailored to the wind sector usage.

The ICC explanation structure consists of:

1) Description: Standard description from IEC 81355-1 and wind sector specific comment under “TIM Wind comment”. All the IEC 81355-1 descriptions cited under each ICC are taken from IEC 81355-1 and are a combination of entry class and subclass definitions.
2) Related ICCs: List of similar ICCs and the differences between them.
3) Typical contents: Typical content expected in the ICC. Please note that not all of them are mandatory unless specified so.
4) Examples: Example of information types coming from the standard and wind sector specific examples added by TIM Wind.

Example of ICC explanation structure

5.1.2 AB – Reference information → ICC

5.1.2.1 Description → 1) Description

IEC 81355-1 definition: Meta information providing origin and contents overview.

TIM Wind comment: This class is typically presented in a table or list format, serving as a comprehensive information register that includes information metadata such as titles, document identification, categories, delivery dates, and other pertinent details. It acts as a centralized resource for accessing and managing information efficiently.

5.1.2.2 Related ICCs → 2) Related ICCs

If the main content of an information class document does not fit the above description, use the corresponding ICC instead of AB:

ICC	Entry class (L1)	Sub class (L2)	Remark
BD	Management information	Project control information	Related to supervision and controlling of project activities.

5.1.2.3 Typical contents → 3) Typical contents

- Document list with associated metadata
- Information categories
- Version control details
- Cross-references to related documents

5.1.2.4 Examples → 4) Example

Example	Short Description
Document list	To establish a comprehensive register providing origins, contents overview, and metadata for systematic navigation and access to related technical information.
Document references	To catalog referenced materials with sufficient metadata to enable traceability, cross-referencing, and structured information retrieval across the documentation ecosystem.
Index	To organize content locations systematically, allowing users to quickly locate specific topics or sections within comprehensive documentation sets.
List of contents	To present a structured outline of document contents, facilitating navigation and providing overview of information scope and organization.

The table below provides an overview of the information entry classes that are covered in individual sections in this chapter.

L1	Information classes, entry classes
A	Meta information
B	Management information
C	Contractual information
D	Capability information
F	Functionality information
L	Layout information
M	Interface information
P	Enumeration information
Q	Quality information
R	Safety information
T	Geometrical form information
W	Operational information

A – Meta information

IEC 81355-1 definition: Information on information.

TIM Wind comment: This class serves as the foundational layer for categorising and managing all types of information within the wind energy sector. Meta information is crucial for ensuring that data is correctly identified, structured and easily retrievable. It includes administrative details that facilitate systematic organisation and access to technical documentation. This class enhances the clarity and efficiency of information exchange, supporting the seamless integration of various data types related to wind turbines, components and operational processes. This ensures that all stakeholders have a unified understanding and can effectively utilise the information throughout the project lifecycle.

This entry class includes the following subclasses:

- AA Identification information.
- AB Reference information.
- AC Descriptive meta information.

AA – Identification information

Description

IEC 81355-1 definition: Meta information providing recognition.

TIM Wind comment: This class carries administrative information for information handling. This includes metadata that ensures proper categorisation and retrieval of information.

Related ICCs

Not applicable.

Typical contents

- Document identification.
- Revision identification.
- Title.
- Reference designation.
- Document scope (product wise).
- Information on purpose.
- Author – Reviewer - Approver information.
- Revision history.
- Approval status.
- Confidentiality disclaimer.
- Language.

Examples

Example	Purpose
Cover sheet	To provide essential recognition metadata enabling proper identification, categorisation and administrative handling of technical documentation throughout its lifecycle.
Document metadata	To deliver structured administrative attributes that facilitate systematic organisation, version control and efficient retrieval of technical information assets.

Example	Purpose
Title block	To consolidate key recognition elements including identification codes, revision status and authorship details for documentation management purposes.
Title sheet	To present identifying characteristics and approval credentials necessary for recognising and validating technical documentation authenticity and status.

AB – Reference information

Description

IEC 81355-1 definition: Meta information providing origin and contents overview.

TIM Wind comment: This class is typically presented in a table or list format, serving as a comprehensive information register that includes information metadata such as titles, document identification, categories, delivery dates and other pertinent details. It acts as a centralised resource for accessing and managing information efficiently.

Related ICCs

If the main content of an information class document does not fit the above description, use the corresponding ICC instead of AB:

ICC	Entry Class (L1)	Subclass (L2)	Remark
BD	Management information	Project control information	Related to supervision and controlling of project activities.

Typical contents

- Document list with associated metadata.
- Information categories.
- Version control details.
- Cross-references to related documents.

Examples

Example	Purpose
Document list	To establish a comprehensive register providing origins, contents overview and metadata for systematic navigation and access to related technical information.
Document references	To catalogue referenced materials with sufficient metadata to enable traceability, cross-referencing and structured information retrieval across the documentation ecosystem.
Index	To organise content locations systematically, allowing users to quickly locate specific topics or sections within comprehensive documentation sets.
List of contents	To present a structured outline of document contents, facilitating navigation and providing overview of information scope and organisation.
List of documents	To enumerate related documentation with identifying characteristics, supporting comprehensive information management and ensuring completeness of deliverables.
List of drawings	To inventory graphical technical representations with sufficient metadata to support retrieval, version control and understanding of drawing relationships.
List of files	To register digital information assets with relevant metadata, enabling systematic file management, accessibility and version tracking.

