



COMMONWEALTH OF AUSTRALIA

AUSTRALIAN DEFENCE STANDARD

DEF(AUST)5629 Issue B

Dated 30 June 2005

SUPERSEDING

DEF(AUST)5629 Issue A

Dated January 1991

PRODUCTION OF MILITARY TECHNICAL MANUALS

STANDARD

*

PUBLISHED UNDER AUTHORITY
OF DEPARTMENT OF DEFENCE

USAGE: Australian Defence Organisation

© Commonwealth of Australia 2005

This work is copyright. Apart from any use as permitted under the *Copyright Act 1968*, no part may be reproduced by any process without prior written permission from the Department of Defence.

Announcement statement—may be announced to the public

Secondary release—may be released to the Australian Defence Organisation, its contractors and its equivalent in America, Britain, Canada and New Zealand.

All Defence information, whether classified or not, is protected from unauthorised disclosure under the *Crimes Act 1914*. Defence information may only be released in accordance with the *Defence Protective Security Manual* (SECMAN 4) and/or Defence Instruction (General) OPS 13–4—*Release of Defence Information to Other Countries*, as appropriate.

Requests and inquiries should be addressed to the Director, Defence Publishing Service, CP3–1–066, Department of Defence, CANBERRA ACT 2600.

DEF(AUST) 5629

Original 1987
Issue A 1991
Issue B 2005

Sponsor

Deputy Chief Executive Officer
Defence Materiel Organisation

Developer and Producer

Director
Policy and Process Improvement
Defence Materiel Organisation

Publisher

Defence Publishing Service
Department of Defence
CANBERRA ACT 2600

DEF(AUST)5629 Issue B

DOCUMENT MANAGEMENT INFORMATION

The Document Management Information page identifies the organisation and positions responsible for providing final technical approval and for maintaining the standard or specification in accordance with the Defence Standardisation Manual (STANMAN).

Defence Group:	Defence Materiel Organisation
Sponsoring Organisation:	Deputy Chief Executive Officer Division
Sponsor:	Directorate of Policy and Process Improvement
Approving Authority:	DCEO DMO

Implementation Document

DI(G) LOG 03–02 Defence Policy on Acquisition and Management of Technical Data

List of Referenced Documents

	Chambers Dictionary of Science and Technology
	Macquarie Dictionary
	Style Manual for Authors, Editors and Printers (Australian Government)
ADFP 102	Defence Writing Standard
AECMA 2000M	Material Management Integrated Data Processing for Military Equipment
ASD S1000D	International Specification for Technical Publications Utilising a Common Source Database
AS 1100	Technical Drawing, Part 101 General Principles
AS 1101.1	Graphic Symbols for General Engineering – Hydraulic and Pneumatic Systems
AS 2900	Quantities and Units – Mathematical Signs and Symbols for use in the Physical Sciences and Technology
AS ISO 1000	The International System of Units (SI) and its Application
AS/NZ 4383	Preparation of Documents used in Electrotechnology
DEF(AUST)1000	Australian Defence Force Packaging Standard
DEF(AUST)206	Petroleum, Oils and Lubricants Handbook
DEF(AUST) 5085	Engineering Drawings – Acquisition and Preparation for Defence Equipment
DEF(AUST) 5647	Technical Manuals Acquisition Guidelines Handbook
DEF(AUST) 5691	Logistic Support Analysis
DEF(AUST) 5692	Logistic Support Analysis Record for Australian Defence Force

ISO 31/11	Quantities and Units; Part 11: Mathematical Signs and Symbols for use in the Physical Sciences and Technology;
MIL-HDBK-1221	Department of Defense Handbook for Evaluation of Commercial Off The Shelf (COTS) Manuals
MIL-HDBK-1222	Guide to the General Style and Format of U.S. Army Work Package Technical Manuals
MIL-STD-38784	Standard Practice For Manuals, Technical General Style and Format Requirements (NAVY)
MIL-STD-40051	Preparation of Digital Technical Information for Multi-Output Presentation of Technical Manuals (ARMY)
SECMAN 4	Defence Protective Security Manual

