

Product Manual Template

Use this manual to document a product from identification and safe handling through operation, maintenance, and disposal. Complete it for a specific product and version so users can follow the applicable task without confusing models or operating modes.

Complete the bracketed fields with approved information for the product, organization, or program being documented. Repeat the named forms where several tasks or subjects need separate records. Remove sections that do not apply and retain links to the material used to complete the document.

Document control	Entry
Document identifier	[Identifier used by your team]
Scope and applicable version	[Product, program, locations, and version covered]
Prepared and maintained by	[Responsible role or team]
Revision and review	[Revision, review date, and approval reference]

Introduction

Identify the product and the intended reader before presenting instructions. Keep the permitted use, limitations, and applicability visible when several models share a manual.

Field	Complete with
Product identification	[Name, model, serial or identification method, edition, and version]
Intended use	[Supported purpose, operating boundaries, and source-stated misuse warnings]
Audience	[User roles, required qualifications, and tasks reserved for qualified personnel]
Conventions and references	[Symbols, signal words, related documents, and terms used in this manual]

Safety Information

Group general safety information by hazard and retain the source's signal words. Repeat the relevant message immediately before a procedural step rather than relying only on this section.

Field	Complete with
Hazard record	[Hazard, possible consequence, affected task, and source reference]
Protective measures	[Required precautions, protective equipment, and qualifications]
Residual risk	[Remaining risk and the source-stated control or restriction]
Emergency response	[Safe response, rescue or emergency action, and authorized role]

Product Description

Explain the components and controls the reader must recognize before operating the product. Use the same names on diagrams, in procedures, and in the reference tables.

Field	Complete with
Components	[Component name, location, purpose, and diagram reference]
Controls and indicators	[Label, function, available state, and meaning]
Operating modes	[Mode, permitted task, required conditions, and restrictions]
Normal behavior	[Expected output, indicator, or operating condition used to recognize a fault]

Transport and Storage

Document handling and storage conditions for the applicable model. Keep lifting, packaging, and environmental instructions traceable to the product information.

Field	Complete with
Handling preparation	[Package, load identification, access, and required qualifications]
Movement	[Approved handling method, equipment, precautions, and destination checks]
Storage	[Conditions, limits with units, packaging, and inspection requirements]
Damage or exception	[Inspection evidence, isolation or reporting action, and disposition]

Repeat this procedure for each supported task or variant. Place the applicable warning before the affected action and record a result that can be checked.

Step	Action	Expected result	Evidence
1	[One action using the exact interface label or approved command]	[Observable state]	[Check or record]
2	[Next action in dependency order]	[Observable state]	[Check or record]
3	[Verification or handover action]	[Completion condition]	[Retained evidence]

Installation and Commissioning

Create a complete procedure for each supported installation option. Keep site preparation and product acceptance distinct so the handover records what was actually checked.

Field	Complete with
Site and prerequisites	[Location, services, foundations or interfaces, tools, and readiness evidence]
Assembly and connection	[Applicable configuration, connection sequence, and source-stated warnings]
Commissioning checks	[Startup, settings, test conditions, and expected behavior]
Acceptance and handover	[Observed results, remaining issue, responsible role, and acceptance record]

Repeat this procedure for each supported task or variant. Place the applicable warning before the affected action and record a result that can be checked.

Step	Action	Expected result	Evidence
1	[One action using the exact interface label or approved command]	[Observable state]	[Check or record]
2	[Next action in dependency order]	[Observable state]	[Check or record]
3	[Verification or handover action]	[Completion condition]	[Retained evidence]

Operation

Repeat the task record for startup, routine use, mode changes, shutdown, and any source-defined emergency action. Keep each task directed toward one user goal.

Field	Complete with
Task and mode	[Desired outcome, applicable operating mode, and authorized user]
Starting conditions	[Required product state, materials, access, and safety precautions]
Execution	[Ordered actions, decision points, and indicators to observe]
Completion and abnormal response	[Expected result, shutdown or safe state, and response if the task fails]

Repeat this procedure for each supported task or variant. Place the applicable warning before the affected action and record a result that can be checked.

Step	Action	Expected result	Evidence
1	[One action using the exact interface label or approved command]	[Observable state]	[Check or record]
2	[Next action in dependency order]	[Observable state]	[Check or record]
3	[Verification or handover action]	[Completion condition]	[Retained evidence]

Maintenance and Service

Separate operator maintenance from service work requiring additional qualifications. Link repeated specifications to the technical data reference instead of copying values into several procedures.

Field	Complete with
Maintenance schedule	[Task, source-defined interval or trigger, responsible role, and reference]
Inspection	[Inspection point, method, acceptance limit, and action if outside the limit]
Service procedure	[Prerequisites, isolation, tools, actions, and return-to-service checks]
Parts and records	[Part or consumable identifier, specification reference, completed work, and evidence]

Repeat this procedure for each supported task or variant. Place the applicable warning before the affected action and record a result that can be checked.

Step	Action	Expected result	Evidence
1	[One action using the exact interface label or approved command]	[Observable state]	[Check or record]
2	[Next action in dependency order]	[Observable state]	[Check or record]
3	[Verification or handover action]	[Completion condition]	[Retained evidence]

Troubleshooting

Start each fault record with the symptom a user can recognize. Keep diagnosis and corrective action separate and define the check that confirms the product is ready to use again.

Field	Complete with
Symptom or code	[Exact symptom, indicator, or error code and applicable model]
Diagnostic checks	[Check, expected result, observed evidence, and next decision]
Correction	[Approved action, required qualification, and procedure reference]
Recovery or escalation	[Verification, safe state, escalation condition, and evidence to provide]

Decommissioning and Disposal

Document the sequence for taking the product out of service and handling its remaining materials or data. Use the requirements applicable to the product and location being documented.

Field	Complete with
Retirement scope	[Product, dependencies, retained data, and authorization reference]
Preparation	[Isolation, cleaning, draining, backup, or other source-defined preparation]
Disassembly and disposition	[Sequence, material identification, reuse or disposal route, and precautions]
Completion record	[Access removal, retained records, disposition evidence, and responsible role]

Repeat this procedure for each supported task or variant. Place the applicable warning before the affected action and record a result that can be checked.

Step	Action	Expected result	Evidence
1	[One action using the exact interface label or approved command]	[Observable state]	[Check or record]
2	[Next action in dependency order]	[Observable state]	[Check or record]
3	[Verification or handover action]	[Completion condition]	[Retained evidence]

Technical Data

Record specifications with units, applicability, and source references. Include declarations or certifications only when the product documentation establishes them.

Field	Complete with
Specifications	[Parameter, value, unit, tolerance or operating range, and applicable model]
Conditions and limits	[Environmental, input, output, performance, and interface conditions]
Supporting records	[Drawings, declarations, source documents, and revision references]
Terminology	[Abbreviation or symbol, meaning, and location in the product information]