Example	Purpose
Master document list (MDL)	To maintain a centralised registry of all project documentation, including metadata, delivery status and control information for comprehensive information management.
Quick reference guide	To provide rapid access pathways to frequently needed information, improving operational efficiency through streamlined navigation and key content highlights.

AC – Descriptive meta information

Description

IEC 81355-1 definition: Meta information providing description of structure and contents.

TIM Wind comment: This class is used for information that describes or provides context about other information or its structure. Typical examples include guides on utilising information templates, guidelines for interpreting information or diagrams illustrating relationships between various pieces of information. Additionally, it can encompass guidance on how to create and format information, such as style guides for technical information.

Related ICCs

Not applicable.

Typical contents

- Guidelines.
- Information hierarchy diagrams.
- Metadata schema explanations.
- Template usage information.

Examples

Example	Purpose
Content overview	To describe structural organisation and relationships within information sets, guiding users in understanding documentation architecture and content hierarchy.
Document description	To explain the structure, purpose and utilisation methods for specific documentation, facilitating proper interpretation and application of technical information.
Document overview	To summarise documentation scope, organisation and key characteristics, enabling users to assess relevance and understand information context.
Document structure diagram	To visually represent hierarchical relationships and organisational framework among documentation elements, clarifying information architecture and dependencies.
Document type definition (DTD)	To specify formal rules and schemas governing document structure, ensuring consistency in information creation and enabling automated processing.
Document type schema	To define standardised templates and formatting requirements, promoting uniformity in documentation preparation and facilitating information exchange.

B – Management information

IEC 81355-1 definition: Information on management of business activities and resources.

TIM Wind comment: This class encompasses all information related to the management and coordination of business activities and resources in the wind energy industry. It includes details on stakeholder engagement, project controls, logistical coordination and organisational structures. Management information is essential for aligning project goals, ensuring effective communication among parties and maintaining operational efficiency. It provides a comprehensive framework for documenting and tracking the administrative and procedural aspects of wind energy projects, thereby supporting decision-making and strategic planning.

This entry class includes the following subclasses:

- BA Stakeholder information.
- BB Observation management information.
- BC Correspondence information.
- BD Project control information.
- BE Planning information.
- BF Logistical information.
- BG Organisational information.
- BH Change management information.
- BJ Economy information.
- BQ Quality management information.
- BT Training information.
- BW Information control management.

BA – Stakeholder information

Description

IEC 81355-1 definition: Management information about parties of interest.

TIM Wind comment: This class covers information about stakeholders, such as suppliers, vendors, contact persons, list of relevant people or companies.

Related ICCs

If the main content of a document does not fit the above description, use the corresponding ICC instead of BA:

ICC	Entry Class (L1)	Subclass (L2)	Remark
BC	Management information	Correspondence information	Provides information about communication between parties.
BG	Management information	Organisational information	Provides information about human resources.

Typical contents

- Vendor information.
- Contact person.
- Scope and/or item description.

Examples

Example	Purpose
Distribution list	To specify recipients and routing for information dissemination, ensuring appropriate stakeholders receive relevant communications and documentation.
Mailing list	To maintain contact databases for systematic communication distribution, facilitating coordinated information sharing among project participants.
Responsible-Accountable-Consulted-Informed (RACI) matrix	To specify documentation responsibilities, routing and distribution requirements (e.g. document distribution matrix), ensuring proper approval and notification process.
Supplier list	To register approved vendors and their qualifications, supporting procurement decisions and maintaining records of qualified supply chain participants.
Vendor list	To identify and catalogue suppliers, contractors and service providers with relevant contact details for stakeholder engagement and procurement management.

BB – Observation management information

Description

IEC 81355-1 definition: Management information about past and current events.

TIM Wind comment: This class provides information about observations concerning management aspects. It includes progress reports, status reports and meeting memos.

Related ICCs

If the main content of a document does not fit the above description, use the corresponding ICC instead of BB:

ICC	Entry Class (L1)	Subclass (L2)	Remark
BJ	Management information	Economy information	Focuses on financial aspect of information.
DD	Capability information	Technical observation information	Focuses on technical aspects such as measurements and engineering data.
QC	Quality information	Validation and verification information	Information related to quality verification.
QD	Quality information	Quality action information	Information related to quality actions and follow up.
RA	Safety information	Health protection information	Detailed expertise concerning the safety of personnel, which goes beyond observation report.
RB	Safety information	Equipment protection information	Detailed expertise concerning equipment protection to prevent any or further damage, which goes beyond observation report.
RC	Safety information	Environment protection information	Detailed expertise concerning environment