

## Supplier Operating Instructions Implementation Policy

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### Changes

Complete revision to Rev. Index: 10.

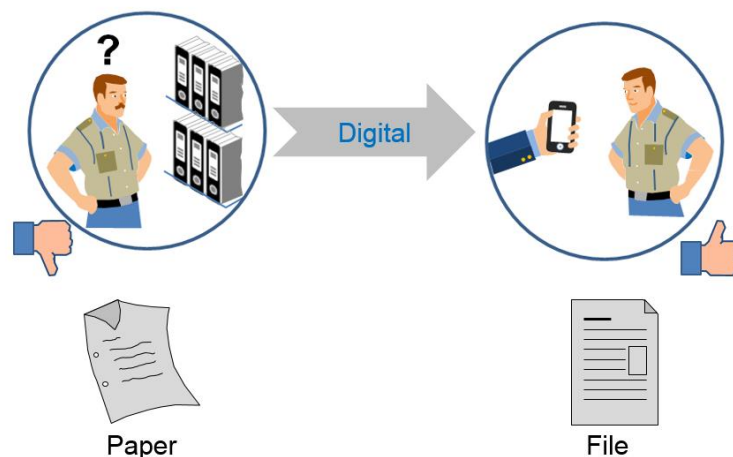
## 1 Preface

Operating Instructions Implementation Policy of the Dieffenbacher Group

## 2 Scope of application

All Dieffenbacher Group suppliers constitute the target group of this implementation policy.

The minimum requirements of the EC Machinery Directive 2006/42/EC Annex I, Section 1.7. as well as other Dieffenbacher requirements apply to the contents of the operating instructions, regardless of whether the supplier comes from a European country or not.



Created on/by:	CTS - Keil, H.	Checked on/by:	CTD - Schweizer, R.	Released by:	CTS - Ehret, R.
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### 3 Implementation of the operating instructions

#### Digital implementation

All documents must be delivered in digital form. The files are to be provided via our File Transfer System (MFT). The address for the File Transfer System (MFT) can be found in the order. Documents made available for download are also accepted. Paper is no longer needed.

File format (pdf, doc, docx,)

The operating instructions from our suppliers are incorporated in Dieffenbacher's general operating instructions. For this reason, the chapters must be stored in individual folders, which we integrate in the general operating instructions.

➔ The table of contents in the general operating instructions is structured as follows:

<i>First</i>	<i>folder</i>	<i>01 General</i>
<i>Second</i>	<i>folder</i>	<i>02 Safety</i>
<i>Third</i>	<i>folder</i>	<i>03 Function</i>
<i>Fourth</i>	<i>folder</i>	<i>04 Operation</i>
<i>Fifth</i>	<i>folder</i>	<i>05 Troubleshooting</i>
<i>Sixth</i>	<i>folder</i>	<i>06 Maintenance and Repairs</i>
<i>Seventh</i>	<i>folder</i>	<i>07 Certificates</i>
<i>Eighth</i>	<i>folder</i>	<i>08 Drawings and Layouts</i>
<i>Ninth</i>	<i>folder</i>	<i>09 Descriptions of Spare Parts</i>

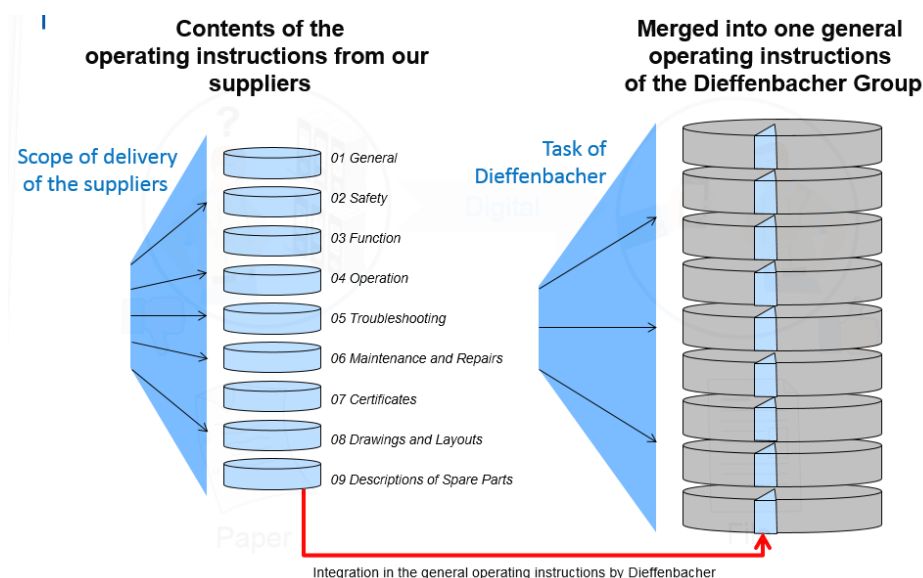
➔ Therefore, the chapters = folders from the supplier must adhere to the specification.

