

Replaces:
RN 1940:2023-06-08

Supplier documentation

Basics and requirements

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Changes

2025-11-27:
The following changed in comparison to RN 1940:2023-06-08:

- a) spare parts lists included
- b) general requirements clarified
- c) additional requirements for USA included
- d) editorially revised

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1 Scope

This Factory standard applies to operating manuals and spare parts lists from suppliers. The primary goal is to enable the further processing or integration of documentation provided in order to meet legal and customer requirements.

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
DIN EN ISO 12100	Safety of machinery - General principles for design - Risk assessment and risk reduction
DIN EN ISO 20607	Safety of machinery - Instruction handbook - General drafting principles
DIN 24420-1	Lists of Spare Parts; General
DIN 24420-2	List for spare parts; form and disposition of text

Additional requirements for USA:

ANSI Z535.6	American National Standard for Product Safety Information in Product Manuals, Instructions, and Other Collateral Materials
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3 Terms and Definitions

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

4 General specifications

- The documentation to be delivered must include an operating manual and a spare parts list with meaningful graphics. The operating manual must cover the entire lifecycle of the supplied component, including information on transport, commissioning, operation, maintenance, and decommissioning.
- 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 DIN EN ISO 12100) shall be described in the operating manual.
- When components are being ordered, the following applies:
 - For a project-neutral bulk order, documentation must be provided unsolicited in German and English (British) in the event of a version change.
 - For a project-specific individual order, documentation must be provided according to the ordered language version (if not specified otherwise, at least in German and English (British)) upon delivery of the respective component.

For components that are delivered alongside the design and that may still be subject to changes during the course of the project (e. g., components with software elements), documentation must nevertheless be delivered with the initial delivery. This documentation must be marked as "as built" on the title page. After changes have been made, a final version of the documentation must then be provided.

- Unless otherwise stated in the order, the documentation shall be delivered in digital form. The delivery can be made by e-mail (max. 15 MB) or via an FTP server.
- The delivery shall be clearly identified with the following information:
 - Supplier
 - REINTJES order number and item
- The documentation or the download instructions from the FTP server must be sent to the e-mail 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.
- Additional requirements for components supplied by REINTJES to the USA:
 - These components are identified in the order by the language version "US English".
 - This requirement includes not only the language version but also the structure of safety warnings, which must be created in accordance with ANSI Z535.6.
 - The US English language version must be prepared by native US English speakers.

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. Other file formats must be coordinated with REINTJES.
- The PDF file must contain a bookmark structure which corresponds in scope and structure to the table of contents.

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.