List of Associated Documents

AAP 5030.001	RAAF Publication System – Technical and Non-Technical Manuals
AAP 5030.002	RAAF Publication System – Publication Specifications
AAP 5030.003	RAAF Publication System – US Military Forces Technical Manual Systems
ABR1	RAN Publication Policy and Procedures Manual RAN Technical Publication Policy and Procedures for Authenticating ABR and Authorising FSD for Use in the RAN
DEF(AUST) 5000 Vol 2 Part 17	Integrated Logistic Support Requirements
DEF(AUST) 5000 Vol 2 Part 18	RAN Technical Publication Requirements
DEF(AUST) 5000 Vol 2 Part 19	RAN Engineering Drawing Requirements
EMEI General A 001	Electrical and Mechanical Engineering Instructions – Authorisation
EMEI General A 003	The General Part – General Description
EMEI General A 004	Classification and Control of EMEI
EMEI General A 005	Distribution System
EMEI General A 005–1	Distribution – Recipients’ Responsibilities
EMEI General A 005–2	Distribution – Action on Raising and Disbanding of Units
EMEI General A 006	Reporting Errors – Recipients’ Responsibilities
EMEI General A 021	Preparation of EMEI – Instruction to Authors
EMEI General A 023	Preparation of EMEI – Publication of Urgent or Interim Information

LIST OF EFFECTIVE PAGES

PRELIMINARY PAGES

Cover		
Document Management Information	i to ii	0
List of Effective Pages	iii to vi	0
Amendment List	vii to viii	0
Table of Contents	ix to xviii	0
List of Figures	xvix to xxii	0
List of Tables	xxiii to xxiv	0

CONTENTS

SECTION 1

CHAPTER 1	1 to 2	0
CHAPTER 2	1 to 2	0

SECTION 2

CHAPTER 1	1 to 6	0
CHAPTER 2	1 to 14	0
CHAPTER 3	1 to 10 11 to 29 (all pages verso blank)	0 0
CHAPTER 4	1 to 6 7 to 32 (all pages verso blank)	0 0

SECTION 3

CHAPTER 1	1 to 6 7 to 13 (all pages verso blank)	0 0
CHAPTER 2	1 to 2 3 to 20 (all pages verso blank)	0 0
CHAPTER 3	1 to 12 13 to 17 (all pages verso blank)	0 0
CHAPTER 4	1 to 4 5 (verso blank)	0 0
CHAPTER 5	1 to 2 3 to 6 (all pages verso blank)	0 0

SECTION 4

CHAPTER 1	1 to 2	0
CHAPTER 2	1 to 6	0
CHAPTER 3	1 to 2	0

SECTION 5		
CHAPTER 1	1 to 6	0
CHAPTER 2	1 to 6 7 (verso blank)	0 0
CHAPTER 3	1 to 8 9 to 12 (all pages verso blank) 3A-1 to 3A-8 3B-1 to 3B-6	0 0 0 0
CHAPTER 4	1 to 4	0
CHAPTER 5	1 to 2	0
CHAPTER 6	1 to 8	0
SECTION 6		
CHAPTER 1	1 to 6	0
CHAPTER 2	1 to 2	0
SECTION 7		
CHAPTER 1	1 to 2	0
SECTION 8		
CHAPTER 1	1 to 6	0
CHAPTER 2	1 to 8	0
CHAPTER 3	1 to 8	0
CHAPTER 4	1 to 6	0
CHAPTER 5	1 to 18 19 to 31 (all pages verso blank) 5A-1 to 5A-10 5B-1 to 5B-10 5C-1 to 5C-8	0 0 0 0
CHAPTER 6	1 to 6	0
CHAPTER 7	1 to 6	0
CHAPTER 8	1 to 6	0
SECTION 9		
CHAPTER 1	1 to 2	0
SECTION 10		
CHAPTER 1	1 to 2	0
POST PAGES		
Glossary	1 to 4	0
List of Abbreviations	1 to 6	0
Alphabetical Index	1 to 2	0

COMPLIANCE CERTIFICATE

Certified that the publication has been page checked in accordance with the details on this page.