#### Example

*Supplier A, Supplier B, and Supplier C create the Maintenance - Repairs folder.*

*Supplier A supplies a folder with the chapter 06 Maintenance and Repairs  
Supplier B supplies a folder with the chapter 06 Maintenance and Repairs  
+ Supplier C supplies a folder with the chapter 06 Maintenance and Repairs*

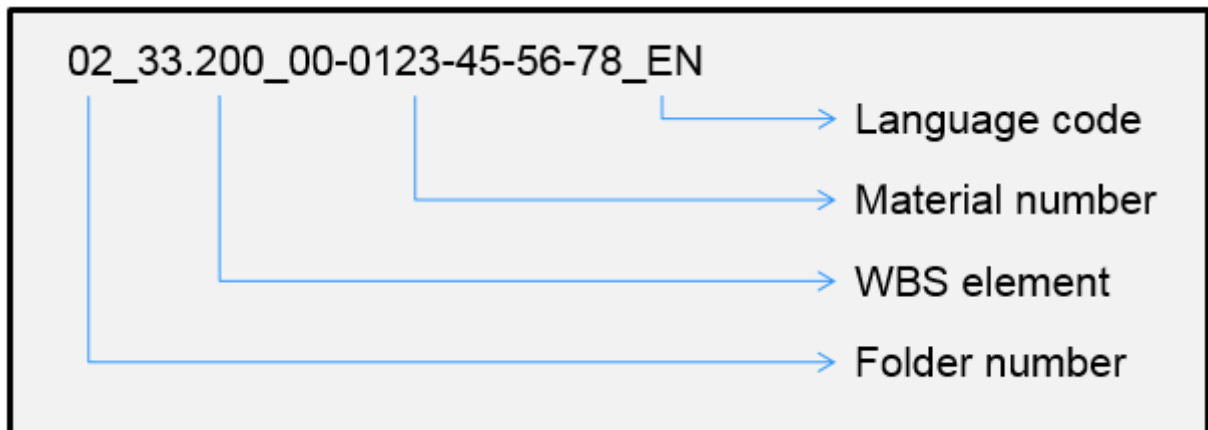
*= Dieffenbacher integrates the folder in the general operating instructions*



➔ Rule for the file name: it must contain the following information.

- Folder number (06 Maintenance and Repairs)
- WBS element (from order)
- Dieffenbacher material numbers (from order)
- Language code (according to DIN 639)

Example:



*Dieffenbacher will not change the content of the documents supplied to us or pass them on to third parties who are not involved in the delivery process.*

## 4 Contents of the individual chapters

First folder → **01 General**

§ EC Machinery Directive 2006/42/EC Annex I, Section 1.7.4.2 a), b), n)

- a) Company name and full address of the manufacturer and its representatives
- b) Designation of the machine
- n) Any essential characteristics of tools which may be fitted on the machine

Second folder → **02 Safety**

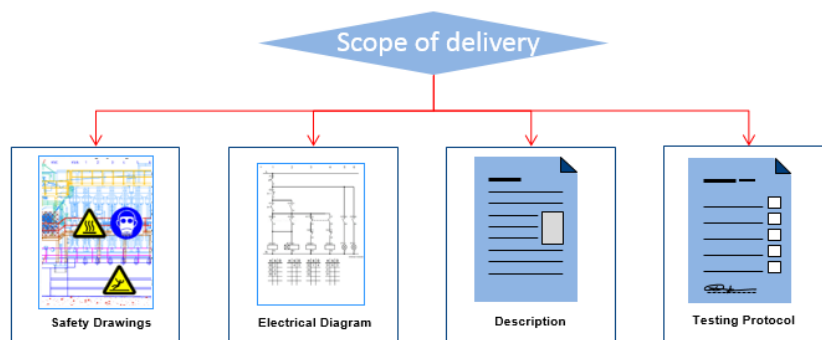
§ EC Machinery Directive 2006/42/EC Annex I, Section 1.7.4.2 h), j), l), m), o), p), s), u), v)

- h) Warnings referring to misuse of the machine/plant
- j) Installation and assembly regulations for the prevention of noise and vibrations
- l) Information on residual risks which still remain despite measures to integrate safety through design, despite safety precautions, and despite supplementary protective measures
- m) Instructions for the safety measures to be taken by the operator, including, if necessary, the personal protective equipment to be provided
- o) The conditions under which the machine fulfills the requirements for structural stability during operation, during transport, during assembly, during disassembly, when it is out of operation, during testing, and during foreseeable incidents
- p) Safety notices for the transport, handling, and storage of the machine, including information on the weight of the machine and its various components in the event that the machine needs to be transported in separate parts on a regular basis
- s) Instructions on the safe installation and servicing of the machine as well as the applicable safety measures
- u) Information on airborne noise emissions of the plant/machine
- v) If the machine is capable of producing non-ionizing radiation which can harm individuals, in particular those who wear active or non-active implantable medical devices, the operating instructions must include information on the radiation to which the operating personnel and exposed persons are exposed to

