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Specifications of work and services for "Documentation"

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Introduction

These specifications of work and services serve as the basis for supplying documentation to EMAG (EMAG Salach Maschinenfabrik GmbH, EMAG Leipzig Maschinenfabrik GmbH). They contains specifications for the structuring, preparation and supplying of documentation and also provides information on the regulations on the operating resources of EMAG's ultimate customers.

General requirements

Documentation is to be prepared in accordance with the specifications of the EC Machinery directive 2006/42/EC, when applicable to the product to be delivered.

Specifications for documentation in DIN EN ISO 12100, EN 60204 and EN 62079 are to be observed.

Precedence of the regulations on the operating resources of the ultimate customer

The regulations on the operating resources of EMAG's ultimate customers have precedence over these specifications of work and services. In this respect, parts of these specifications of work and services are to be supplemented and/or replaced by the regulations on the operating resources of the ultimate customer. The ultimate customer's particular regulations on the operating resources to be observed are identified in the order.

Contact for documentation

The supplier will designate a contact person for all questions about the documentation. The contact has expertise in technical documentation and is authorized to make decisions.

Delivery dates

The delivery dates for documentation are stated in the order.

Space assignment plans and drawings of parts which come into contact with workpieces (detailed drawings, tool plans) are always to be submitted in advance for approval.

Intermediate supplies can arise from the regulations on operating resources of the ultimate customer. In this case the complete, translated documentation is to be delivered for acceptance or pre-acceptance. Additionally, the complete documentation in its final version is to be delivered on the date stated in the order.

Scope of supplies

At a minimum, the following documents are to be supplied
(when applicable to the product to be supplied):

- EC declaration of conformity and/or declaration of incorporation
- Risk assessment
- Inspection documents for safety components (e.g. hydraulic accumulators, safety valves...)
- Acceptance report
- Manuals:
 - Transport manual
 - Start-up manual
 - Operating instructions
 - Programming manual
 - Service manual
 - Repair manual
- Plans and diagrams:
 - Space assignment plan (requirements on the space assignment surface and marking of the connection points)
 - Transport diagram
 - Electric circuit diagram
 - Hydraulics diagram
 - Lubrication diagram
 - Cooling agent diagram
 - Pneumatics diagram
- Drawings:
 - Drawings of the subassemblies containing the spare and wear parts
 - Drawings of parts which come into contact with workpieces
- Lists:
 - Parts lists for the subassembly drawings with spare and wear parts marked with the detailed manufacturer data and part number of the manufacturer
 - Separate spare and wear parts list with the detailed manufacturer data and part number of the manufacturer
- Documents on the subassemblies / components of sub-suppliers

Form of delivery

All documents are to be delivered on paper and electronically on CD or DVD.

Delivery on paper

All documents are to be delivered in 4-ring binders suitable for a workshop.

The different parts of the documentation are to be divided into separate binders and supplied as follows:

- Certificates and reports
- Manuals
- Plans and diagrams
- Drawings and lists
- Documents from sub-suppliers

The contents of the binders are to be appropriately subdivided.

Every binder must contain the following tables of contents:

- Complete overview of all binders of the documentation
- Contents of the current binder

On the back of the binder, the following information is to be given:

- Binder: No.
- Binder: Contents (e.g. drawings)
- Detailed manufacturer data: Name
- Detailed manufacturer data: Product description (e.g. measuring machine, type AX17)
- Detailed manufacturer data: Serial number
- Detailed data of the EMAG machine: EMAG machine number (e.g. 123456)
- Detailed ultimate customer data: Name and location (e.g. Daimler AG, Berlin)
- Detailed ultimate customer data: Project name (e.g. "Bearing plate")
- Detailed ultimate customer data: Stock no. / Equipment no.

Delivery on CD:

The files are to be stored with the following structure:

The stock no. / equipment no. of the ultimate customer is to be used for both the name of the CD/DVD and the main directory of the data storage medium. If this number is not available, the EMAG machine number is to be used.