M. Collisson..... Signature (Distributee)

MR TO 2..... Rank or Title and Name

CSSSO APS..... Appointment and Unit or Section

Date..18 Jul 05

Blank Page

AMENDMENT LIST

AMENDMENT		EFFECTED	
NO	DATE OF ISSUE	SIGNATURE	DATE INCORPORATED

Historical Record

DEF(AUST) 5629, dated June 1987.

DEF(AUST) 5629 Issue A, dated January 1991

Amendment 1, dated November 1992

Amendment 2, dated November 1993

Blank Page

TABLE OF CONTENTS

		Page No	Para No
SECTION 1	INTRODUCTION AND SCOPE		
CHAPTER 1	INTRODUCTION		
	General Sections	1	3
	Specific Requirements	1	5
	Publication System Management Authorities	2	7
	Deviations	2	8
	Sponsor Point of Contact	2	9
	Personnel	2	10
CHAPTER 2	SCOPE		
	Reference Documents	1	2
	Family of Documentation	1	3
SECTION 2	TECHNICAL MANUAL OVERVIEW		
CHAPTER 1	GENERAL ARRANGEMENT		
	Introduction	1	1
	Technical Manual Structure	1	2
	Volume	2	3
	Book	2	5
	Topic or Part	2	6
	Section	3	10
	Chapter	3	11
	Main Group	3	12
	Group	3	13
	Sub-Group	3	14
	Paragraph	3	15
	Sequential Operations/Procedural Steps	3	16
	Annexes	3	17
	Appendixes	4	18
	Attachments	4	19
	Preliminary Pages	4	20
	Body	5	22
	Post Pages	5	26
CHAPTER 2	TEXTUAL CONTENT AND FORMAT		
	Introduction	1	1
	Physical Structure	1	3
	Titles and Headings	1	5
	Major Textual Headings	1	9
	Minor Textual Headings	2	13
	Sub-Division of Paragraphs	2	16
	Identification	3	22
	Style of Writing	4	30
	Grammatical Person and Mood	5	35
	Consistency and Applicability	5	38
	Emphasis	5	40

	Page No	Para No
SECTION 2 (cont)		
CHAPTER 2 (cont)		
Spelling and Usage	6	45
Punctuation	6	46
Numbers	7	50
Dates and Time	8	56
Temperature	8	57
Abbreviations, Contractions and Acronyms	8	58
Character Symbols in Text	8	59
Unit Symbols	8	60
Mathematical Sign and Symbols	8	62
Panel and Gauge Markings	8	63
Repetition of Information	9	64
References	9	68
Identification of Equipment, Material and Components in Text	11	81
Footnotes	11	83
Warnings, Cautions and Notes	11	84
Arrangement of Precautionary Signs	12	86
Arrangement of Warnings, Cautions and Notes	12	87
Bulleting of Warnings, Cautions and Notes (Aerospace and Explosive Ordnance)	12	89
Warnings, Cautions and Notes in Graphics and Tables	13	92
Keyed Notes	13	93
CHAPTER 3 GRAPHICS AND TABLES		
Overview	1	1
Definitions	1	2
Annotation	1	2
Callout	1	3
Extended Page	1	4
Fold-out	1	5
Graphic	1	6
Graphs and Charts	1	7
Inset	1	8
Inset Graphic	1	9
In-text Graphic	2	10
In-text Table	2	11
Keyed Note	2	12
Table	2	13
Tabular Data	2	14
Throwclear	2	15
Application of Fold-outs and Throwclears	2	16
Fold-outs	2	16
Throwclears	3	17
Fold-out and Throwclear Pages Sizes	3	18
Use of Graphics and Tables	3	19
Graphics	3	22