## 02 Safety



➔ **We expect safety instructions in accordance with EC Machinery Directive 2006/42/EC Annex I, as well as all country specific directives**



Third folder → **03 Function**

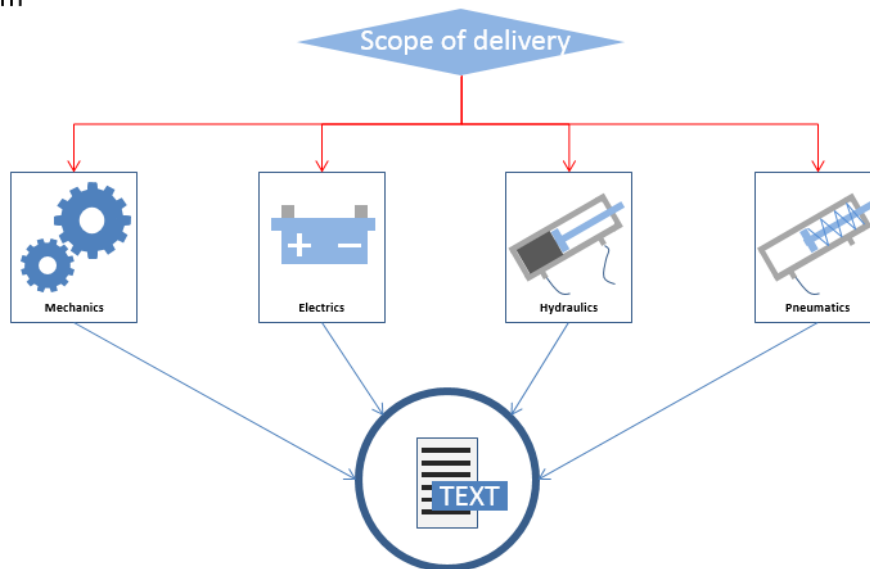
Furthermore, the areas concerning mechanics, electrics, and the hydraulics/fluid system must be specifically addressed here.

§ EC Machinery Directive 2006/42/EC Annex I, Section 1.7.4.2 d), g)

- d) General description of the machine/plant
- g) A description of the intended use of the machine/plant

### 03 Function

➔ We expect a specific description of the mechanics, electrics, hydraulics, and fluid system



➔ General description and the intended use of the machine/plant

Fourth folder → **04 Operation**

Description of the operator panels - conditioning modes - visualization - data analysis - teleservice

§ EC Machinery Directive 2006/42/EC Annex I, Section 1.7.4.2 f), k)

- f) A description of the workplace/workplaces which are expected to be occupied by operating personnel
- k) Information on the commissioning and operation of the machine as well as, if necessary, information on the training/orientation of the operating personnel

Fifth folder → 05 Troubleshooting

§ EC Machinery Directive 2006/42/EC Annex I, Section 1.7.4.2 q)

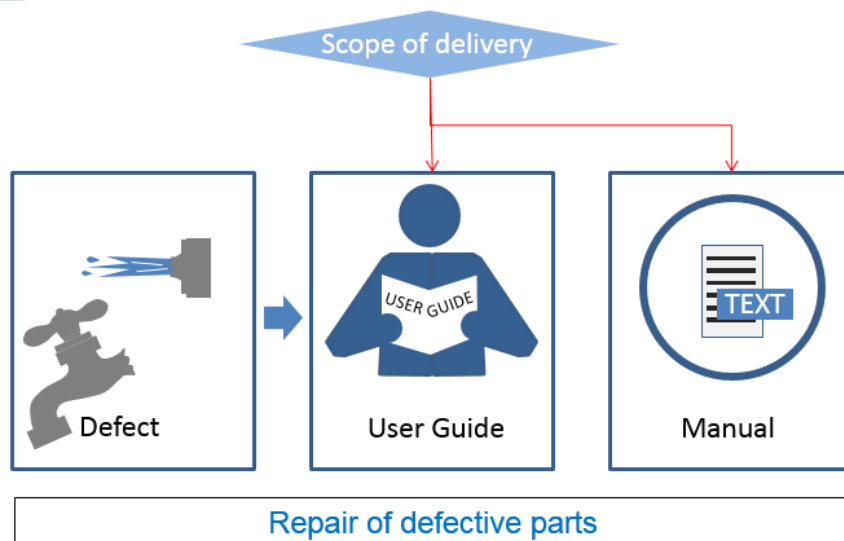
q) The necessary procedure in the event of accidents or faults. If a blockage is possible, the operating instructions must indicate the procedure for safely removing the blockage

Troubleshooting is the restoration of the target state, the event-oriented repair of non-planable defective parts => faults.

## 05 Troubleshooting



➔ We expect descriptions that explain the required procedure in case of faults.



