

Replaces:
RN 1940:2014-02-06

Supplier documentation

Basics and requirements

Content	Page
1 Scope	2
2 References	2
3 Terms and Definitions.....	2
4 General specifications	2
5 File properties.....	3
6 Document format	3

Changes

2023-06-08:

The following changed in comparison to RN 1940:2014-02-06:

- a) updated references and content updated accordingly
- b) editorially revised

Responsible division: PK	Editor M. Förste	Approval: see doc. workflow	Technical reference: M. Förste	Page: 1 / 3
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1 Scope

This Factory standard applies to operating and maintenance manuals from suppliers. The primary goal is to enable the further processing or integration of documentation provided in order to meet legal requirements. The transfer/integration of content should be kept to a minimum (e.g. technical data, summarised functional description).

2 References

The following documents, cited in part or in whole, shall apply for the use of this standard. In the case of dated references, only the referenced edition applies; in the case of undated references, the latest edition of the referenced document (including all amendments) applies. The applicable version of the standards listed below shall apply to all contents not covered by this factory standard.

EN IEC/IEEE 82079-1	Preparation of information for use (instructions for use) of products - Part 1: Principles and general requirements
EN ISO 12100	Safety of machinery - General principles for design - Risk assessment and risk reduction
EN ISO 20607	Safety of machinery - Instruction handbook - General drafting principles

3 Terms and Definitions

The terms and definitions EN IEC/IEEE 82079-1 apply.

4 General specifications

- When drawing up the instructions for a subsystem or component, the specifications of the standards mentioned in chapter 2 shall be taken into account.
- The risks for components to be supplied that have been identified and assessed on the basis of a risk assessment (e.g. acc. to EN ISO 12100) shall be described in such a way that further use in REINTJES documentation is possible in order to minimise risks.
- The documentation shall be provided in accordance with the ordered language version (minimum in German and English if not indicated otherwise) upon delivery of the respective component. The order shall be triggered in such a way that it corresponds to the respective customer order.
- Unless otherwise stated in the order, the documentation shall be delivered in both printed and digital form. The delivery can be made on a data carrier (e.g. CD/DVD) or by e-mail (max. 15 MB).
- The delivery shall be clearly labelled on the data carrier or in the e-mail with the following information:
 - Supplier
 - REINTJES order number and item
- The technical documentation shall be sent to the address indicated in the order.
- By sending the technical documentation, the supplier gives his consent that his documentation may be included in whole or in part in the operational documentation of the complete system.
- REINTJES shall be informed if significant findings are made after delivery of the product that may affect safe use.

5 File properties

- For each language ordered, an unencrypted, unprotected, singular PDF file (no 'PDF package' and also no linked PDFs), preferably in PDF/A format, must be supplied.
- If requested in the order, additional lists, cover sheets, explanations etc. shall be supplied in Excel or Word format.
- The PDF file must contain a bookmark structure which corresponds in scope and structure to the table of contents.
- The entire PDF document must be continuously printable on both sides in one process; sufficient stitching margin for 4-hole punching must be available.

6 Document format

- All fonts used are to be embedded in the PDF.
- DIN A5 documents are permissible if printable on DIN A4. Mixed formats DIN A4 and DIN A3 are possible; larger formats are not permitted.
- A coloured PDF must be readable in greyscale printing, i.e. have sufficient contrast.