

Documentation guidelines for machines, machine parts and safety components pursuant to EC Machinery Directive

**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 user’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	<a href="mailto:dokumentation@grob.de">dokumentation@grob.de</a>  <b>NOTE:</b> For attachments larger than 20MB, a GlobalX account must be requested for the above-mentioned e-mail address. The documentation can then be uploaded to the Webspaces “Documentation”.
Printed documentation	<b>GROB-WERKE GmbH &amp; Co. KG</b> 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 3.3](#) 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 end customer specifications (if requested)
- Documentation in German and in the user’s national language
- Cover sheet with machine designation and GROB classification (GMxxxx)
- 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.

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### 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"> <li>• Operating instructions</li> <li>• Transport instructions</li> <li>• Assembly instructions</li> <li>• Installation and commissioning instructions</li> <li>• Operating instructions</li> <li>• Programming instructions</li> <li>• Maintenance instructions</li> </ul> <p><b>NOTE:</b></p> <ol style="list-style-type: none"> <li>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/...).</li> <li>2. The PDF file name must be meaningful</li> </ol>
Suppliers	<ul style="list-style-type: none"> <li>• Technical documentation – supplier components</li> <li>• List of contact data of involved suppliers as Excel table                             <ul style="list-style-type: none"> <li>- Manufacturer (supplier)</li> <li>- Address</li> <li>- Zip code</li> <li>- Location</li> <li>- Country</li> <li>- Telephone number</li> <li>- Email</li> </ul> </li> </ul>
Electrical system	<ul style="list-style-type: none"> <li>• Electrical documentation <i>If no specification available: EPLAN P8 V2.9</i></li> <li>• Parts list (also see <a href="#">chapter 3.3</a>)</li> <li>• <b>Please observe separate checklist:</b> <a href="#">Technical Purchase Control Technology Checklist</a></li> </ul> <p><b>IMPORTANT:</b> All data must be transferred to <a href="mailto:dokumentation@grob.de">dokumentation@grob.de</a> for further processing <b>immediately after end of engineering</b> of the supplier to avoid delays.</p>
Fluid	<ul style="list-style-type: none"> <li>• Fluid diagrams in one PDF <i>If no specification available: EPLAN P8 V2.9</i> <ul style="list-style-type: none"> <li>- Hydraulics</li> <li>- Pneumatic system</li> <li>- Cutting fluid</li> <li>- Lubrication and cooling</li> <li>- Parts list (also see <a href="#">chapter 3.3</a>)</li> </ul> </li> </ul> <p><b>IMPORTANT:</b> All data must be transferred to <a href="mailto:dokumentation@grob.de">dokumentation@grob.de</a> for further processing <b>immediately after end of engineering</b> of the supplier to avoid delays.</p>

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Documentation	Contents
Mechanics	<ul style="list-style-type: none"> <li>• Mechanical drawing documentation                             <ul style="list-style-type: none"> <li>- Includes all assembly drawings and parts lists of (sub)assemblies which include spare and/or wear parts (also see <a href="#">chapter 3.3</a>)</li> <li>- Designation of used sensors, actuators with respective connection sizes, etc.</li> <li>- 3D/2D data in STEP or JT format</li> <li>- Layout diagram/functional description</li> <li>- In addition, requirements of the end customer's specifications may be observed</li> </ul> </li> </ul> <p><b>IMPORTANT:</b> All data must be transferred to <a href="mailto:dokumentation@grob.de">dokumentation@grob.de</a> for further processing <b>immediately after end of engineering</b> of the supplier to avoid delays.</p>
Tool	<ul style="list-style-type: none"> <li>• Tool documentation                             <ul style="list-style-type: none"> <li>- Tool layouts</li> <li>- Process sheets</li> <li>- Tool drawings (only in case of GROB tool provision)</li> <li>- In addition, requirements of the end customer's specifications may be observed.</li> </ul> </li> </ul>
Appendix	<ul style="list-style-type: none"> <li>• EC declaration of conformity (insofar not included in operating instructions)</li> <li>• FMEA (if It's required in the customer specification)</li> <li>• Licenses</li> <li>• Certificates</li> <li>• Measurement or inspection reports</li> <li>• Calibration certificates</li> <li>• TÜV (Technical Inspection Association) documents</li> </ul>

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**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](mailto:dokumentation@grob.de).

**IMPORTANT:**

All data must be transferred to [dokumentation@grob.de](mailto: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 are to be delivered 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 though the documentation is in accordance with customer instructions, the parts lists must be delivered in any case, even if this is not requested in the customer instruction.

Required parts list information	
Parts list header	<ul style="list-style-type: none"> <li>• Assembly number (manufacturer’s number)</li> <li>• Designation</li> <li>• Created by</li> <li>• Issue date</li> <li>• Revision index</li> </ul>
Parts list table (column structure)	<ul style="list-style-type: none"> <li>• Item number</li> <li>• Quantity (assemblies/parts)</li> <li>• Designation</li> <li>• Material (entry not required if purchase/DIN/ISO)</li> <li>• Original equipment manufacturer (supplier)</li> <li>• Manufacturer’s part number (order number or DIN/ISO must be stated)</li> <li>• Spare and wear part designation (E/V)</li> </ul>

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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"> <li>• Safety</li> <li>• Description of the product with data sheet</li> <li>• Transport</li> <li>• Setup/assembly</li> <li>• Operation</li> <li>• Maintenance/servicing with lubrication instructions</li> <li>• Troubleshooting</li> <li>• Disposal</li> </ul>	
Certificates  <b>IMPORTANT:</b> All certificates must be transferred in <b>digital</b> form to <a href="mailto:dokumentation@grob.de">dokumentation@grob.de</a> for further processing.	<ul style="list-style-type: none"> <li>• Licenses</li> <li>• Measurement or inspection reports</li> <li>• Calibration certificates</li> <li>• TÜV (Technical Inspection Association) documents</li> <li>• ...</li> </ul>	
Diagrams/Design data  <b>IMPORTANT:</b> All data must be transferred to <a href="mailto:dokumentation@grob.de">dokumentation@grob.de</a> for further processing immediately <b>after end of engineering</b> of the supplier to avoid delays.	<ul style="list-style-type: none"> <li>• Electrical diagrams</li> <li>• Fluid diagrams</li> <li>• Tool layouts</li> <li>• Drawings</li> <li>• Parts lists</li> <li>• Layout diagram/functional description</li> <li>• 3D/2D data in STEP or JT format</li> <li>• Designation of used sensors, actuators with respective connection sizes, etc.</li> <li>• FMEA</li> </ul>	
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 <a href="mailto:dokumentation@grob.de">dokumentation@grob.de</a>	

**NOTE:** The implementation guidelines for the respective documentations are available under the following e-mail address: [dokumentation@grob.de](mailto:dokumentation@grob.de)