Sixth folder→ **06 Maintenance and Repairs**

§ EC Machinery Directive 2006/42/EC Annex I, Section 1.7.4.2 r)

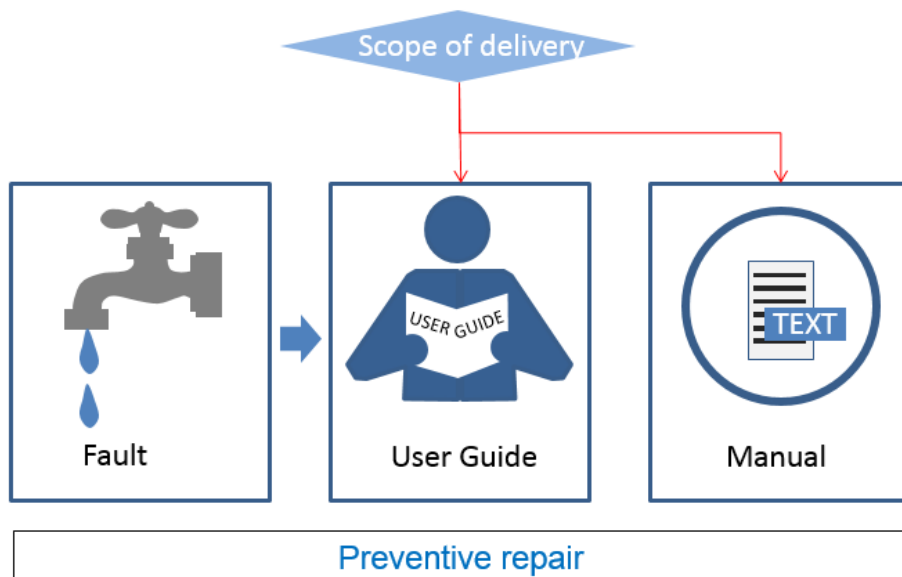
r) Description of the installation and service work as well as the applicable preventative service measures to be performed by the operator

Preventive, scheduled repair of offset and wearing parts to maintain the target state as long as possible, thereby ensuring availability.

## 06 Preventive maintenance and repair



➔ **We** expect descriptions, possibly with drawings of the maintenance work to be performed. Preventive repair is important to us.



## 06 Preventive maintenance and repair



➔ We expect lubrication plans in the following layout.

Folder / File	WBS Element	Material No. Dieffenbacher	Language code	Motor type	Oil type	Oil quantity First-time filling	Oil quantity Refilling	Refill interval



➔ We expect cleaning plans in the following layout.

Folder / File	WBS Element	Material No. Dieffenbacher	Language code	Cleaning Interval	Cleaning location	Description of the cleaning	Tools	Safety instructions



➔ We expect inspection plans in the following layout.

Folder / File	WBS Element	Material No. Dieffenbacher	Language code	What is subject to an inspection	Description of the inspection	Inspection interval	Is the inspection safety-relevant



➔ We expect maintenance plans in the following layout.

Folder / File	WBS Element	Material No. Dieffenbacher	Language code	Inspection interval	Maintenance interval	Maintenance location	Description of maintenance	Tools	Safety instructions



Seventh folder → 07 Certificates

§ EC Machinery Directive 2006/42/EC Annex I, Section 1.7.4.2 c)

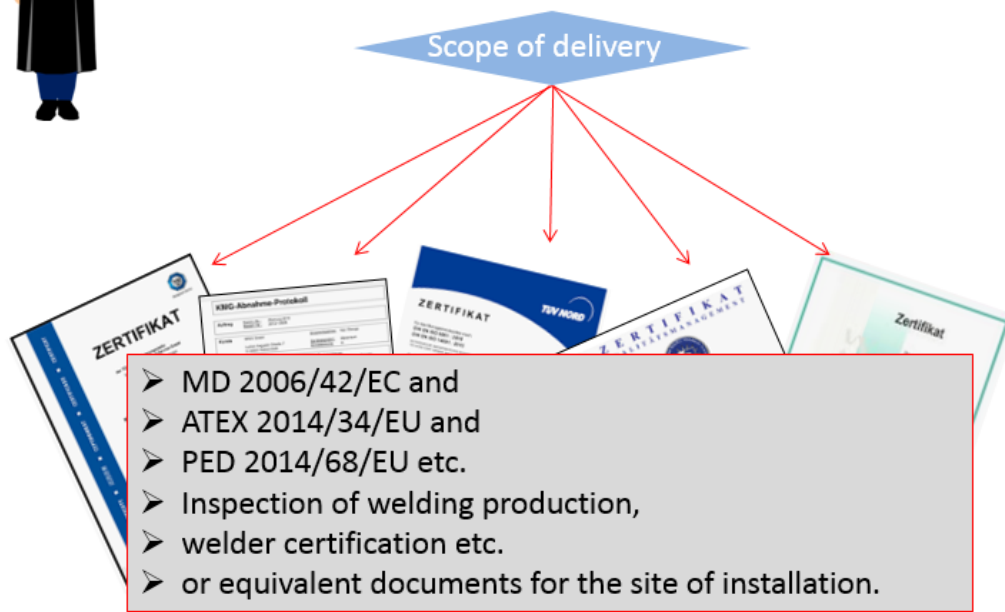
c) EC Declaration of Conformity and Declaration of Incorporation

➔ In addition to the EC Declarations of Conformity or Declarations of Incorporation, the seventh chapter should also contain all documents/certificates/acceptance reports required for the operating license. We expect all documents of the:

- MD 2006/42/EC and
- ATEX 2014/34/EU and
- PED 2014/68/EU etc.
- Inspection of welding production,
- welder certification etc.
- or equivalent documents for the site of installation.



