



# Documentation

Requirements to supplier's documentation

**KL-WN**

0018

version 1

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on: 04.07.2011

## 1 Committee

Sector	Department	Participation	Initials of participating employees		Comments
<b>Technology</b>	R & D		(BL)		
	ICA				
	Technical order processing				
	TQM/Documentation	<b>x</b>		Jk, Lem, Wit	
<b>Production + Logistics</b>	Process engineering + Purchasing + Logistics		(BL)		
	Manufacturing				
	Assembly				
<b>Sales</b>	Sales area 1		(BL)		
	Sales area 2				
	Sales area 3				
	Sales area 4				
<b>Commercial services</b>	Personnel		(BL)		
	Organization & Data processing				
	Controlling + Accounting				
	Financial accounting				
	Marketing				
	Aftermarket Sales				
<b>QM</b>	QMB				

## 2 Application range

This factory standard determines which demands to the documentation to be delivered by the suppliers are made with regard to quality and range. The KL-factory standard shall be applied for all products ordered by suppliers.

## 3 Changes compared with the last issue

This factory standard is a first edition.

## **4 Essential requirements to the documentation**

### **4.1 Normative basics**

The documentation to be delivered shall at least meet the standards DIN ISO EN 12100 and DIN EN 62079 in the corresponding valid copy as well as the EU machine directive 2006/42/EC. Depending on the product to be delivered and the application area, further directives and standards could apply which also have to be adhered to. (E. g. directive 94/9/EC in case of ATEX). The register therefore shall only be seen as reference and minimum requirement and not as complete register of all standards and directives to be considered.

### **4.2 Requirement to the description of the product**

Basically, the delivered product shall be clearly described in its type, construction and model by the documentation. A description of possible product variants (such as in operating manuals, maintenance instructions etc.) shall be avoided if possible. If this shall not be possible, a clear comment shall be made about which variant corresponds to the delivered product or which variant has been delivered. (Please see also DIN EN 62079). This for example can be effected by an additional functional description, a functional scheme (or drawing) including positioning.

## **5 Minimum requirements to our supplier's documentation**

### **5.1 General requirements**

During the creation of documentation, at least the standards and directives as described in chapter 4.1 shall be considered. All functions and actions to be effected shall be described completely. All documentation to be delivered shall at least contain/consider the following contents:

- Description of the product
- Safety instructions
- Information to technical data (data sheets/characteristic curves)
- Information for transport
- Information for assembly and commissioning
- Operating manual (including functional description)
- Maintenance-, repair-, cleaning instructions
- Information to disassembly and disposal
- Spare parts list for the entire product (see also chapter 5.4)
- Spare parts drawing with positioning
- Declaration of conformity/incorporation
- Drawings and wiring diagrams
- Total maintenance plan
- If necessary test certificates and certificates

### **5.2 Documentation of sub-suppliers**

In the event that components of sub-suppliers are integrated in the ordered product (e. g. gear motors, sensors, etc.), it is necessary to enclose the corresponding documentation. It shall meet the requirements as indicated in chapter 5.1. The listed spare parts and maintenance and cleaning work shall also be indicated in the total spare parts list or total maintenance plan.

### **5.3 Complex products**

For complex products, components and workpieces, a separate functional scheme and functional description shall be created which indicates the function and the dependance of individual components to each other.

### **5.4 Example for spare parts list**

To create the total spare parts list, the corresponding Keller Excel submittal shall be used. You can download it via our homepage [www.Keller-Lufotechnik.de/en](http://www.Keller-Lufotechnik.de/en) under „INFOCENTER“ and menu item certificates (<http://www.keller-lufotechnik.de/en/Infocenter/Zertifikate/index.php>).

## **6 Language**

### **6.1 Language of the documents**

The documents shall be issued in one national language as far as possible. Multilingual documents such as for example operating manuals in German and English shall be avoided.

### **6.2 Languages to be delivered**

Unless agreed otherwise, the documentation is to be provided in German and English. Further EU-languages are to be provided on demand and free of charge.

## **7 Supply/delivery**

### **7.1 Delivery date**

Unless agreed otherwise, the document's delivery shall be effected at least one week before delivery of the commodities. Decisive for the adherence of the delivery date is the receipt of documentation at Keller Lufttechnik GmbH + Co. KG. In the event that a delivery date cannot be adhered to, we have to be informed in written form immediately.

### **7.2 Delivery in electronic format**

#### **7.2.1 Delivery**

Documentation basically shall be sent to [Doku@kl-direkt.de](mailto:Doku@kl-direkt.de). The Keller order number and if applicable the article number shall be inserted in the subject line. The maximum allowed size may not exceed 20 MB. In case of an exceedance or shall a delivery by e-mail should not be possible, the documentation shall be provided as CD-ROM.

#### **7.2.2 File format**

The spare parts list and maintenance plan shall be sent in Excel format (without password protection) and all drawings and functional schemes shall be provided in DXF and PDF format. The remaining documents such as descriptions and instructions shall be created in DIN A 4 format and to be sent in PDF format or Word format. All files shall be provided without document protection and corresponding bookmarks.

### **7.3 Delivery in paper format**

Shall the documentation comprise more than 300 pages, it must also be provided in paper format. The number of paper documentation to be provided shall be agreed with our Documentation Department. For documentation smaller than 300 pages, delivery in paper format is not necessary – unless otherwise indicated.

## **8 Repeated delivery of products**

For repeated delivery of products indicating the same components, a separate documentation must not be provided, if

- a) the same components (e. g. the same gear motor) were obstructed as in the previous delivery.
- b) the documentation in the meantime has not been updated.

However, Keller Lufttechnik may require an another documentation delivery on demand.