	Page No	Para No
SECTION 2 (cont)		
CHAPTER 3 (cont)		
Tables	4	23
Naming and Numbering of Graphics	4	24
Styles of Graphics	5	28
Naming and Numbering of Tables	7	31
Order of Appearance	7	35
Selection of Graphical Material	7	36
Layout of Artwork	9	43
CHAPTER 4 PRELIMINARY AND POST PAGES		
Preliminary Pages	1	3
Post Pages	4	32
SECTION 3 TECHNICAL MANUAL DETAILED REQUIREMENTS		
CHAPTER 1 STANDARD CONVENTIONS		
Page Sizes	1	1
Page Numbering	1	5
Format and Layout of Titles, Headings, Identifying Numbers and Letters	3	6
Page Layout	4	9
Setting and Layout of Preliminary and Post Pages	4	16
Setting and Layout of Interleaves	5	17
CHAPTER 2 TEXTUAL CONTENT AND FORMAT		
Detailed Requirements	1	1
Introduction	1	1
Text Presentation	1	3
Columns	1	4
Justification	1	5
Type Styles and Sizes	1	6
Page Setting and Layout	1	7
Text Positioning Requirements	1	8
Titles and Headings	2	9
Warnings Cautions and Notes	2	10
Indenting	2	11
CHAPTER 3 GRAPHICS AND TABLES		
Detailed Requirements	1	1
Introduction	1	1
Creation/Editing of Graphics	1	2
Graphic Sizes, Orientation and Placement	1	4
Graphic Techniques	2	9
Graphic Presentation	8	27
Table Sizes, Orientation and Placement	9	30
CHAPTER 4 COMPILATION OF A MANUAL		
Scope	1	1
Grade of Paper	1	2
Grade of Card	1	3

		Page No	Para No
SECTION 3 (cont)			
CHAPTER 4 (cont)			
	Covers/Binders	1	4
	Tabbed Interleaves	1	5
	Inks	2	10
	Page Lamination	2	11
	Paper Substitutes	2	13
	Binding Hole Pattern	2	15
	Collation	2	16
	Folding of Fold-outs and Throwclears	2	17
	Positioning of Fold-outs and Throwclears	3	18
	Binding	3	19
CHAPTER 5	SPECIAL PROVISIONS FOR CLASSIFIED PUBLICATIONS		
	Introduction	1	1
	Applicability	1	2
	Configuration Management	1	3
SECTION 4	CHANGE PROCESS		
CHAPTER 1	MAINTENANCE OF PUBLICATION TERMINOLOGY		
	Introduction	1	1
	Definitions	1	4
	Amendment	1	4
	Amendment List	1	5
	Foreign Source Data	1	6
	Revision (Maritime)	1	7
	Re-issue (Aerospace, Explosive Ordnance and Land)	2	9
	Statutory Record	2	10
	Instruction Sheet	2	11
	Supplementary Information Sheets (Aerospace and Explosive Ordnance)	2	12
	Supplement Record (Aerospace and Explosive Ordnance)	2	14
	Version Control	2	15
CHAPTER 2	AMENDMENTS		
	Introduction	1	1
	Definitions	1	5
	Amendment	1	6
	Amended Numbering Utilising Loose-Leaf Change Mechanism	2	14
	Deleted Paragraphs, Figures and Tables	2	15
	Effect on Preliminary Pages and Post Pages	3	16
	Amendment List (AL) Numbering	3	17
	Amendment (AL) Status	4	21
	Amendment Indicators	4	22
	Amendment Indicator Symbols	4	24
	Amendment List (AL) Instruction Sheets	5	25
CHAPTER 3	REVISION/RE-ISSUE		
	Introduction	1	1

	Page No	Para No
SECTION 4 (cont)		
CHAPTER 3 (cont)		
Definitions	1	4
Revision (Maritime)	1	5
Re-issue (Aerospace, Explosive Ordnance and Land)	1	8
Documentation Review	1	10
SECTION 5		
ACCEPTANCE PROCESS		
CHAPTER 1		
QUALITY ASSURANCE FOR TECHNICAL MANUALS		
Introduction	1	1
Definitions	1	3
Accuracy	1	3
Adequacy	1	4
TMQA Program	1	5
TMQA Program Plan	2	6
TMQA Program Organisational Structure	2	7
Qualifications of Employees Involved in Technical Manual Development	2	9
Control of Sub-contractors and Vendors	2	10
Source Data Control	3	12
Sampling Plans	3	13
Quality Reviews	4	15
Quality Records	4	17
Classification of Defects and Deficiencies	4	20
Corrective Action	5	22
TMQA Program Plan Acceptance	5	24
TMQA Program Plan Implementation	5	27
TMQA Program Review	6	28
TMQA Guidance Planning Meeting	6	29
Development and Production Reviews	6	30
Adequacy Review	6	30
In-progress Review (IPR)	6	31
Location of IPR/Adequacy Review	6	32
IPR/Adequacy Review Records	6	33
IPR/Adequacy Review Defect and Deficiency Resolution	6	34
CHAPTER 2		
VALIDATION		
Introduction	1	1
Definitions	1	3
Publication Freeze Date	1	3
Validation	1	4
Validation Methods	1	5
Validation Plan	1	6
Submission of Validation Plan	2	9
Approval of Validation Plan	2	10
Validation Process	2	11
Validation Procedures	3	13
Commonwealth Participation	4	14