➔ In addition to the EC Declarations of Conformity or Declarations of Incorporation, we expect all documents/certificates/acceptance reports required for the operating license.



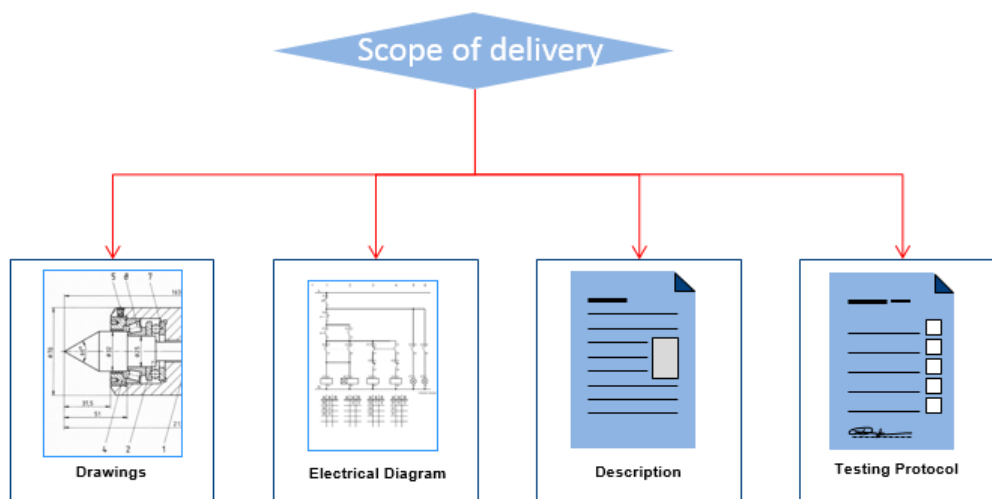
Eighth folder → 08 Drawings and Layouts

§ EC Machinery Directive 2006/42/EC Annex I, Section 1.7.4.2 e), i)

- e) The drawings, circuit diagrams, descriptions, and explanations necessary for the use, servicing, and repairing of the machine and the testing of its proper functionality.
- i) Instructions for the installation, assembly, and connection of the machine, including the drawings, circuit diagrams, and attachments.



➔ **We** expect drawings, wiring diagrams, descriptions, checklists and explanations that are suitable for proper inspection of the machine as well as installation instructions, if necessary.



Ninth folder→ 09 Descriptions of Spare Parts

§ EC Machinery Directive 2006/42/EC Annex I, Section 1.7.4.2 t)

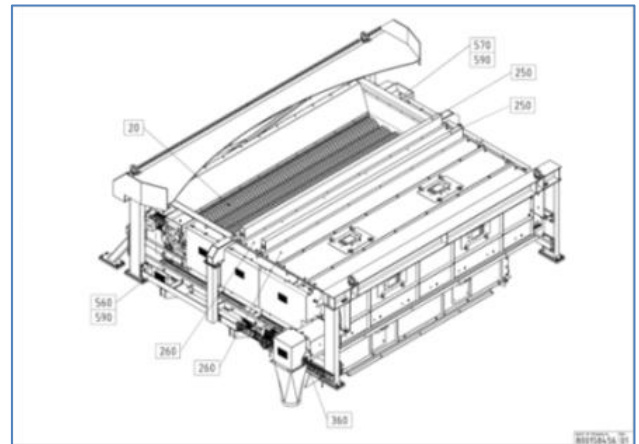
t) Specifications of all the **spare and wearing parts** to be used that have an impact on the safety and health of the operating personnel and ensure the maintenance process. The completeness of all **spare and wearing parts** is important to us here.

➔ Only item numbers must be included in the spare part drawing. There must be no texts and references to other drawings or material numbers.

➔ The spare part drawing has neither a drawing frame nor a header. Dimensions and tolerances must not be marked.

Important:

Spare part quotations must always correspond with the specifications in the operating instructions both qualitatively and quantitatively.

