

Procedural guideline Operating instructions from suppliers

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1 General

1.1 Purpose

This directive applies to the writing of operating instructions and technical documentation made for the Dieffenbacher Group.

The purpose of this directive is to ensure that the structure and scope of the operating instructions and technical documentation comply with the defined and checked basic content and that no safety risks arise due to independent modifications. The content is not only binding on the German version but also on the foreign-language version.

All deviations from this directive that are not agreed in writing between Dieffenbacher and a supplier must be rectified on request, free-of-charge and within a defined period. Verbal agreements are made on an order-by-order basis and must be recorded in writing.

This directive and the specification documents are updated from time-to-time to reflect the state-of-the-art. The version information is specified on the first page. The offer and the delivery of a set of operating instructions shall always be made in accordance with the version of the directive that is applicable at the time of the call for tenders. The supplier shall satisfy itself that the directives and specification documents in its possession are up-to-date and complete.

1.2 Standards/Directives

The following standards/directives apply to the writing of operating instructions:

2006/42/EG para. 1.7.4	EC Machinery Directive
DIN EN 62079 VDE 0039	Preparation of instructions - Structuring, content and presentation
DIN 5008	Rules for text presentation
VDI 4500	Technical documentation
DIN 824	Folding of mechanical drawings

The latest version of each standard shall be used in each case.

1.3 System purchases

Every machine or device that is ordered as a system purchase must be supplied with its own documentation (separate folders). Identical machines or devices can be grouped into folder sets.

1.4 Component purchases

Separate documentation must be supplied for each component

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2 Content of the operating instruction

2.1 General

The content of the operating instructions shall comply with the minimum requirements of the EC Machinery Directive 06/42/EC Annex I, para. 1.7.4.

The documents are divided up using register tabs in A4 format.

The external dimensions of 225 mm by 297 mm are not allowed to be exceeded.

We recommend using the following content structure:

00 Cover sheet	Customer and content
01 General	The handling of the operating instructions
02 Safety	Safety regulations
03 Function	Specification of the equipment/machine
04 Handling	Operation/ operation modes/ visualization
05 Troubleshooting	Error code/ correction of defects
06 Fluid systems	Functional description
07 Electrical equipment	Functional description
08 Maintenance	Assembly, startup, maintenance intervals, lubrication, repair
09 Certificates	Acceptance certificates, declarations
10 Drawings	Equipment view, schemata, plan
11 Spare parts	Spare part drawings, spare parts lists
12 Third- party products	Documentations of purchased parts and maintenance groups

2.2 Folder spine labels

The folders should be supplied with the following spine label text.

- Name of the supplier
- Dieffenbacher codeword (if known)
- Name of the supplied machine
- Dieffenbacher order number
- PSP element number (if Known)
- Folder set ID number according to the number of copies ordered
- Type of folder content
- Order number of the folder set
- Number of folders per folder set

3 Number of folder sets and language

See order documents.

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4 Digital operating instruction

4.1 General

In order to be archived, the operating instructions need to be prepared with specific formats. Existing layouts (company logo, colours, fonts) should be retained in this case.

4.2 File formats of the operating instruction

- A file created with „Adobe Acrobat“ (pdf) must be transferred without protection.
- The path length including file name must not exceed 120 characters.
- Drawings must be provided in the format DWG/DXF Autocad 2000, or alternatively in PDF-format with a resolution of min. 400 dpi and a suitable sheet size.

5 Designation in the order

Examples:

99-0650-35-36-78	Material number
Board breaker	Denomination of machine or device
124830	Order number
10 110	Item number (PSP- number)