

Checklist for classification

This checklist is meant to assist in classifying documents by listing different steps and aspects that should be taken into account, and resources that could be used.

- Determine subject matter to be classified, i.e. things claimed to be inventive
 - How many ?
 - Thing as such, or special adaption/application, or both ?
 - Process, product, apparatus, or several such types?
 - Are they all inventive ?
 - Identify set of keywords

- Use keywords to identify potential IPC symbols by using
 - Catchword Index @ online IPC¹
 - IPCCAT @ IPC homepage²
 - Tacsy @ IPC homepage³
 - ECLA search @ Espacenet⁴
 - IPC search @ Depatisnet⁵

- Check for disclosed state of the art; where is it classified ?

- Search databases⁶ with keywords to find similar documents: Where are they classified ? Do they cite state of the art ? Where is that classified ?

- Browse the IPC hierarchically

- Once identified, check and verify the potential places
 - Carefully compare subject matter to be classified with scope of potential places in order to get a clearer picture of the subject matter
 - Browse neighboring places on same, lower or higher hierarchical level in order to identify other potential places
 - Are there references in scheme or in definitions ?
 - Are there explanations of scope in notes, definitions ?
 - Do these hint to other potential places ?
 - Is multi-aspect classification necessary ? Indexing, secondary classification ?
 - Which classification rule applies (first, last place rule, default common rule), in case of several potential places ?
 - Verify / confirm proper subclass first. Then move down in hierarchy by paying attention to classification rules, limiting references
 - If no place explicitly covers the subject matter, check for places with implicit scope
 - Do use residual places only with utmost care

¹<http://www.wipo.int/classifications/ipc/ipc8/?lang=en>

²<https://www3.wipo.int/ipccat/>

³<http://www.wipo.int/tacsy/>

⁴http://v3.espacenet.com/eclasrch?locale=en_EP

⁵<http://depatisnet.dpma.de/ipc/recherche.do?search=&ref=&sd=&sw=sw00&sl=EN&v=20090101&l=DE&dh=dh11&sn=n00&sci=i00>

⁶ e.g. <http://www.wipo.int/pctdb/en/index.jsp> , http://ep.espacenet.com/advancedSearch?locale=en_ep ,

<http://depatisnet.dpma.de/DepatisNet/depatisnet?window=1&space=main&content=index&action=index&switchToLang=en>