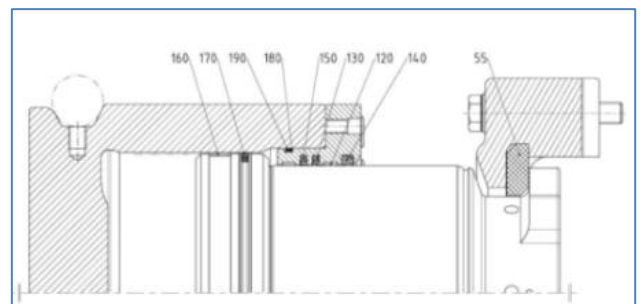


➔ Detail views must not be used.

➔ Sectional views may be used if they are essential for identification.

➔ Views are to be depicted isometrically. If it is helpful for the depiction, the component may be shown three-dimensionally in any position or in an exploded view. If the viewing direction is not clearly identifiable, a note (e.g. view from below) is required.

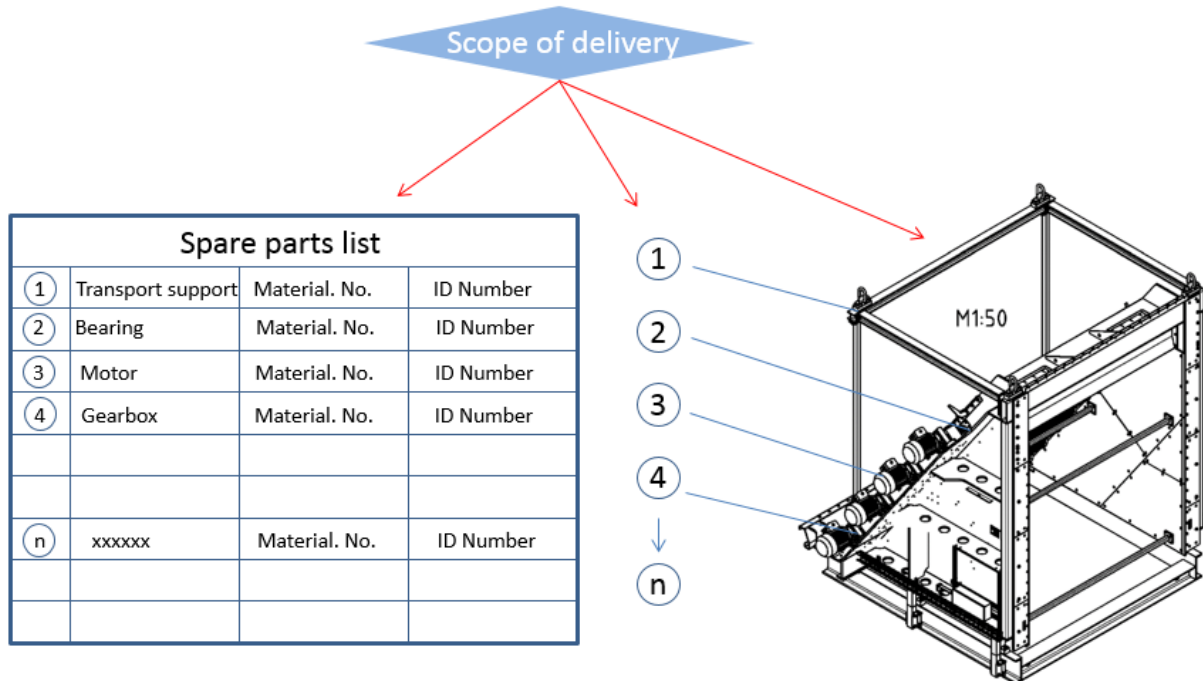
➔ Only one view per sheet; several sheets per drawing are permitted.



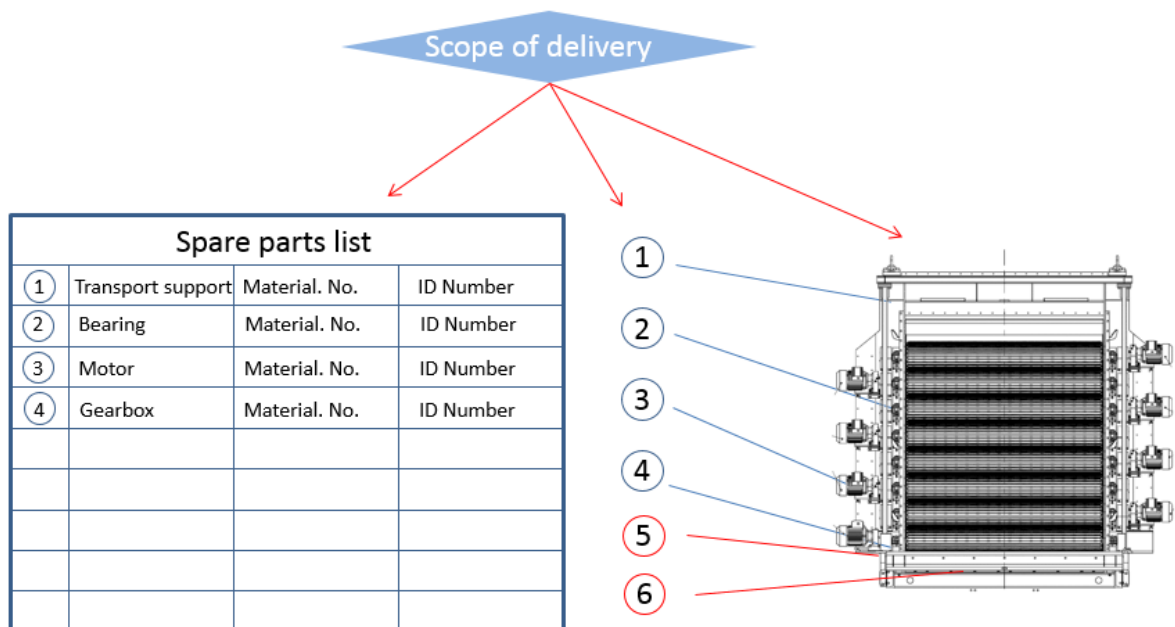
➔ Descriptions or explanations are not permitted on the drawings. Only the individual parts that are actually installed may be depicted.

