

1. Scope - It is the purpose of this recommended practice to establish terms of reference for the preparation of manuals required for the operation, maintenance and overhaul of ground support equipment for civil transport aircraft.
2. Specification -
  - 2.1 Manual Form - All publications shall be prepared in loose-leaf form.
  - 2.2 Paper and Printing - Paper shall be white in colour with good strength characteristics, and of sufficient weight and substance to eliminate show-through when printed on both sides.
  - 2.3 Page Layout -
    - A. Size - Standard  $8\frac{1}{2}$ " x 11"  
Oversize 11" x 16"
    - B. Binding - All pages shall be set up for standard 3-hole loose-leaf filing. Hole size -  $\frac{3}{8}$ " with centre of hole  $\frac{7}{16}$ " from the binding edge.
    - C. Margin Limitations -  $1\frac{1}{8}$ " clear on binding edge;  $\frac{5}{8}$ " clear on outside edge; 1" clear at top and bottom.  
  
A 2" x  $\frac{3}{4}$ " clear space in the upper outside corner shall be left open to permit individual airline pagination. This space may be part of the top margin.
  - 2.4 Page Numbers and Dates - Each page shall bear either a chapter/section (main breakdown/sub-breakdown) and page number or a chapter/section/subject and page number; all shall be placed in the lower outside corner of the page. The title of illustration and figure number shall be placed centrally at the bottom of the page. Each page shall bear a date - either that of original issue or of the latest revision. On pages requiring folding, the fold shall be such that the page number will be visible.
  - 2.5 Copy Standards - All text shall be prepared in single column without justified right-hand margins. Right-hand margin justification may be used only if the use of existing printing equipment requires it and results in printing at lower costs. Except for wiring diagrams, fold-outs and colour illustrations, all pages shall be printed on both sides. The top of an illustration shall always be toward either the top or the left edge of the sheet. The manufacturer's masthead and publication title shall appear on all pages which contain text or illustrations.

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- 2.6 Type Size - All text shall be prepared in approximate standard elite typewriter size letters and figures.
- 2.7 Identifying Revised Material - Revisions, additions and deletions shall be identified by means of a vertical black line along the left-hand margin of the text or drawing.
- 2.8 Indexing - Each manual shall carry a list of chapters in it. Each chapter shall be marked with a plasticized tab marker. Each chapter shall open with a table of contents or an alphabetical index.
- 2.9 Method of Presentation -
- (a) The text material shall conform to a standard style of presentation, including paragraphing, grammatical person, nomenclature, titling, etc.
  - (b) Illustrations shall preferably be black line drawings bearing a Title and Figure Number and make judicious use of Phantom views, Schematic drawings, Exploded and Cut-away views to make the text easier to understand. Photographs may also be used.
- 2.10 Contents - The publication covering a specific item of equipment shall contain complete information on the following topics:
- A. Description and Operation
  - B. Maintenance
  - C. Overhaul
  - D. Illustrated Parts List

Whether this information is produced under sections of a single manual or as individual manuals depends on the complexity of the equipment and on the application of good judgment and common sense.

- A. Operating Manual (or section) - This manual shall provide sufficient information for personnel unfamiliar with the equipment to understand and operate the equipment in accordance with proper procedures, operating techniques, precautions and limitations.
- B. Maintenance Manual (or section) - This manual shall provide sufficient information to enable a mechanic who is unfamiliar with the equipment to service, trouble shoot and repair a system or unit and to remove and replace any unit. It shall be arranged according to the following headings:
  - (a) Description and Operation
  - (b) Trouble Shooting
  - (c) Servicing
  - (d) Removal/Installation
  - (e) Adjustment/Test

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B. (Continued)

- (f) Inspection/Check
- (g) Cleaning/Painting
- (h) Approved Repairs

C. Overhaul Manual (or section) - This manual shall provide sufficient information to enable a shop mechanic to perform a complete overhaul of the equipment or unit in accordance with the following headings:

- (a) Description and Operation
- (b) Disassembly
- (c) Cleaning
- (d) Inspection/Check
- (e) Repair
- (f) Assembly
- (g) Fits and Clearances
- (h) Testing
- (i) Trouble Shooting
- (j) Storage Instructions
- (k) Special Tools, Fixtures and Equipment

D. Illustrated Parts Catalogue - An illustrated parts catalogue shall be provided to fully identify all parts and sub-assemblies and assemblies. It shall contain an introduction of explanation of the part numbering system used by the manufacturer, an Alphabetical table of contents, a Numerical Parts list index and an Illustrated Parts list. Illustrations of assemblies and sub-assemblies shall be exploded views located on left-hand pages facing listings on the right-hand pages.

2.11 Numbering System - The identification of equipment shall be in accordance with the attached "Proposed Ground Equipment Numbering System - Breakdown" and pages of the above manual shall bear this identification as in Paragraph 4.

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PROPOSED GROUND EQUIPMENT NUMBERING SYSTEM - BREAKDOWNMAIN BREAKDOWN

- 105 General
- 106 Materials and Hardware
- 120 Transporting, Towing, Conveying and Dispensing
- 121 Hoisting and Jacking
- 122 Storing and Protecting
- 123 Access Equipment
- 130 Fabricating
- 131 Tooling and Jigging (General)
- 132 Tooling and Jigging (A/C)
- 133 Tooling and Jigging (A/C Engines)
- 134 Heat Treatment and Material Conditioning
- 135 Painting and Plating
- 136 Cleaning and Purifying
- 137 Measuring, Testing & Inspecting (Units and Systems)
- 138 Measuring, Testing & Inspecting (Properties)
- 150 Power Generating and Transmitting
- 151 Air Conditioning
- 160 Communicating
- 161 Educating
- 162 Calculating and Reproducing
- 163 Plant and Office Furnishings
- 164 Catering



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SUB-BREAKDOWN

105 GENERAL

106 MATERIALS AND HARDWARE

120 TRANSPORTING, TOWING, CONVEYING AND DISPENSING

00 General

10 Dollies, Trailers, Carts and Hand Trucks

11 Power Plant, Engines, Propeller Dollies and Trailers

12 Control Surface Dollies

13 Baggage and Cargo Carts

20 Motorized Vehicles

21 Baggage and Cargo Vehicles

22 Station Wagons, Cars & Busses

23 Commissary Servicing Vehicles

24 Trucks

30 Conveyors

31 Belt, Roller Conveyors and Chutes

32 Pneumatic Tube

40 Towing

41 Towing Vehicles

42 Tow Bars

50 Dispensers

51 Lavatory

52 Water

53 De-icing, Anti-icing Fluids

54 Petroleum Products

