



## Technical Assignment of Škoda Auto a.s. Part I – 06 Documentation

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### Abbreviations (see Term Definition in part I-00 Structure of Assignment Conditions)

### Change History

Status	Date	Description
1.0	1 Oct 2016	New wording
1.1	30 Nov 2016	Point 1.5.3 Change to the wording of the “Declaration regarding Development”



## 1. Documentation

### 1.1 General Specifications

The documentation is an integral part of the supplier's performance.

It must contain all technical data required for operation, maintenance and repair of devices, as well as all required legal and economic information.

When writing up user information, it is necessary to uphold the relevant standards and directives (such as the ITS of the ordering party).

The user information should interpret knowledge effectively and reliably so that the user can use it in their activity without any difficulties.

Reasonable and effective user information with regards to form and content bring the following benefits:

- reduced user training costs,
- quicker start of usage, complex and safe product operation,
- reduced risks (material damage or harm to health/lives) due to residual risks resulting from the product or operation errors on the user's side,
- quicker return to a proper product usage after a malfunction or maintenance.

You need to repeat targeted individual commands at places that present a cause or possibility of dangerous or erroneous equipment usage.

Missing notification, warning, flaws and holes in user information must be excluded and this is considered incomplete performance. This also applies in case the delivered background documentation does not correspond with the status of the delivered equipment/machine.

The supplier is fundamentally responsible for proper completeness and timely presentation of all background documentation, i.e. Even the background documents created by sub-suppliers.

In the existing documentation, you must account for all changes produced during the order-related implementation and assembly.

The supplier must provide related manufacturing drawings for the given part on the ordering party's request.

Marking and the entire documentation must always be delivered in the local language unless requested otherwise (e.g. Order, ordering party's ITS, project-specific part III of the technical specification).

In case the equipment is handled any further (sold, rented, used to repair or rebuild), the ordering company is entitled to provide full documentation to another tool user/owner or subject which is going to be performing the repairs or reconstruction. For these purposes, the supplier is explicitly entitled to handle and copy the technical documentation (especially used texts, images, wiring diagrams, drawings). Potential establishment that limits the ordering party's rights to handle the equipment documentation in the aforementioned way are unacceptable and invalid (even if mentioned in the technical documentation itself).

If the equipment also includes copyrighted software, the ordering company acquires a license to use the software along with the software. In case the equipment is further handling, the license is still transferred with it. The ordering party or the new user/owner are entitled to alter and modify the given software at their responsibility.



## 1.2 Arrangement and Outer Form

The documentation and background documentation have to be summed up into individual functional and technological groups. The supplier is obliged to present the documentation in paper form of an A4 binder with index sheets and in data form on suitable media. The corresponding value is described in the ordering party's ITS and the "Documentation list" which is an attachment of the technical assignment.

Headers and footers of individual sheets must be provided with the corresponding inventory number received from the ordering party, drawing number and the equipment's marking.

Potential further arrangement requirements are described in technology and project-specific parts II and III of this technical assignment.

## 1.3 Documentation Contents

The required scope of the entire documentation (if required) is described in the ordering party's ITS and in parts II and III of this technical assignment, as well as appendices of the technical assignment (e.g. "Documentation List").

Beyond this scope, the supplier is obliged to provide additional documents recommended or required for proper usage of the subject of delivery.

## 1.4 General Standards for Certain Documentation Types

### 1.4.1 Parts List and Recommended Spare Parts

#### 1.4.1.1 Definition for parts built into the equipment

**Standardized part** is an equipment part that is a subject to a certain standard (such as CSN).

**Purchased part** is an equipment part that has been purchased (as opposed to made by the supplier themselves).

**Drawing part** is an equipment part for which the supplier has created (or had somebody else create) a drawing in order to have it manufactured. The supplier is to present the ordering party with drawings of the drawing part corresponding to the current state of the completed device. By doing so, the supplier transfers the non-exclusive right to use these drawings onto the ordering party. The presentation of the drawings is done along with the parts list presentation.

In case of changes, the parts lists and the drawings must be immediately updated and presented to the ordering party (applies to changes performed as a part of warranty repairs as well).

Multiple definitions are applicable for one part. For example, one part can be both standardized and purchased.

#### 1.4.1.2 Full parts list

The full parts list is to include all parts built into the equipment, listed by the supplier for the ordering party. Potential parts list requirements are listed in the part II of the technical assignment. The supplier is obliged to fill this table completely according to the assignment and send everything back to the ordering party as a data file. In case of any changes in the parts list, the supplier is to make changes in the list as soon as they learn about them and notifies the ordering party immediately afterwards.

