

EQUIPMENT STANDARD

		REV.
PROJECT TITLE All	PROJECT NO.	
DESIGN CAPACITY	BELT SPEED	
PROCESS AREA All	DOC. NO. 1500-AP0-TSP-GMT-006	
EQUIPMENT ITEM Equipment Documents	SHEET 1 of 4	

1. Introduction

Any manufacturer supplying equipment to Saint Gobain must support the equipment with certain documents.

This documents is listed below.

- Equipment Functional Description
- Machine Design Risk Assessment
- Equipment Arrangement Drawings
- Equipment lists
- Installation Instructions
- Operating Instructions
- Maintenance Instructions
- Lubrication Schedule
- Recommended Spares List
- Commissioning records including operating set points, running loads etc.

Note for SG user – it may be necessary to add requirements for CE, GOST, or other local standards to this document where country specific

2. Functional Description

This document will describe the basic concept of the machine, it's control, operation and safety features.

Where the machine is made up of a number of identifiably separate sections, then each section should be described.

The operational limits of the machine will be identified (product size range, maximum production speed, etc.).

Any specific services which are required for the function of the machine shall be identified.

3. Machine Design Risk Assessment

This document shall list all of the possible safety hazards intrinsic in a machine and identify the actions or devices incorporated in the design to reduce the hazard. References to design standards shall be made where appropriate in support of the safe guard employed.

The document shall be laid out in a logical manner considering each hazard for each machine. The seriousness of possible injury, the frequency with which personnel are exposed to the risk and the likelihood of the circumstances occurring shall all be taken into consideration.

The effect of hazards shall be reduced to a minimum, but where hazards remain, then these must be clearly identified so that the customer can make alternative arrangements to reduce the hazard to an acceptable level.

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4. Equipment Arrangement Drawings

Arrangement drawings of the equipment shall be supplied in order that the proximity of adjacent equipment can be checked.

The drawings shall show sufficient detail of the equipment so that the Engineer can check if the functional requirements for the machine have been met.

5. Equipment Lists

The main equipment items supplied by the Contractor shall be identified in a listed from which the Client can construct an asset register of installed on the plant.

More detailed lists are required of some component parts in order to provide future maintenance information. The Contractor shall supply lists of Motors, Gearboxes and Sensors installed on his equipment.

6. Installation Instructions and Method Statements

In order to plan for the safe installation of the machine, the manufacturer must identify the method by which the machine is to be installed and any safety or handling issues associated with the movement of the machine.

Any specific foundation requirements shall be specified.

The contractor employed to install the machine must provide a Risk Assessment and Method Statement describing the safe installation of the machine. These documents must be approved by the Clients Site Safety Representative before installation commences.

7. Operating Instructions

This document shall describe the operation of the machine in none technical language.

The Operating Instructions will be an expansion of the Functional Description and shall clearly identify the limits of safe operation of the machine and any safety risk associated with operating the machine.

8. Maintenance Instructions

Instructions shall be given which describe inspection regimes.

The document shall describe adjustments which may be required in order to maintain the machine in prime operating condition.

The process of removing and replacing wearing parts shall be described.

The Maintenance Instructions shall be supported with drawings and photographs where

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appropriate.
Maintenance literature of proprietary components shall be included and indexed within the document.

9. Lubrication Schedule

A lubrication schedule shall be provided which identifies the recommended lubricants, quantities and frequency of lubrication for each component of the machine.
The schedule shall be supported with drawings of the machine showing all of the lubrication points. Each lubrication point on the drawing shall be marked with a symbol relating to the type of lubricant and frequency of lubrication. This is particularly relevant to complicated machines with many and varied lubrication requirements.

10. Recommended Spares List

A list of all of the recommended spare parts to support 2 years continuous operation of the machine and shall be based on the manufacturers experience of spares usage in similar applications.
The spares list shall identify, the original component manufacturers name and part number.
The spares list shall show the price of each spare if purchased from the machine manufacturer.

11. Certificates of Conformity

A manufacturers declaration of conformity to recognised standards is required.

12. Timing of Document Issue

The manufacturer shall issue the above mentioned documents at the times defined within the contract.
It is anticipated that some documents will not be available in their final "as-built" form until late in the contract, however the client will require documents in good time to enable training to be undertaken and spare parts to be ordered. For this reason preliminary documents will be accepted as defined in the contract which will later be replaced by the final versions.

13. Format of Document Issue

Documents in support of the Contract shall be in English.
Preliminary issues of documents shall be in English.
The Contractor's Final Operation and Maintenance Instructions shall be in English. Three electronic copies shall be provided.
Drawings shall be provided in electronic form using AutoCad version 2004, DXF, Inventor 010, or SAT format and shall be in English.
Equipment lists shall be in English and in Excel format.

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Software and plc code (including comments) shall be in English			

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