	Page No	Para No
SECTION 5 (cont)		
CHAPTER 2 (cont)		
Validation of Sub-Contractor and Vendor Materiel	4	16
Validation Records	4	17
Validation Certification	4	18
CHAPTER 3 VERIFICATION		
Introduction	1	1
Definitions	1	3
Verification	1	3
Verification Staff	1	4
Verification Certificate	1	5
Verification Policy	1	6
Types of Verification	2	8
Method of Verification	2	9
Desktop Verification	2	10
Hands-on Verification	2	11
Simulation	2	12
Observation	3	13
Master Verification Copy	3	14
Verification Process	3	15
Pre-planning	3	15
Planning	4	16
Verification Management and Procedures	4	17
Project Technical Data Manager	4	18
PSMA	4	19
Project Engineering Technical Specialist	5	20
Contractor or Organisation Contracting Work	5	21
Contractor Support	5	22
User Organisation	5	23
Verification Recorder	6	24
Basic Verification Procedures	6	25
Verification Records	7	26
Verification Process Review Defect/Deficiency Record	7	29
Verification Resolution Report	7	32
Commonwealth Acceptance	7	34
Technical Publication Compliance Certification	7	34
Example of Verification Plan	3A-1	
Example of Verification Plan Outline	3B-1	
CHAPTER 4 INSPECTION		
Introduction	1	1
Inspection Requirements	1	3
Responsibility for Inspection	1	3
Responsibility for Compliance	1	4
Quality Conformance Inspection	1	6
Commonwealth Inspection	1	7
Commonwealth Inspection at Subcontractor Facilities	2	8

	Page No	Para No
SECTION 5 (cont)		
CHAPTER 4 (cont)		
Inspection of Final Printed Publications	2	11
Inspection of Softcopy Publications	3	12
CHAPTER 5 PREPARATION FOR DELIVERY		
Introduction	1	1
Requirements	1	2
Packaging	1	4
Fastening	1	6
CHAPTER 6 ELECTRONIC PRESENTATION OF DATA		
Introduction	1	1
Responsibilities	1	2
Electronic Media Types	1	6
Delivery Media	1	6
Dissemination Media	2	7
File Types	2	10
Amendable Files	2	11
Non-Amendable Files	2	12
Handling	2	13
Classified Electronic Publications	3	14
Output Classification Screen or Printer	3	15
Format Of Electronic Publications	3	16
PDF Files	3	18
File Structure	6	19
Media Labelling	7	20
Label Type	8	25
Compact Disk Security	8	26
Classified Disk Labelling, Colour, And Marking	8	26
Classified CD-ROM Destruction	8	27
CD-ROM Containers, Paper Enclosures, and Liners	8	28
Printing From CD-ROM	8	29
SECTION 6 CONTRACT REQUIREMENTS		
CHAPTER 1 CONTINUOUS ACQUISITION AND LIFECYCLE SUPPORT		
Introduction	1	1
Document Standards	1	5
Content Document Standards	2	6
Description Document Standards	2	7
Formatting and Display Document Standards	2	10
Metadata and Metasearch Standards	3	21
Graphics Standards	4	28
Document Deliverables and Their Standards	4	29
Digital/Optical Media Delivery	5	30
CALs Standards and Specifications	5	31
Program Implementation	5	31
SGML Compliance	5	34

