

AS 2957.4—1988/ISO 6750—1984

Australian Standard[®]

**EARTH-MOVING MACHINERY—
OPERATION AND MAINTENANCE**

**Part 4—FORMAT AND CONTENT
OF MANUALS**

(ISO Title: Earth-moving machinery—Operation and maintenance—Format and content of manuals)

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Bureau of Steel Manufacturers of Australia
Construction Equipment Importers and Manufacturers of Australia
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Department of Conservation, Forests and Lands, Vic.
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Local Government Engineers Association of New South Wales
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 FOREWORD

1. This Australian Standard corresponds with ISO 6750—1984, *Earth-moving machinery—Operation and maintenance—Format and content of manuals*.
2. Introduction to and complete listing of the SAA series of earth-moving machinery Standards (AS 2951 to AS 2958) is available on request.
3. For the purpose of this Australian Standard the words 'International Standard' should be replaced by 'Australian Standard'.
4. ISO Standards referred to in this Standard correspond with the following Australian Standards:

ISO Standard	Australian Standard
ISO 4510-1	AS 2957.1
ISO 4510-2	AS 2957.2
ISO 6165	AS 2951.1
ISO 6405	AS 2956.4
ISO 6746-1	AS 2951.2.1
ISO 6746-2	AS 2951.2.2
ISO 6749	AS 2957.3

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Earth-moving machinery—Operation and maintenance

Part 4—Format and content of manuals

0 Introduction

In preparing this International Standard consideration has been given to the fact that drivers, operators and mechanics may have received only a short training in a language in which they are not proficient.

A manual shall therefore

- a) be simple to understand and have adequate explanatory notes;
- b) incorporate the use of internationally recognized symbols;
- c) be easy to use, compact and made of durable hardwearing material.

1 Scope and field of application

This International Standard establishes guidelines on the general rules necessary for the preparation and presentation of manuals for earth-moving machinery as defined in ISO 6165.

2 References

ISO 4510, *Earth-moving machinery — Service tools — Part 1: Common maintenance and adjustment tools.*
Part 2: Common repair tools — Mechanical pullers and pushers.

ISO 6165, *Earth-moving machinery — Basic types — Vocabulary.*

ISO 6405, *Earth-moving machinery — Symbols — Operator controls and others.*

ISO 6746, *Earth-moving machinery — Commercial nomenclature — Definitions of dimensions and symbols—*

Part 1: Basic machines.

Part 2: Equipment.

ISO 6749, *Earth-moving machinery — Preservation and storage.*

3 Presentation of manuals

3.1 General

The presentation of the manuals is important. They are working tools which should be both convenient and complete.

The text shall be simple and adapted to the category of individuals who will use the manuals with all information being explicit and comprehensive.

The words used shall be explained or defined each time if there is a risk of misunderstanding.

Illustrations, diagrams, graphs and tables shall be used in preference to written text. They shall be clear, simple and be placed adjacent to the corresponding reference.

The terms, definitions, units and symbols shall comply with the relevant International Standards.

Prominence shall be given to safety in operation, routine servicing and maintenance, and field and workshop repairs. All information related to personnel safety should be in bold type and identified by the ISO warning (safety alert) symbol.

Items for the manuals may be included or deleted at a manufacturer's discretion, relative to an individual type of machine and its application.

3.2 Number of books

The manuals should be published as one or more books. A typical arrangement would be:

- Operator manual: contains those items pertinent to the starting, stopping and operation of the machine.
- Lubrication manual: contains those items pertinent to the selection and application of fuels, coolants, and lubricants essential to the proper operation of the machine.
- Maintenance manual: contains those items pertinent to cleaning, replacing, and adjusting that would normally be carried out at the work site.
- Parts manual: contains the identification of all items supplied as replacement parts.