

Documentation Guideline for Machines, Machine Components, and Safety Components in Accordance with Directive 2006/42/EC on machinery

1. Area of application

These conditions apply to completed or partly completed machinery as defined by Article 1 of the EC Machinery Directive.

2. General

The documentation documents must be delivered according to the current version of the EC Machinery Directive and the respective standards and provided in **German** and in the **operating company’s national language**. It is mandatory to comply with the local specifications in the operating country.

The documents must be designed in accordance with the regulations of GROB’s end customers (specifications) and/or in accordance with the respective regulation in coordination with the respective GROB departments.

The supplier must deliver the amounts agreed upon in hard copy form free of charge and provide a **printed set** of the documentation in German for the Commissioning Department and in the respective national language. The documentation must comply with the customer-specific requirements which can be requested in an online meeting between GROB and the manufacturer. After the online meeting, the documents must be delivered subsequently in accordance with the end customer’s specifications.

2.1 Documentation Supply

Documentation	Address
Digital documentation	dokumentation@grob.de NOTE: For attachments larger than 20MB, a GlobalX account must be requested for the above-mentioned email address. The documentation can then be uploaded to the Webspaces “Documentation”.
Printed documentation	GROB-WERKE GmbH & Co. KG Department Technical Documentation Industriestraße 4, 87719 Mindelheim, Germany

2.2 Delivery date

The documentation documents to be supplied must be received no later than the delivery of the ordered equipment. The spare and wear parts lists and further design data in the chapter [Parts lists for mechanics, electrics and fluids](#) are an **exception** and must be supplied **by all means** after the end of engineering of the supplier. For larger components, preliminary designs must be submitted for approval after coordination with the specialized department.

3. Requirements

3.1 Operating instructions

- **Standard-compliant** documentation according to EC Machinery Directive
- Documentation **according to specifications** of the end customer (if requested)
- Documentation in German and in the user’s national language
- Contents (linked, if possible)
- Chapter for safety, operation, maintenance

NOTE: For partly completed machinery in the sense of the EC Machinery Directive Article 13 installation declarations and mounting instructions are to be supplied.

3.2 Scope of Documentation

The following contents are part of the documents to be supplied (folder structure and content may be specified in the specification):

Documentation	Contents
Operating instructions	<ul style="list-style-type: none"> • Operating instructions • Transport instructions • Assembly instructions • Installation and commissioning instructions • Operating instructions • Programming instructions • Maintenance instructions <p>NOTE:</p> <ol style="list-style-type: none"> 1. The PDF files must have a logical structure and be printable without any problems by the external printing office (e. g., unprotected/all languages embedded/...). 2. The following criteria must be met when naming the files: <ul style="list-style-type: none"> - Meaningful file names so that the content of the file is recognizable. - The ISO language code (e. g. en-US) must be included in the file name. - For translations of the original documents into other foreign languages, the file name must be in English (e. g. Operating_Manual_XY_zh-CN.pdf).
Suppliers	<ul style="list-style-type: none"> • Technical documentation – supplier components • List of contact data of involved suppliers as Excel table <ul style="list-style-type: none"> - Manufacturer (supplier) - Address - Zip code - Location/Country - Telephone number - Email
Electrical system	<ul style="list-style-type: none"> • Electrical documentation <i>If no specification available: EPLAN P8 V2.9</i> • Parts list (also see Parts lists for mechanics, electrics and fluids) • Please observe separate checklist: Technical Purchase Control Technology Checklist <p>IMPORTANT: All data must be transferred to dokumentation@grob.de for further processing immediately after end of engineering of the supplier to avoid delays.</p>
Fluid	<ul style="list-style-type: none"> • Fluid diagrams in one PDF <i>If no specification available: EPLAN P8 V2.9</i> <ul style="list-style-type: none"> - Hydraulics - Pneumatic system - Cutting fluid - Lubrication and cooling - Parts list (also see Parts lists for mechanics, electrics and fluids) <p>IMPORTANT: All data must be transferred to dokumentation@grob.de for further processing immediately after end of engineering of the supplier to avoid delays.</p>