	Page No	Para No
SECTION 6 (cont)		
CHAPTER 2 CONTRACT REQUIREMENTS		
Introduction	1	1
Requirements	1	3
Tendering	1	3
Contracting	1	7
Government Furnished Information (GFI)	1	8
Deviations	1	9
Copyright and Intellectual Property (IP)	2	10
SECTION 7 MARITIME		
CHAPTER 1 MARITIME MATERIEL		
General	1	1
SECTION 8 LAND		
CHAPTER 1 LAND MATERIEL DOCUMENTATION REQUIREMENTS		
General	1	1
Precedence	1	3
Points of Contact	1	6
RPS/CES	2	7
EMEI/User Handbook	2	7
Contractor Furnished Documentation	2	9
User Handbook	2	10
Electrical and Mechanical Engineering Instructions	2	11
Complete Equipment Schedule List	2	12
Repair Parts Scale Elements	2	13
Contractor Provision of Data and Services to Facilitate Repair		
Parts Assessment	3	14
Documentation Validation	3	17
Terminology	3	18
CHAPTER 2 USER HANDBOOK		
Introduction	1	1
Structure	1	2
Section 1 - General Description	5	12
Section 2 - Operating Instructions	5	14
Section 3 - Operator Servicing	6	20
Section 4 – Warranty	6	24
Delivery Format	6	25
Point of Delivery	7	33
CHAPTER 3 ELECTRICAL AND MECHANICAL ENGINEERING INSTRUCTIONS		
Introduction	1	1
References	1	2
Publication System	1	3
Authority	1	4
Physical Structure	2	5
EMEI Designation	2	8
Preliminary Pages	3	12

	Page No	Para No
SECTION 8 (cont)		
CHAPTER 3 (cont)		
Notes to Readers/Preface	3	14
Body of Publication	5	17
Textual Content and Format	5	17
Graphics and Tables	5	19
Post Pages	5	21
‘END’ Statement	5	23
EMEI Distribution	5	25
Distribution List Identifiers	6	27
Distribution List Types	6	28
Distribution Codes	6	29
‘Manual’ Instruction Type	7	30
Amendment Procedures	7	31
Delivery Format	8	33
Point of Delivery	8	34
CHAPTER 4 COMPLETE EQUIPMENT SCHEDULE LIST		
Purpose	1	2
Details of the Deliverable	1	5
CES Graphics	2	10
Explanatory Notes on the Preparation of the CESL	2	11
Delivery Format	4	30
Point of Delivery	4	34
CHAPTER 5 REPAIR PARTS IDENTIFICATION LIST		
Description	1	1
Scope	1	2
Applicability	1	3
RPIL Text	1	4
Codification Data Statement	7	37
Repair Kits	8	50
Specialist Consumables	9	51
RPIL Artwork	13	53
Main Item Identification	16	80
Version Control	16	82
Delivery Format	17	83
File-Naming Convention	17	86
Point of Delivery	17	89
RPIL Group Breakdown Structure for ‘B’ Vehicles	5A–1	
RPIL Group Breakdown Structure for Trailers	5B–1	
RPIL Group Breakdown Structure for Earth-moving and Materiel Handling Equipment	5C–1	
CHAPTER 6 MANUFACTURER’S RECOMMENDED SPARES LIST		
Materiel Mission Profile	1	2
Explanatory Notes on the Preparation of the MRSL	2	8
Header Record Format	2	9
Detail Record Format	2	14

	Page No	Para No
SECTION 8 (cont)		
CHAPTER 6 (cont)		
Delivery Format	4	32
Point of Delivery	4	33
CHAPTER 7 LONG LEAD TIME ITEMS LIST		
General	1	1
Explanatory Notes on Long Lead Time Item List	1	3
Header Record Format	1	4
Detail Record Format	2	8
Delivery Format	3	26
Point of Delivery	4	27
CHAPTER 8 INSURANCE SUPPLY ITEMS LIST		
Explanatory Notes on the Preparation of the ISIL	1	3
Header Record Format	1	4
Detail Record Format	2	7
Delivery Format	4	26
Point of Delivery	4	27
SECTION 9 AEROSPACE		
CHAPTER 1 AEROSPACE MATERIEL		
General	1	1
SECTION 10 EXPLOSIVE ORDNANCE		
CHAPTER 1 EO MATERIEL: DEFENCE EXPLOSIVE ORDNANCE PUBLICATIONS		
General	1	1

