
International Standard



3600

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Tractors and machinery for agriculture and forestry — Operator manuals and technical publications — Presentation

Tracteurs et matériels agricoles et forestiers — Manuels d'utilisation et documents techniques — Présentation

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Price based on 3 pages

Foreword

ISO (the International Organization for Standardization) is a worldwide federation of national standards institutes (ISO member bodies). The work of developing International Standards is carried out through ISO technical committees. Every member body interested in a subject for which a technical committee has been set up has the right to be represented on that committee. International organizations, governmental and non-governmental, in liaison with ISO, also take part in the work.

Draft International Standards adopted by the technical committees are circulated to the member bodies for approval before their acceptance as International Standards by the ISO Council.

International Standard ISO 3600 was developed by Technical Committee ISO/TC 23, *Tractors and machinery for agriculture and forestry*. This second edition was submitted directly to the ISO Council, in accordance with clause 5.10.1 of part 1 of the Directives for the technical work of ISO. It cancels and replaces the first edition (i.e. ISO 3600-1975), which had been approved by the member bodies of the following countries :

Australia	France	South Africa, Rep. of
Austria	Germany, F.R.	Spain
Belgium	Hungary	Sweden
Brazil	India	Switzerland
Canada	Italy	Thailand
Chile	Netherlands	United Kingdom
Czechoslovakia	New Zealand	USA
Denmark	Poland	USSR
Egypt, Arab Rep. of	Portugal	Yugoslavia
Finland	Romania	

No member body had expressed disapproval of the document.

Tractors and machinery for agriculture and forestry — Operator manuals and technical publications — Presentation

1 Scope

This International Standard establishes guidelines for the preparation of publications dealing with the pre-delivery set-up, operation and servicing of tractors, self-propelled implements and machinery for agriculture and forestry.

2 Field of application

These guidelines deal with the presentation of publications intended to be used by the persons responsible for the pre-delivery set-up, operation and servicing of tractors, self-propelled implements and machinery for agriculture and forestry.

3 References

ISO 3767, *Tractors, machinery for agriculture and forestry, powered lawn and garden equipment — Symbols for operator controls and other displays —*

*Part 1: Common symbols.*¹⁾

*Part 2: Symbols for agricultural tractors and machinery.*¹⁾

4 Definitions

4.1 pre-delivery set-up publications: Documents which outline, in detail, the procedures for properly preparing equipment for delivery to the customer. (See 6.1.)

4.2 operator's handbook: A document which explains the procedures for the proper operation of the equipment. (See 6.2.)

4.2.1 lubrication instructions: A document which outlines all aspects of the lubrication of the equipment. (See 6.2.8.)

4.2.2 maintenance instructions: A document which explains the maintenance and adjustment required and the manner of undertaking work on the equipment at the operator's level. (See 6.2.9.)

4.3 service manual: A document which provides detailed procedures for the proper repair and/or overhaul of the equipment by a qualified mechanic. (See 6.3.)

4.4 parts catalogue (catalog /USA): A document which lists parts which are required to service the equipment. (It is recommended that this be a separate publication.) (See 6.4.)

4.5 miscellaneous instructions: Documents required to complete documents listed in 4.1 to 4.4.

5 Publications — General requirements

The documents listed in clause 4 may be published under one cover separately or in any combination. The grouping of documents may be dictated by the type of equipment involved.

5.1 Language

If the language of the publication is other than the language of the country of origin, the final draft should be written or edited by a technically competent person of the appropriate mother tongue.

5.2 Size

The size ISO A4 (210 mm wide × 297 mm high) and A5 (148 mm wide × 210 mm high) are recommended and a 20 mm minimum margin shall be maintained on the top or bottom of the paper size. Alternative sizes (for example ISO 1/3 A3) are acceptable, if dictated by other considerations.

5.3 Paper

The paper shall have a reasonable durability when exposed to rain, damp or grease.

5.4 Cover

When required, the cover shall have a reasonable durability when exposed to rain, damp or grease. The cover shall be of an appropriate size to protect the internal pages.

5.5 Binding

The binding or binders shall be appropriate and durable for the intended usage.

1) At present at the stage of draft.