The subdirectories reflect the binder structure and the binder contents of the printed documentation.

Example:

123456

- 01_Certificates and reports
 - 01-01_EC declaration of conformity
 - 01-02_Risk assessment
 - 01-03_...
- 02_Manuals
 - 02-01_Transport manual
 - 02-02_Start-up manual
 - 02-03_...
- 03_Plans and diagrams
 - 03-01_...
- 04_Drawings and lists
 - 04-01_...
- 05_Sub-suppliers
 - 05-01_Supplier 1 (e.g. BASF)
 - 05-02_Supplier 2 (e.g. Rexroth)
 - 05-03_...

The documents are to be stored in separate files.

Consolidating (e.g. all reports in one pdf file) is not permitted.

The data storage media are to be marked with the following information, at a minimum:

- CD/DVD: No./Qty. (e.g. DVD 1/2)
- CD/DVD: Contents (e.g. documentation)
- Detailed manufacturer data: Name
- Detailed manufacturer data: Product description (e.g. measuring machine, type AX17)
- Detailed manufacturer data: Serial number
- Detailed data of the EMAG machine: EMAG machine number (e.g. 123456)
- Detailed ultimate customer data: Name and location (e.g. Daimler AG, Berlin)
- Detailed ultimate customer data: Project name (e.g. "Bearing plate")
- Detailed ultimate customer data: Stock no. / Equipment no.

The data storage media are to be imprinted. Adhesive labels are not permitted.

Formats

The documentation is to be delivered in the following formats:

	Quantity	Paper	CD
Certificates and reports	1x	DIN A4	.PDF
Manuals	1x	DIN A4	.PDF + .DOC
Plans and diagrams:			
Space assignment plan	1x	DIN A3 (folded to DIN A4)	.TIF
Transport diagram	1x	DIN A3 (folded to DIN A4)	.TIF
Electric circuit diagram	1x	DIN A4	.PDF
Fluid system diagram	1x	DIN A4	.PDF
Drawings	1x	DIN A3 (folded to DIN A4)	.TIF + .DWG
Lists	1x	DIN A4	.XLS

Language

All documents of the operating instructions done in accordance with the EC Machinery directive are to be supplied in the official language of the member state where the machine is to be placed on the market (German). The documents are additionally to be supplied in the official language of the member state where EMAG will place the entire system on the market (language of EMAG's ultimate customer).

Delivery

The documentation is to be delivered separately as a packaging unit to the address, specifically the "Documentation" department, as stated in the order:

On the shipping box, the following information is to be given:

- Contents of the box: The designation "Documentation"
- Detailed manufacturer data: Name (sender)
- Detailed manufacturer data: Product description (e.g. measuring machine, type AX17)
- Detailed manufacturer data: Serial number
- Detailed data of the EMAG machine: EMAG machine number (e.g. 123456)
- Detailed ultimate customer data: Name and location (e.g. Daimler AG, Berlin)
- Detailed ultimate customer data: Project name (e.g. "Bearing plate")
- Detailed ultimate customer data: Stock no. / Equipment no.

On the delivery note, the following information is to be given:

- Detailed manufacturer data: Name (sender)
- Detailed data of the EMAG machine: EMAG machine number (e.g. 123456)
or EMAG project number (e.g. P-30012345.010000)

The addressee of deliveries with incomplete information cannot be correctly identified. The deliveries will be returned at cost to the sender.

Inspection of the documentation and release for payment

Delivered components and subassemblies are not considered to be delivered fully until the associated documentation is delivered fully and without error and has been inspected for proper preparation.

If there are no regulations on operating resources of the ultimate customer to be considered, EMAG carries out the inspection (Documentation department). If there are regulations on operating resources of the ultimate customer to be considered, the ultimate customer carries out the inspection.

Full payment for the components and subassemblies delivered is made only after the documentation inspection has been concluded successfully.