LIST OF FIGURES

Figure No	Title	Page No
SECTION 2		
3-1	Example of a Function-orientated – Overview Diagram, Range and Launch System	11
3-2	Example of a Function-orientated – Connection Diagram, Power Supply	12
3-3	Example of a Connection Diagram – Unit Connection Diagram Using Continuous Lines	13
3-4	Example of a Connection Diagram – Unit Connection Diagram Using Interrupted Lines	13
3-5	Example of a Connection Diagram – Unit Connection Diagram, Connections Arranged in Cable Bundles, Using Continuous Lines	14
3-6	Example of a Function-orientated Diagram – Circuit Diagram	15
3-7	Example of a Function-orientated Diagram – Circuit Diagram	16
3-8	Example of a Simplified Electrical/Electronic Component Board	17
3-9	Example of a Printed Board Assembly Layout (Sheet 1 of 2)	18
3-10	Example of a Function-orientated Diagram -Logic Function Diagram	20
3-11	Example of an Orthographic View	21
3-12	Example of a Perspective View	22
3-13	Example of a Cutaway View	23
3-14	Example of a Gearing Diagram	24
3-15	Example of a Hydraulic System Diagram	25
3-16	Example of a Fluid Flow Diagram	26
3-17	Example of a Lubrication and Servicing Diagram	27
3-18	Example of a Operational and Procedural In-text Graphic, Single Column	28
3-19	Example of a Operational and Procedural In-text Graphic, Double Column (Aerospace Legacy Only)	29
4-1	Example of Aerospace Cover Card	7
4-2	Example of Land Cover Card	8
4-3	Example of Maritime Cover Card	9
4-4	Example of Conditions of Release (Maritime)	10
4-5	Example of Promulgation Page (Land)	11
4-6	Example of Safety Notice (Electrical)	12
4-7	Example of Warning Page	13
4-8	Example of List of Effective Pages (2 Level Structure)	14
4-9	Example of List of Effective Pages (3 Level Structure)	15
4-10	Example of Change Status Page (Aerospace, Explosive Ordinance and Maritime)	16
4-11	Example of Frontispiece	17

Figure No	Title	Page No
SECTION 2 (cont)		
4-12	Example of Amendment Certificate	18
4-13	Example of Record of Signal Amendments (Maritime)	19
4-14	Example of RAAF Supplement Status Sheet (Sheet 1 of 2)	20
4-15	Example of Foreword	22
4-16	Example of List of Associated Publications	23
4-17	Example of Table of Contents (3 Level Structure)	24
4-18	Example of List of Figures	25
4-19	Example of List of Tables	26
4-20	Example of Index of Modifications (Aerospace, Explosive Ordnance and Maritime)	27
4-21	Example of List of Attachments	28
4-22	Example of Modification Status Sheet (Aerospace, Explosive Ordnance and Maritime)	29
4-23	Example of Glossary	30
4-24	Example of List of Abbreviations	31
4-25	Example of Alphabetical Index	32
SECTION 3		
1-1	Layout of A4 Throwclear (Minimum Size)	7
1-2	Layout of A3 Throwclear	8
1-3	Configuration of Throwclear Sheets	9
1-4	Interleaf – Single Topic	10
1-5	Interleaf – Combined Topics	11
1-6	Interleaf – 2 and 3 Level Publications (Sections)	12
1-7	Interleaf – 2 and 3 Level Publications (Chapters)	13
2-1	Aerospace Layout of Single Column Text Page (ISO A4) (Sheet 1 of 2)	5
2-2	Explosive Ordnance Layout of Single Column Text Page (ISO A4) (Sheet 1 of 2)	9
2-3	Land Layout of Single Column Text Page (ISO A4) (Sheet 1 of 2)	13
2-4	Maritime Layout of Single Column Text Page (ISO A4) (Sheet 1 of 2)	17
2-5	Aerospace Legacy Layout of Double Column Text Page (ISO A4) (Sheet 1 of 2)	19
3-1	Leader/Callout Line and Annotation Configuration	4
3-2	Leader/Callout Lines from Annotations	5
3-3	Assembly Brackets	6
3-4	Example of a Simple Graph	9
3-5	Example of an Exploded View, Ghosting, Assembly Axis and Item Reference Numbers Aligned with Page Axis	13
3-6	Example of the Use of Assembly Brackets	14