5.6 Page layout

Typography shall be such that information can be read under normal lighting conditions with normal or corrected vision. As nearly as possible, illustrations shall be on the same pages as their references. The pages shall be numbered consecutively beginning with the right-hand page, or a group numbering system may be used to permit intermediate additions or revisions as appropriate. Headings and sub-headings shall be used for easy reference.

5.7 Reproduction

The method of reproduction shall be such that the text and illustrations resist fading and smearing.

5.8 Packing container

Operator's publications shall be protected during shipment by a suitable weather-resistant container.

6 Publication — general arrangement

6.1 Pre-delivery set-up publications

6.1.1 Publication identification on cover.

Identity of manufacturer, machine model, publication name and publication code number.

6.1.2 Foreword or Introduction.¹⁾

6.1.3 Safety.

General safety items relating to pre-delivery set-up.

Specific safety precautions to be set forth in the manual where required.

6.1.4 Table of contents.

6.1.5 General description of equipment.

6.1.6 Shipping information.¹⁾

6.1.7 Assembly information.

6.1.8 Operating information.¹⁾

6.1.9 Pre-delivery and delivery service check list.

6.2 Operator's handbook

6.2.1 Publication identification on cover.

Identity of manufacturer, machine model, publication name and publication code number.

6.2.2 Safety.

General safety items shall be given in this section.

Specific safety precautions shall be set forth in the handbook where required.

6.2.3 Table of contents.

6.2.4 Operator's responsibility.¹⁾

6.2.5 General description and specification of equipment.

6.2.5.1 Recommended fuel specifications.

6.2.6 Control identification.

Symbols for operator controls on tractors and machinery for agriculture and forestry (see ISO 3767, parts 1 and 2²⁾) and other displays for operators (for example instruments and forms of identification).

6.2.7 Operating information.

Operating procedure and adjustment.

6.2.8 Lubricating instructions.

6.2.8.1 Safety.

General safety items relating to lubrication requirements.

6.2.8.2 Recommended lubricants, compartment capacities and service intervals.

6.2.8.2.1 Lubrication intervals.

6.2.8.2.2 Lubricant types.

6.2.8.3 Lubrication chart.

6.2.8.4 Details of lubrication and related maintenance.

6.2.9 Maintenance at operator's level.

6.2.9.1 Safety.

General safety items relating to maintenance shall be given in this section.

Specific safety precautions shall be set forth in the handbook where required.

6.2.9.2 Recommended maintenance intervals (chart¹⁾).

1) If necessary.

2) Part 4, dealing with symbols for machinery for forestry, is being prepared.

6.2.9.3 Details of maintenance.

6.2.10 Storage instructions.¹⁾

6.2.11 Accessories and/or optional equipment.¹⁾

6.2.12 Warranty.¹⁾

6.2.13 Alphabetical index.¹⁾

6.3 Service manuals

6.3.1 Publication identification on cover.

Identity of manufacturer, machine model, publication name and publication code number.

6.3.2 Safety.

Safety precautions which relate to the servicing of the machine shall be given in this section.

Specific safety precautions shall be set forth in the manual where required.

6.3.3 Table of contents.

6.3.4 General description of equipment and specifications.

6.3.5 Sectionalized illustrated repair instructions by major assembly and system.

6.3.5.1 Table of contents.

6.3.5.2 Theory of operation with charts and diagrams.

6.3.5.3 Diagnostic procedures.

6.3.5.4 Sequential disassembly and assembly.

6.3.5.5 Specifications to include allowable wear limits.

6.3.5.6 Special tools and fixtures.

6.3.6 Alphabetical index.¹⁾

6.4 Parts catalogue

6.4.1 Publication identification on cover.

Identity of manufacturer, machine model, publication name and publication code number.

6.4.2 Foreword or introduction.¹⁾

6.4.3 Alphabetical index or table of contents for parts and/or assemblies.

6.4.4 Illustrations.

6.4.5 Detailed service parts information, including all necessary information to identify parts.

6.4.6 Numerical parts index.

A numerical listing consisting of every part number in the catalogue keyed to the page and/or illustration, if appropriate, on which it is found.

¹⁾ If necessary.

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