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Documentation	Contents
Mechanical system	<ul style="list-style-type: none"> • Mechanical drawing documentation <ul style="list-style-type: none"> - Includes all assembly drawings and parts lists of (sub)assemblies which include spare and/or wear parts (also see Parts lists for mechanics, electrics and fluids) - Designation of used sensors, actuators with respective connection sizes, etc. - 3D/2D data in STEP or JT format - Layout diagram/functional description - In addition, requirements of the end customer's specifications may be observed <p>IMPORTANT: All data must be transferred to dokumentation@grob.de for further processing immediately after end of engineering of the supplier to avoid delays.</p>
Tool	<ul style="list-style-type: none"> • Tool documentation <ul style="list-style-type: none"> - Tool layouts - Process sheets - Tool drawings (only in case of GROB tool provision) - In addition, requirements of the end customer's specifications may be observed.
Appendix	<ul style="list-style-type: none"> • EC declaration of conformity (insofar not included in operating instructions) • FMEA (if required in the customer specification) • Licenses • Certificates • Measurement or inspection reports • Calibration certificates • TÜV (Technical Inspection Association) documents

3.3 Parts lists for mechanics, electrics and fluids

Parts lists for the machine, the assemblies and the sub-assemblies (mechanics, electrics, and fluids) must be supplied. Make sure that all spare and wear parts are marked unambiguously. Request a parts list template under dokumentation@grob.de.

IMPORTANT:

All data must be transferred to dokumentation@grob.de for further processing **immediately after end of engineering** of the supplier to avoid delays.

The following points must be observed:

- Parts lists on drawing sheets are not accepted.
- All parts contained in the parts lists must be positioned in the assembly drawing and/or the diagram.
- Order numbers of the original manufacturer must not be replaced by synonymous numbers
- Parts lists must be supplied either as an Excel table or as a table in a searchable PDF file. TIF files or non-searchable PDF files will not be accepted.
- No prices must be entered into the lists to be delivered.
- Even if documentation is provided in accordance with customer specifications, the parts lists must always be supplied, even if this is not specifically required in the customer specifications.

Required parts list information	
Parts list header	<ul style="list-style-type: none"> • Assembly number (manufacturer number) • Designation • Created by • Issue date • Revision index
Parts list table (column structure)	<ul style="list-style-type: none"> • Item number • Quantity (assemblies/parts) • Designation • Material (info can be omitted in case of additional purchase/DIN/ISO) • Original equipment manufacturer (supplier) • Manufacturer part number (order number or DIN/ISO must be provided) • Spare and wear part designation (E/V)

4. Checklist

Document type	Contents	Completed?
Specifications	Documentation created according to customer specifications (inquiry/order attached)	
Operating instructions	One complete or multiple individual operating manuals <ul style="list-style-type: none"> • Safety • Description of the product with data sheet • Transport • Setup/assembly • Operation • Maintenance/servicing with lubrication instructions • Troubleshooting • Disposal 	
Certificates IMPORTANT: All certificates must be transferred in digital form to dokumentation@grob.de for further processing.	<ul style="list-style-type: none"> • Licenses • Measurement or inspection reports • Calibration certificates • TÜV (Technical Inspection Association) documents • ... 	
Diagrams/Design data IMPORTANT: All data must be transferred to dokumentation@grob.de for further processing immediately after end of engineering of the supplier to avoid delays.	<ul style="list-style-type: none"> • Electrical diagrams • Fluid diagrams • Tool layouts • Drawings • Parts lists • Layout diagram/functional description • 3D/2D data in STEP or JT format • Designation of used sensors, actuators with respective connection sizes, etc. • FMEA 	
CE declaration	Installation or conformity declaration as a single document or integrated into the operating instructions	
Documentation supply	In hard copy form (can be omitted in another agreement) and always in digital form to dokumentation@grob.de	

NOTE: The implementation guidelines for the respective documentations are available under the following email address: dokumentation@grob.de