## 09 Descriptions of Spare Parts

➔ We expect a quotation (spare parts list) that fully corresponds with the drawing items



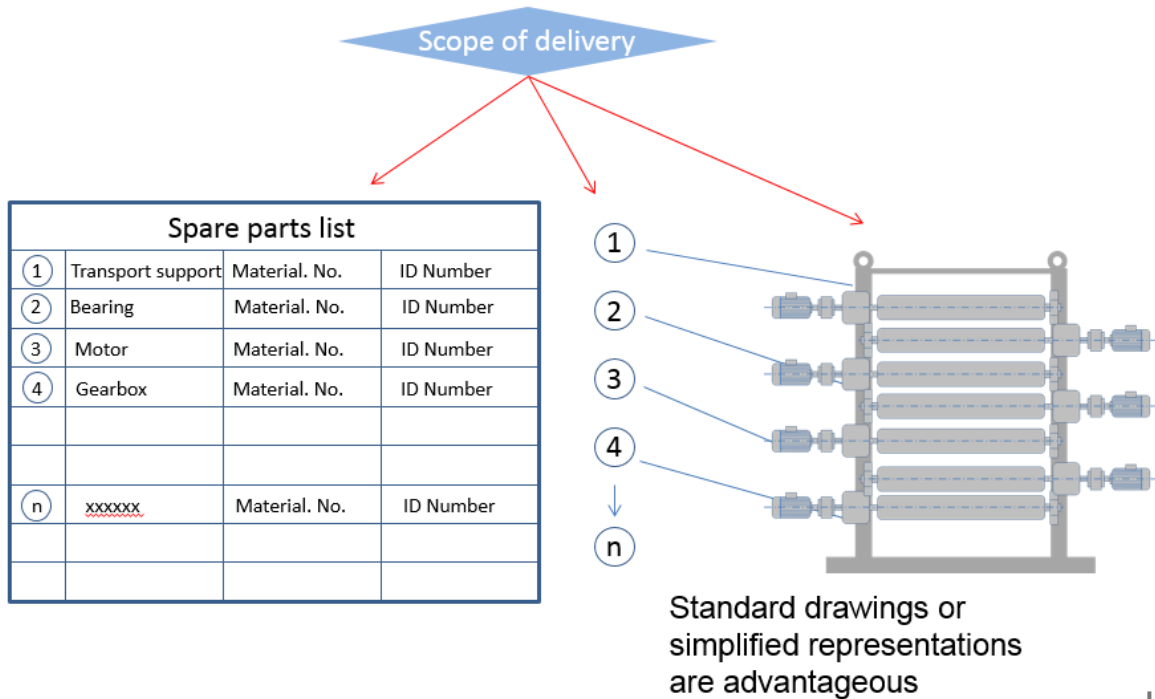
➔ We expect a quotation (spare parts list) that fully corresponds with the drawing items



