



SURFACE VEHICLE RECOMMENDED PRACTICE	J920™	DEC2024
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Superseding J920 OCT2013		
Technical Publications for Off-Road Self-Propelled Work Machines		

RATIONALE

This standard contains basic and stable requirements which are not dynamic in nature. ISO 6750 has been withdrawn and superseded by ISO 6750-1. Therefore, this standard is revised to reference ISO 6750-1.

1. SCOPE

This SAE Recommended Practice applies to technical publications which present instructions for the proper unloading, set-up, installations, pre-delivery inspection, operation, and servicing of off-road self-propelled work machines as categorized in SAE J1116. Advertising/marketing and other pre-purchase publications are not included.

1.1 Purpose

This document is to assist in the development of technical publications which stress injury prevention and uniformity of format and content.

This document is intended to be a guideline for technical publications based upon current knowledge, the state-of-the-art, and prevailing requirements.

2. REFERENCES

2.1 Applicable Documents

The following publications form a part of this specification to the extent specified herein. Unless otherwise indicated, the latest issue of SAE publications shall apply.

2.1.1 SAE Publications

Available from SAE International, 400 Commonwealth Drive, Warrendale, PA 15096-0001, Tel: 877-606-7323 (inside USA and Canada) or +1 724-776-4970 (outside USA), www.sae.org.

SAE J115 Safety Labels of Off-Road Work Machines

SAE J153 Operator Precautions

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For more information on this standard, visit
https://www.sae.org/standards/content/J920_202412/

- SAE J284 Safety Alert Symbol for Agricultural, Construction, and Industrial Equipment
- SAE J1116 Categories of Off-Road Self-Propelled Work Machines
- SAE J1362 Graphical Symbols for Operator Controls and Displays on Off-Road Self-Propelled Work Machines

2.1.2 ISO Publications

Copies of these documents are available online at <https://webstore.ansi.org/>.

- ISO 3600 Tractors, machinery for agriculture and forestry, powered lawn and garden equipment - Operator's manuals - Content and format
- ISO 6750-1 Earth-moving machinery - Operator's manual - Part 1: Contents and format

3. TECHNICAL PUBLICATION TYPES

3.1 General

The types of instructions defined below may be published under one cover, separately, or in any combination desired. The selection and grouping of instructions can be directed by the type of equipment involved.

3.2 Pre-Delivery Set-Up and Installation Instructions

Outline in detail the procedures for properly preparing and installing new equipment for delivery to the customer.

3.3 Operation Instructions

Explain the procedures for proper operation of the equipment.

3.4 Maintenance Instructions

Explain the maintenance required and the methods of performing maintenance on the equipment, including recommendation for lubricants, fuels, and other fluids as appropriate.

3.5 Repair/Overhaul Instructions

Provide detailed procedures for properly diagnosing, repairing, or overhauling the equipment.

3.6 Installation or Modification Instructions

Describe in detail the procedures for installing components or attachments or for performing inspections or modifications on equipment.

3.7 Parts Information

Lists and identifies all replaceable parts needed to service the product, including safety signs and any optional equipment.

3.8 Other Instructions

Publications required to supplement instructions listed in 3.2 to 3.7.

4. PUBLICATION SPECIFICATIONS

4.1 Publication Identification

Each publication should identify the manufacturer's or distributor's name, the model designation of the machine, the name or type of publication, the part number or publication number by which it can be ordered, and the printing or publication date.

4.2 Elements

Where applicable, each publication should contain a foreword or introduction, a description and illustration of the machine, a table of contents listing major areas of the machine, a safety section, subject material, and an index for identifying individual components of the machine (see Section 6 for details).

4.2.1 Each publication should contain a statement advising where to get assistance if items covered in the publication are not understood.

4.3 Page Layout

Illustrations and appropriate injury prevention messages should be on the same page or adjacent pages as the related text and can be in other appropriate locations.

4.4 Media and Formats

Any publication may be issued in printed form, electronic media, or microfiche.

4.4.1 The preferred size of printed publications is 210 x 297 mm (metric), or 8-1/2 x 11 inches (U.S. customary). Other sizes may be considered if more suitable.

4.4.2 The preferred microfiche size is 105 x 148 mm (4.1 x 5.8 inches).

4.4.3 The preferred microfiche reduction factor is 42X.

4.4.4 Each microfiche should have a header (title stripe) (see 4.1.).

4.4.5 Microfiche should be suitable for magnification on commercially available equipment.

4.4.6 Microfiche images should read from left to right and from top down. "A" row should be at the top. Images should be "right heading" with the header (title stripe).

