



YOUR PRODUCT. YOUR GUIDE.

Industrial Equipment Operating Manual

Qualify operators, run controlled tasks, and respond

5 PAGES / FILLABLE FIELDS / COMPLIANCE REVIEW



Make this document yours

Product / system name

Name used on the product or release

Model / version / configuration

Exact models and versions covered

Document ID and revision

Controlled reference and revision number

Issue date and market

Date, language and countries covered

Responsible manufacturer / organization

Your organization's legal name and address

Author and support contact

Document owner, support email / phone / URL

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Authoring draft: fill the labeled fields, replace bracketed prompts, and add verified procedures and diagrams. Complete product and market review before release. This template does not certify a product.

DEFINE THE OPERATING ENVELOPE

Equipment scope, roles, and limits

Industrial equipment may involve multiple modes, users, interfaces, and site controls. Define the model and operating roles before presenting the procedure. State how operators confirm recipe, tooling, and material identity before production begins.

Document and equipment record**Responsible manufacturer or organization**

[Legal name], [address], [technical support contacts]

Controlled revision

[Document ID], [revision], [issue date], [language]

Equipment identity

[Name], [model / configuration], [serial range]

Markets, site, and authorized roles

[Markets], [site class], [operator / supervisor qualifications]

Intended operation and boundaries

Describe approved materials, modes, operating range, interfaces, and duty only from controlled specifications. Identify excluded use, required upstream and downstream equipment, and conditions that require engineering review. Explain the difference between operator, maintenance, supervisor, and emergency response responsibilities.

Role and authority map

Role	Permitted actions	Training / authorization
Operator	[Operate / stop]	[Requirement]
Supervisor	[Release / escalation]	[Requirement]
Maintainer	[Isolate / service]	[Requirement]
Emergency responder	[Site response]	[Requirement]

Template status

Manual Tools by Manuals+ provides this template at <https://manual.tools>. It is not an approved operating procedure. The responsible organization and site owner must validate machine behavior, hazards, training, and local controls.

VERIFY THE SAFE STATE BEFORE PRODUCTION

Pre-start, setup, and operating controls

Make pre-start checks observable and recordable. The site risk assessment and approved machine procedure must define guards, interlocks, isolation, and required protective equipment.

Pre-start inspection

- ☐ Confirm authorization, product recipe, and current procedure revision.
- ☐ Inspect guards, access doors, emergency stops, sensors, and work zone.
- ☐ Verify material, tooling, fixtures, extraction, and downstream interfaces.
- ☐ Check utilities and status indications against approved values.
- ☐ Clear personnel and tools from restricted zones before enabling operation.

Modes and control stations

Identify each local, remote, manual, setup, automatic, and maintenance mode that exists. State who may select a mode, what safeguards are active, and how mode changes are acknowledged. Explain control station priority and how to prevent unexpected remote start using the approved site method.

Enable the system

1. Complete the recorded pre-start checks and resolve open defects.
2. Confirm personnel are outside restricted or hazardous zones.
3. Select the authorized mode and verify its displayed state.
4. Enable the system using the approved sequence.
5. Confirm the machine is ready before introducing material or starting a cycle.

Record site-specific controls**Isolation / safeguarding procedure**

[Controlled procedure ID and revision]

Required operator qualification

[Training record or authorization]

Pre-start record location

[Logbook, digital system, or checklist ID]

MONITOR, STOP, AND ESCALATE

Normal operation and abnormal conditions

Describe expected machine states and recovery boundaries. Avoid instructions that encourage bypassing safeguards or repeating a failed start without diagnosis. Name the required stop command and expected stopped state for each listed condition.

Normal production cycle

1. Verify the correct job, material, and approved process settings.
2. Start the cycle using the assigned control station.
3. Monitor the stated process indicators and safe operating zone.
4. Use the designated stop action when the cycle is complete or interrupted.
5. Record production status, alarms, and required quality checks.

Abnormal operation

List product-specific alarms, unexpected motion, product jams, loss of utilities, guard events, and quality deviations. For each condition, define the safe stop or isolation action, who may investigate, and what information to record. Explain which recovery steps are operator-authorized and which require maintenance or engineering.

State and response map

Condition	Required immediate action	Escalation / release
Guard or interlock event	[Approved stop response]	[Role / procedure]
Utility loss	[Safe state]	[Restart authority]
Unexpected motion	[Emergency or stop action]	[Investigation owner]
Recurring alarm	[Hold / record]	[Engineering path]

Never bypass safeguards

Do not defeat an interlock, sensor, guard, or emergency function to maintain production. Use the approved isolation and escalation process to diagnose a fault.

COORDINATE MACHINE AND SITE CONTROLS

Industrial safety and compliance review

Requirements depend on machine design, installation, process, workforce, and market. Keep product compliance evidence distinct from site authorization and operating records.

Risk controls and emergencies

Tailor warnings to hazards found in the machine and process assessments, including stored energy, motion, pressure, heat, chemicals, noise, and human-machine interfaces as applicable. Reference the current site emergency plan and explain the operator's response without duplicating or contradicting it.

Product-specific compliance author prompts

- ☐ Identify applicable machinery, electrical, pressure, emissions, workplace, accessibility, and language requirements by market.
- ☐ Insert verified machine labels, ratings, protective requirements, declarations, and limits for this configuration.
- ☐ List risk assessments, validation tests, safeguarding records, training matrices, and approved installation evidence by ID.
- ☐ Obtain the appropriate engineering, safety, operations, legal, and market review.

Evidence and release record**Responsible manufacturer and technical contact**

[Legal name, address, support phone / email / website]

Markets, machine configuration, and revision

[Markets], [model / serial range], [document ID], [revision / date]

Evidence and approved declarations

[Evidence IDs, label / declaration / site procedure references]

Reviewer and sign-off

[Name, role, date, decision, approval record]

Release gate

Manual Tools by Manuals+ offers an authoring template at <https://manual.tools>. It does not certify machinery or prove site readiness. The responsible organization and site owner must verify the machine, training, procedures, and evidence.

Official reference starting points - applicability must be determined for your product and market.

OSHA: control of hazardous energy

Your Europe: CE marking