

Contents and structure of the operating manual

The operating manual is a customer-oriented publication and contains information for users on the operation, handling, maintenance etc. of equipment as well as service-relevant information, e.g. the technical specifications of the product. The operating manual is part of the *Technical Documentation*. The technical specifications represent basic, service-relevant information for operators and the service staff and are part of both the operating manual and the *service manual* (Appendix 17_INT).

The creation of the operating manual is based on EC Directive 98/37, Official Journal no. L207 on the approximation of the laws of the member states relating to machinery, and the newer version (2006/42/EC, Official Journal no. L157 of May 17, 2006), as well as on the EN ISO 12100 standard, parts 1 and 2, which applies to the directive's implementation. The new Machinery Directive 2006/42/EC, which comes into effect on December 29, 2009, may be applied already.

In addition, DIN EN 60204, part 1 (electrical equipment of machines) must be applied for the service-relevant information of the operating manual.

Contents of the operating manual (example of the structure and essential information):

- Table of contents
- Index
- Product description focusing on user-relevant information:
 - Function of the product
 - System diagram incl. components that are relevant for users
 - Explanations on the structure of the overall system and of components that are relevant for users
 - Operation of the product and its control elements
 - Safety instructions
 - Information on proper use
 - Maintenance of components and replacement of wear parts

The information on maintenance should be provided in tabular form. The maintenance intervals specified by Heidelberg must be observed. More detailed information on individual maintenance tasks, e.g. with images and graphics, must be documented separately. The table should provide the following information:

 - Part
 - Maintenance group

Appendix 16_INT

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- Maintenance intervals
 - Maintenance task / location
 - Extras
 - Required spare parts
 - Tasks for customers / service staff
- ❑ Eliminating malfunctions
 - Simple tests that can be performed by the customer
 - ❑ Technical specifications as basic, service-relevant information for operators and service staff:
 - Technical specifications of the overall system
 - Technical specifications of components that are important for the user and the service
 - Wiring diagram
 - Pneumatic diagram
 - Device list
List of electrical components with equipment identification and Heidelberg part number.
 - Pin assignments
Diagram showing the assignment of plug contacts and terminals.
 - Service parts list (with Heidelberg part numbers)
 - ❑ Language varieties:
 - The operating instructions are to be provided in the following languages:
 - German, English, French, Spanish, Italian, Portuguese
 - A separate agreement can be made for all other language versions.
 - ❑ Data format:
 - The operating instructions are to be provided in the following data formats:
 - Adobe PDF
 - Microsoft Word