4.5 Legibility

All information shall be presented in such a way that it can be easily read and understood and, where applicable, contain illustrations to supplement the written information.

4.6 Durability

The medium shall have reasonable durability when exposed to conditions of rain, dampness, or grease during its intended use.

4.7 Shipment

Packing containers shall be provided which reasonably protect the publication during shipment.

4.8 Emerging Technology

Nothing in this practice shall limit or restrict the use of developing technology for the publication, display, or communication of technical information.

5. SAFETY CONTENT

5.1 All Publications

5.1.1 Safety Alert Symbol

This symbol shall be displayed and defined as in SAE J284, and its use in the publication explained to the reader. This information shall precede the injury prevention messages in this section as defined under 5.1.2.

5.1.2 Safety Section

This section shall precede the primary text or other functional information in all applicable publications. This section shall contain hazard-related information and injury prevention messages of a general nature (refer to SAE J153).

5.1.3 Specific Injury Prevention Messages

Messages that are specific to particular hazards shall appear in appropriate sections of the text and may also be displayed in the safety section. These messages shall precede functional instructions to which they apply.

5.1.4 Signal Words

Each injury prevention message shall be accompanied by the Safety Alert Symbol and one of the signal words "CAUTION," "WARNING," or "DANGER." When repeating the message from a "CAUTION," "WARNING," or "DANGER" safety sign on the machine, the same signal word used on the safety sign shall appear with the injury prevention message in the applicable publication (refer to SAE J115).

5.1.5 Safety Signs

Safety signs that appear on the equipment shall be reproduced in legible size in the safety section, or optional separate safety sign section, of all applicable publications. In addition, the safety sign may also be reproduced in the appropriate sections of the text relative to the point-of-use of the safety sign on the equipment. The signs may be reproduced in black and white even if they appear in color on the machine (refer to SAE J115).

All applicable publications shall also include with reference to safety signs:

5.1.5.1 Instructions and procedures for keeping the signs legible

5.1.5.2 Instructions that the signs are to be replaced if they are missing or illegible

5.1.5.3 Instructions that current signs specified by the manufacturer shall be affixed to new equipment components installed during repair

5.1.5.4 Information on how to obtain replacement signs

5.1.5.5 Instructions on how to affix the signs

5.1.5.6 Information on the location of each sign on the equipment

6. CONTENT OF PUBLICATIONS

6.1 Pre-Delivery, Set-Up, and Installation Instructions

Pre-delivery, set-up, and installation instructions shall meet all applicable specifications as defined in Sections 4 and 5. In addition, the pre-delivery, set-up, and installation instructions may include any or all of the following specific information:

- 6.1.1 General description of the equipment/machinery
- 6.1.2 Shipping information
- 6.1.3 Unloading instructions
- 6.1.4 Assembly and installation instructions
- 6.1.5 Pre-delivery and delivery service check list
- 6.1.6 Start-up and operation instructions

6.2 Operating Instructions

Operating instructions for earthmoving machinery are described in ISO 6750-1. Operating instructions for forestry machines are described in ISO 3600. Operating instructions for other off-road work machines shall comply with either ISO 6750-1 or ISO 3600 or shall meet all applicable specifications as defined in Sections 4 and 5, and in addition, may include any or all of the following specific information:

- 6.2.1 General specifications and description of the equipment/machinery.
- 6.2.2 Operator precautions (refer to SAE J153). (May be defined, as appropriate.)
- 6.2.3 Identification of indicators and controls (refer to SAE J1362).
 - 6.2.3.1 Illustrations identifying indicators and controls relative to the operator's positions
 - 6.2.3.2 Separate detailed illustrations and explanation if purpose, function, or usage is not readily evident
 - 6.2.3.3 Illustrations and explanations of all symbols used on the equipment/machinery (refer to SAE J1362)
- 6.2.4 Instructions for proper operation of the equipment/machinery, including:
 - 6.2.4.1 Pre-starting instructions
 - 6.2.4.2 Starting, stopping, shutdown instructions, and emergency procedures, if applicable
 - 6.2.4.3 Operation instructions, specifications, and adjustments
- 6.2.5 Operations troubleshooting information.
- 6.2.6 Description of accessories and optional equipment.
- 6.2.7 Transporting instructions.
- 6.2.8 Storage instructions.