

FORMAT

General

In principle, a separate operating manual shall be prepared for each process and/or utility unit. However, in the case of short volumes, operating manuals for two or maximum three units can be integrated into one book upon approval of the Company. The compiled operating manuals should consist of related units, where possible.

Covers and Size

The format of operating manuals shall essentially conform to the following requirements:

1. Size of covers:
225 mm (Width) × 300 mm (Length) - bound on 300 mm side.
2. Size and type of bottom covers:
 - a. Size : Free thickness, up to 70 mm maximum
 - b. Type : Integral types with covers
3. Color of front and bottom covers: Dark blue without window.
4. Color of title on front and bottom covers: Golden.
5. Form of title character: Helvetica light.
6. Printing of character: Leaf stamping.
7. Size of papers shall be A4 - size (210 mm × 297 mm).

Titles

1. The manual shall be named as: " Operating Manual"
2. The titles on the front cover shall include:
 - a. Company name and logo.

Factory Maintenance Training Manual

Joel Levitt



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