#### 1.4.1.3 Provision of the parts list

Unless requested otherwise in Part II, the fully filled parts list is to be submitted to the ordering party at the start of the commissioning process or 12 weeks prior to the date of the "Operational Equipment handover" – whichever is to come earlier.



#### 1.4.1.4 Recommended spare parts

In the parts list, the supplier is to recommend a selection of parts that the ordering party should have in stock in order to secure the required availability of the device. This selection of parts represents recommended spare parts or recommended spare parts storage.

#### 1.4.1.5 Reduction of spare parts variety via unification

In order to minimize the spare parts required storage space, it is necessary to make sure to use the same parts whenever possible. Should certain components (such as drives) appear multiple times in a delivery volume, the supplier is obliged to notify the ordering party and carry out unification (after discussing it).

#### 1.4.1.6 Online catalogue

The goal of the ordering party is to submit the parts list items purchased from the supplier into the online catalogue. Afterwards, such items will be ordered via this catalogue. If the supplier is not familiar with the ordering party's catalogue, they may request the Welcome Package from the corresponding purchaser. This file describes data quality requirements and steps necessary for the online catalogue.

### 1.4.2 Operation manual

The bases for creation of the Operating Manual are standards CSN EN ISO 12100 and the Directive regarding Mechanical Equipment No. 2006/42/EC.

Based on the importance of the following information, we once again notify about the minimum requirements to be met by the operation manual.

Unambiguous, understandable and complete information including:

- Technical data and other data required to use the device
- Specialized and safe usage
- Boundaries of technical usage
- Qualification of the operator and maintenance personnel, as well as training method

Remarks and warnings on:

- Risks and hazards related to the proper usage of the equipment, data on methods and means to prevent such risks/hazards,
- Dangers for the user or third parties due to incorrect usage with comprehensible reasoning; such notifications must be re-mentioned directly on the product if necessary.

Guidelines and instructions for:

- transportation, installation, storage,
- commissioning,
- equipment/setup of the device,
- maintenance, care cleaning,
- inspection, service,
- repair, defect rectification,
- decommissioning, disassembly and disposal,
- emergency situations.

Data on:

- accessories,
- spare parts and quickly worn parts,
- customer service.



Execution:

- correct structure and arrangement of reasonable content,
- good readability,
- usage of simple and short sentences,
- systematic use of technical terms and abbreviations,
- images to complement the text in a sensible way,
- delivery of information in form of table if suitable,
- creation of document in sufficiently durable and user-adequate form corresponding to the purpose of usage (e.g. laminating).

### 1.4.3 FMEA

In case FMEA is required, the general specifications are to be described in the General part I and specific data are to be described in the technology-specific part of section II or the project-specific part III

## 1.5 Evidence of Conformity with Legal Requirements

### 1.5.1 General

The supplier is obliged to present corresponding document on compliance with all legal requirements subject to the approval obligations.

### 1.5.2 Acceptance Certification

For machines/equipment and design units subject to the knowledge, expert of individual tests, the corresponding certificates are a part of the supplier performance scope.

The same applies for design units that have a sample approval or profession union approval prescribed for them.

### 1.5.3 EC declaration of conformity (including CE marking within EC)

The performance must be provided according to local legal regulations (for the place of arrangement), meaning it must comply with the locally specific legal regulations regarding the declaration of conformity process (analogous with the EC machinery directive 2006/42/EC applicable in EC – CE label/mark provision, issuing the EC declaration of conformity and the operation manual for the equipment).

The supplier's obligation to issue a specific declaration of conformity is also related to volumes integrated into the current device. The equivalent of the "Declaration of Installation" applicable in the EC is only accepted as long as the integration does not void the "Declaration of Conformity" for the entire equipment.

## 1.6 Documentation submission

Prior to initiating the production, all listed projects and drawings must be presented to the ordering party for examination and explanation.

The documentation is always presented to the project supervisor of the ordering party, including the current documentation list.

Individual parts of the documentation must be presented in one copy in a special binder (the marking system must be adhered to!). It is unacceptable to mix the parts of the documentation.

The documentation is to be accepted by the project-responsible person on behalf of the ordering party. The final acceptance of the equipment documentation is only conducted after an inspection performed by this person.

At least preliminary background documentation must be presented in order to initiate the commissioning process. One copy is enough; additionally, it may contain hand-written records add-ins (if clearly readable). Changes occurred during this process have to be immediately recorded in the documentation.

Individual parts of the documentation must be presented to the ordering party on the corresponding specified dates. These dates are defined in part II or part III and/or some of the related background documents.

Presentation of full and final documentation is a prerequisite for a complete acceptance of the equipment.