

Maintenance - Documents for maintenance

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EESTI STANDARDI EESSÕNA

NATIONAL FOREWORD

<p>Käesolev Eesti standard EVS-EN 13460:2002 sisaldab Euroopa standardi EN 13460:2002 ingliskeelset teksti.</p> <p>Käesolev dokument on jõustatud 18.10.2002 ja selle kohta on avaldatud teade Eesti standardiorganisatsiooni ametlikus väljaandes.</p> <p>Standard on kättesaadav Eesti standardiorganisatsioonist.</p>	<p>This Estonian standard EVS-EN 13460:2002 consists of the English text of the European standard EN 13460:2002.</p> <p>This document is endorsed on 18.10.2002 with the notification being published in the official publication of the Estonian national standardisation organisation.</p> <p>The standard is available from Estonian standardisation organisation.</p>
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<p>Käsitlusala:</p> <p>This European Standard specifies general guidelines for:- the technical documentation to be supplied with an item, at the latest before it is ready to be put into service, in order to support its maintenance, see clause 5.</p> <p>- the documentation of information to be established within the operational phase of an item, in order to support the maintenance requirements, see annex A.</p>	<p>Scope:</p> <p>This European Standard specifies general guidelines for:- the technical documentation to be supplied with an item, at the latest before it is ready to be put into service, in order to support its maintenance, see clause 5.</p> <p>- the documentation of information to be established within the operational phase of an item, in order to support the maintenance requirements, see annex A.</p>
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ICS 01.110, 03.080.10

Võtmesõnad: definition, definitions, documents, inspection, maintenance, management, repair, symbols, terotechnology

ICS 01.110; 03.080.10

English version

Maintenance - Documents for maintenance

Maintenance - Documents pour la maintenance

Instandhaltung - Dokumente für die Instandhaltung

This European Standard was approved by CEN on 25 February 2002.

CEN members are bound to comply with the CEN/CENELEC Internal Regulations which stipulate the conditions for giving this European Standard the status of a national standard without any alteration. Up-to-date lists and bibliographical references concerning such national standards may be obtained on application to the Management Centre or to any CEN member.

This European Standard exists in three official versions (English, French, German). A version in any other language made by translation under the responsibility of a CEN member into its own language and notified to the Management Centre has the same status as the official versions.

CEN members are the national standards bodies of Austria, Belgium, Czech Republic, Denmark, Finland, France, Germany, Greece, Iceland, Ireland, Italy, Luxembourg, Malta, Netherlands, Norway, Portugal, Spain, Sweden, Switzerland and United Kingdom.



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Foreword

This document EN 13460:2002 has been prepared by Technical Committee CEN/TC 319, "Maintenance", the secretariat of which is held by UNI.

This European Standard shall be given the status of a national standard, either by publication of an identical text or by endorsement, at the latest by November 2002, and conflicting national standards shall be withdrawn at the latest by November 2002.

This document has been prepared under a mandate given to CEN by the European Commission and the European Free Trade Association, and supports essential requirements of EU Directive(s).

The annexes A, B and C are informative.

According to the CEN/CENELEC Internal Regulations, the national standards organizations of the following countries are bound to implement this European Standard: Austria, Belgium, Czech Republic, Denmark, Finland, France, Germany, Greece, Iceland, Ireland, Italy, Luxembourg, Malta, Netherlands, Norway, Portugal, Spain, Sweden, Switzerland and the United Kingdom.

Introduction

Maintenance, as any other function in business, requires a suitable information flow between the different points of its internal organization and with the rest of the functional and organizational units of the business, in order to fulfil its objectives of reaching an acceptable performance.

For the purpose of this European Standard, it is necessary to consider that the different companies organize their functions and divisions according to their specific needs (traditions, market, means, human resources, etc.). Therefore, the organization of the information varies from one business to another. For that reason, this European Standard has been divided into the normative part and informative annexes.

The normative part concerns the first part of the life cycle of the asset to be maintained, namely the preparatory phase. When an asset is acquired, the acquirer requires certain documentation to maintain and operate the equipment properly. That appropriate documentation has to be provided by the supplier of the item.

The normative part of this European Standard describes the list of required essential documents for maintenance and gives information on possible contents of each document mentioned in clause 5. In order to make the standard flexible to the specific needs of user/supplier of the asset, the list of information items given for each document may be adapted to specific requirements by agreement between user and supplier. This European Standard takes into consideration agreements between parties which affect documentation in such a way that any document may be deleted or replaced totally or partially as agreed in the contract according to ENV 13269:2001.

The informative annexes A, B and C concern the operational phase (see 3.6) of the life cycle of the asset to be maintained.

The informative annexes, in addition to the normative text, develop the documentation for maintenance having regard to the maintenance function as a part of the quality system of the company. That is, not only the documentation of information which is necessary to manage the maintenance is suggested, but also the documentation to accomplish, at the same time, the quality assurance requirements for maintenance operations.

1 Scope

This European Standard specifies general guidelines for:

- the technical documentation to be supplied with an item, at the latest before it is ready to be put into service, in order to support its maintenance, see clause 5;
- the documentation of information to be established within the operational phase of an item, in order to support the maintenance requirements, see annex A.

2 Normative references

This European Standard incorporates by dated or undated reference, provisions from other publications. These normative references are cited at the appropriate places in the text, and the publications are listed hereafter. For dated references, subsequent amendments to or revisions of any of these publications apply to this European Standard only when incorporated in it by amendment or revision. For undated references the latest edition of the publication referred to applies (including amendments).

EN 13306:2001, *Maintenance — Terminology*.

ENV 13269, *Maintenance — Guideline on preparation of maintenance contracts*.

3 Terms and definitions

For the purposes of this European Standard, the terms and definitions given in EN 13306, together with the following apply.

3.1

assets register

item (see 3.4) basic information, related to technical, contractual, administrative, locational and operational aspects, in order to define it within the company

NOTE This information comes either from the preparatory or the operational phase (see 3.7 and 3.6).

3.2

document

specific form containing information

3.3

documentation

information given in a specific form

3.4

item

any part, component, device, subsystem, functional unit, equipment or system that can be individually considered (see EN 13306:2001, 3.1)

3.5

maintenance workflow

set of sequenced steps to be followed, in order to accomplish a maintenance operation, from the first preparatory activities, such as study and defining policies, to the analysis once the work is finished and action to be taken to improve future similar cases

(see Figure C.1)