Figure No	Title	Page No
SECTION 3 (cont)		
3-7	Example of an Exploded View with Item Reference Numbers Aligned with Object Axis	15
3-8	Example of a Lubrication Diagram	16
3-9	Example of Inset Graphics	17
4-1	Fold-out and Throwclear Folding Details	3
4-2	Drilling Punching Pattern Numbers and Dimensions	5
5-1	Typical List of Effective Pages	3
5-2	Typical Amendment Certificate	4
5-3	Typical Record of Page Masters	5
5-4	Typical Distribution List	6
SECTION 4		
2-1	AL Number Positioning	3
SECTION 5		
2-1	Validation Certificate	5
3-1	Verification Process Review Defect/Deficiency Record	9
3-2	Verification Resolution Report	10
3-3	Verification Certificate	11
3-4	Technical Publication Compliance Certificate	12
6-1	Bookmarking for a Single Publication	5
6-2	Bookmarking for Multi (Book) Publication	5
6-3	Bookmarking for Chapter Level PDFs	6
6-4	File Structure for Electronic Media Publications	7
SECTION 8		
2-1	Sample of Land Materiel Handbook Front Cover	2
2-2	Sample of Land Materiel User Handbook Promulgation Page	4
3-1	EMEI Cover Card	4
5-1	Example of Multiple Item Identification	19
5-2	Group Page Template Dimensions	20
5-3	Graphical and Textual Line Weight Specifications	21
5-4	Example of Group Title Extension	22
5-5	Example of Low Density Circuit Card Assembly	23
5-6	Example of High Density Circuit Card Assembly (Sheet 1 of 3)	24
5-7	Example of High Density Circuit Card Assembly (Sheet 2 of 3)	25
5-8	Example of High Density Circuit Card Assembly (Sheet 3 of 3)	26
5-9	Assembly Bracket Specifications	27

Figure No	Title	Page No
SECTION 8 (cont)		
5-10	Use of Numbering and Minor Assembly Brackets	28
5-11	Example of Ghosting Application	29
5-12	Identification Template Page Dimensions	30
5-13	Example of Single Item Identification	31

LIST OF TABLES

Table No	Title	Page No
SECTION 2		
1-1	Four Level Breakdown	2
1-2	Five Level Breakdown	2
SECTION 3		
2-1	Aerospace Summary of Typeface/Typesetting Requirements (Sheet 1 of 2)	3
2-2	Explosive Ordnance Summary of Typeface/Typesetting Requirements (Sheet 1 of 2)	7
2-3	Land Summary of Typeface/Typesetting Requirements (Sheet 1 of 2)	11
2-4	Maritime Summary of Typeface/Typesetting Requirements (Sheet 1 of 2)	15
3-1	Example of Table with Keyed Notes	11
SECTION 5		
6-1	Security Classification Colour Borders	8
SECTION 8		
2-1	Front Cover Structure	1
3-1	Preliminary Pages for Manual Formatted EMEI	3
3-2	Distribution List Types	6
3-3	Distribution Codes	7
4-1	CES List Spreadsheet Structure	5
5-1	Indicative Equipment Breakdown Structure	2
5-2	Alternative Breakdown Structure	3
5-3	Unit of Issue Codes (Sheet 1 of 2)	5
5-4	Sample of the Minimum Data Set for Screw, Machine	7
5-5	Sample of the Minimum Data Set for a Washer	7
5-6	Sample of the Minimum Data Set for a Pump	8
5-7	Supplementary Information Key Phrases (Sheet 1 of 2)	9
5-8	Data Field Structure and Length Information	11
5-9	RPIL Spreadsheet Formay	
6-1	Header Record Format	2
6-2	Detailed Record Format	4
6-3	Example of MRS� Spreadsheet Layout	5
7-1	Header Record Format	1
7-2	Detail Record Format	3
7-3	Example of LLTIL Spreadsheet Layout	5

Table No	Title	Page No
SECTION 8 (cont)		
8-1	Header Record Format	1
8-2	Detail Record Format	2
8-3	Example of ISIL Spreadsheet Layout	5