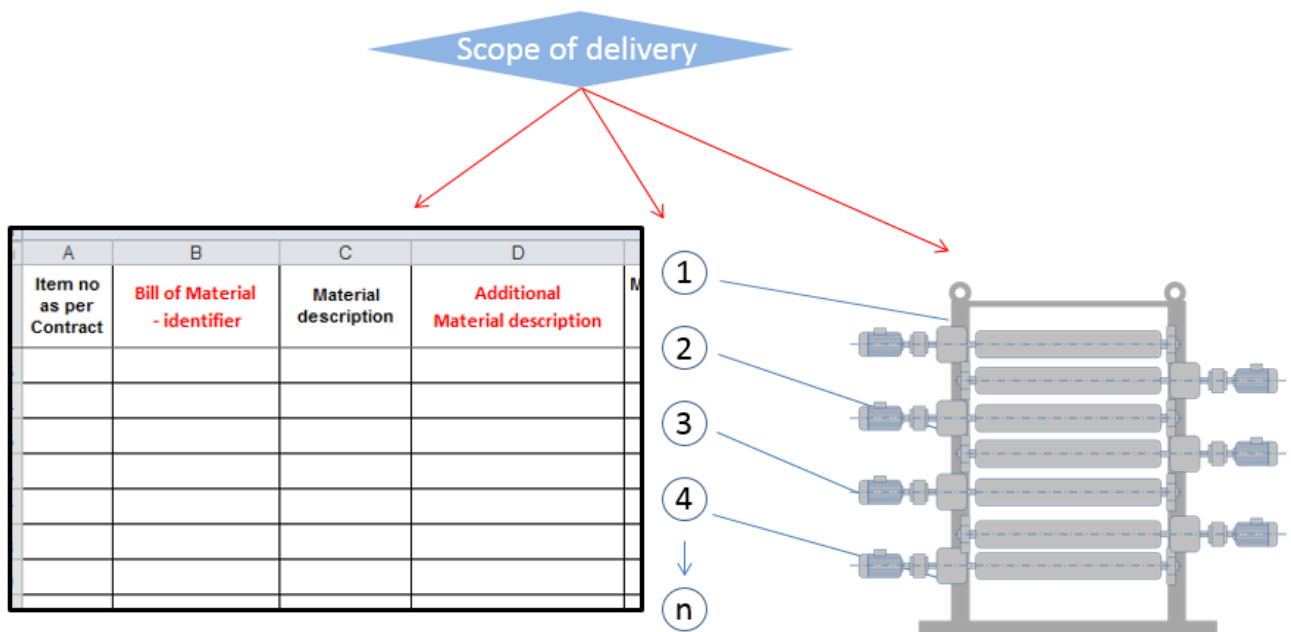
It is permissible that items are not in the spare parts list, but are specified in the drawing

## 09 Descriptions of Spare Parts

➔ We expect a quotation (spare parts list) that fully corresponds with the drawing items



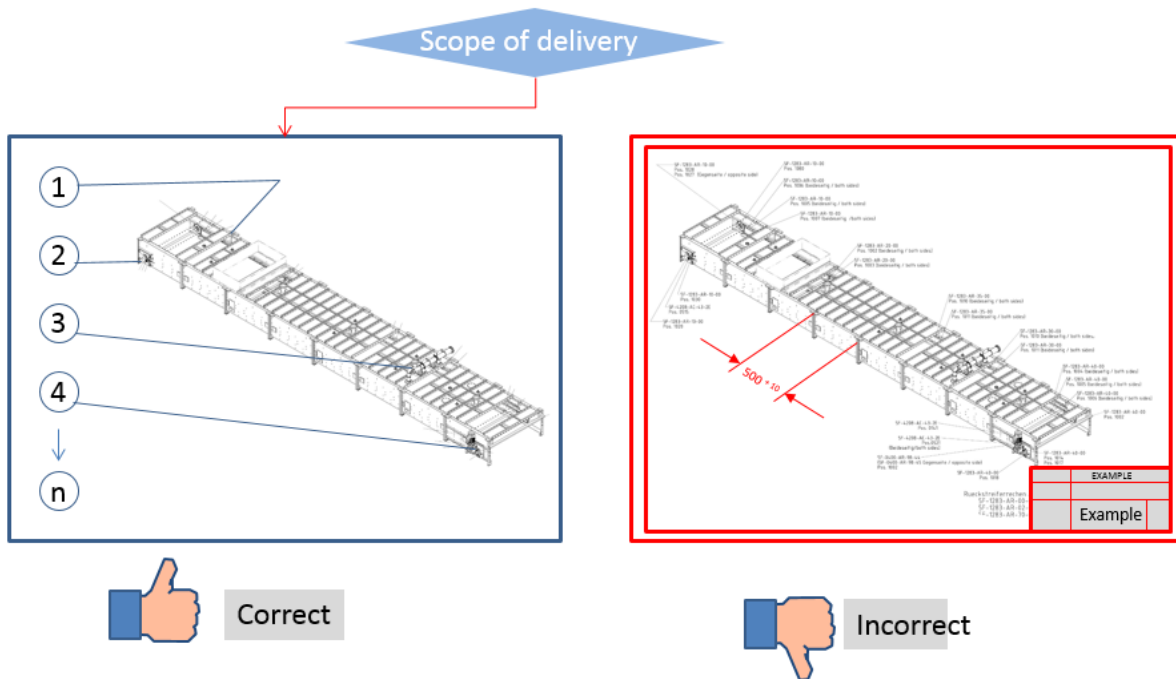
➔ We expect a quotation (spare parts list) that fully corresponds with the drawing items



➔ An Excel template will be provided for the quotation which is to be drawn up!

## 09 Descriptions of Spare Parts

➔ We expect drawings with items for the identification of spare parts and no drawing frame, no header and no tolerance specifications.



➔ We expect drawings with items for the identification of spare parts and no further specifications, texts or references

