



# Instruction for building MRB

MRB-0000022883 rev. **T** Attachment

8th of August 2017

# Table of Contents

- MRB scope
- Tool requirements
- Front page and selection pages
- MRB compilation
- Bookmarking
- Bookmarking adding (series)
- MRB checklist

# MRB scope

- The general rule is there is one MRB per serial number.
- However, TechnipFMC will also accept
  - One MRB per PO item and delivery, or
  - One MRB per delivered system, covering several part numbers.

# Tool requirements

- Acrobat Standard (full version) is needed to build the Manufacturing Record Book (MRB) in the PDF-format with bookmarks.
- **TechnipFMC** template doc.no. MRB-0000022883 ( in Word) is the basis for the MRB.

# Front page and selection pages

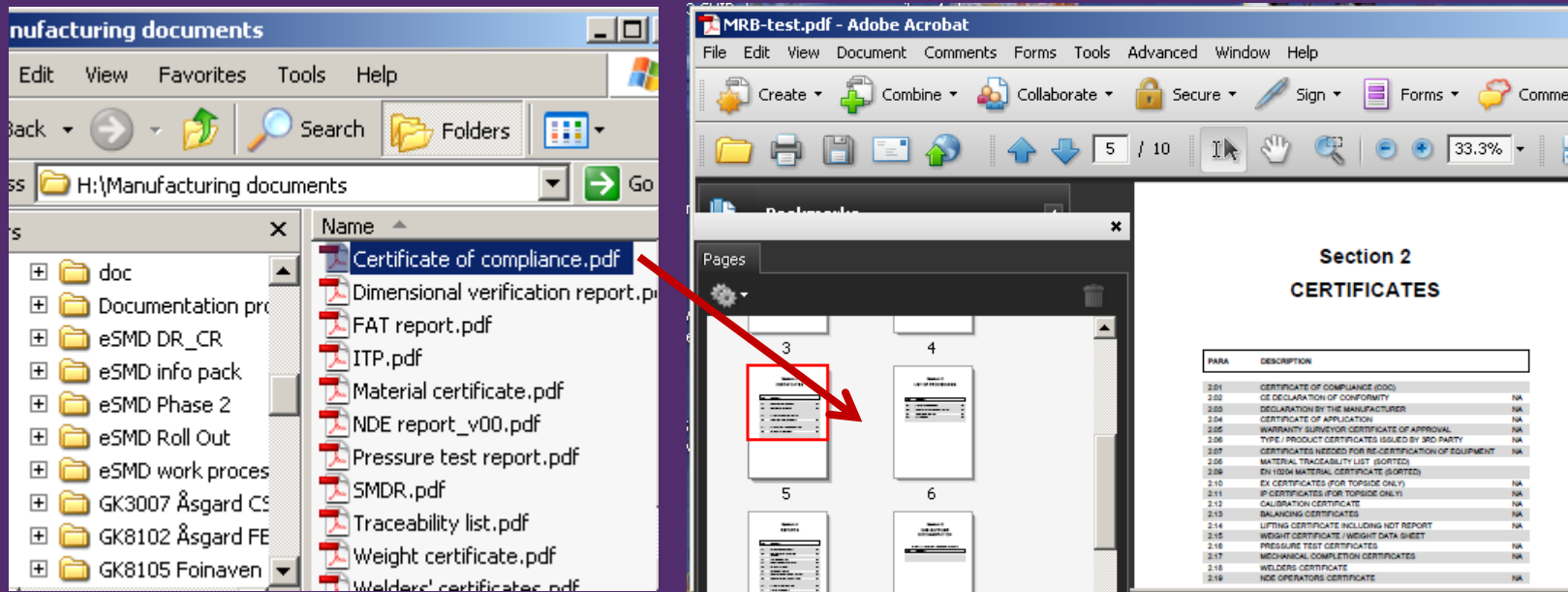
- The MRB shall be based on the Word template.  
The template shall be used as is.
- The content shall reflect the Part Report document requirements.
- In the index pages, supplier shall delete 'NA' for applicable sections and paragraphs.
- The edited template shall be converted to PDF-format.  
(See next slide for hints.)  
Bookmarks are automatically created.
- Supplier shall delete bookmarks that are marked 'NA'.

# Convert to PDF

- Open Word document
- Click **File** and choose **Save As**
- Under **Save as type** select PDF
- Click the **options** button
- Go to **Include non-printing information**
- Enable the option **Create Bookmarks using** and choose **Headings**
- Click **OK**
- Click **Save**

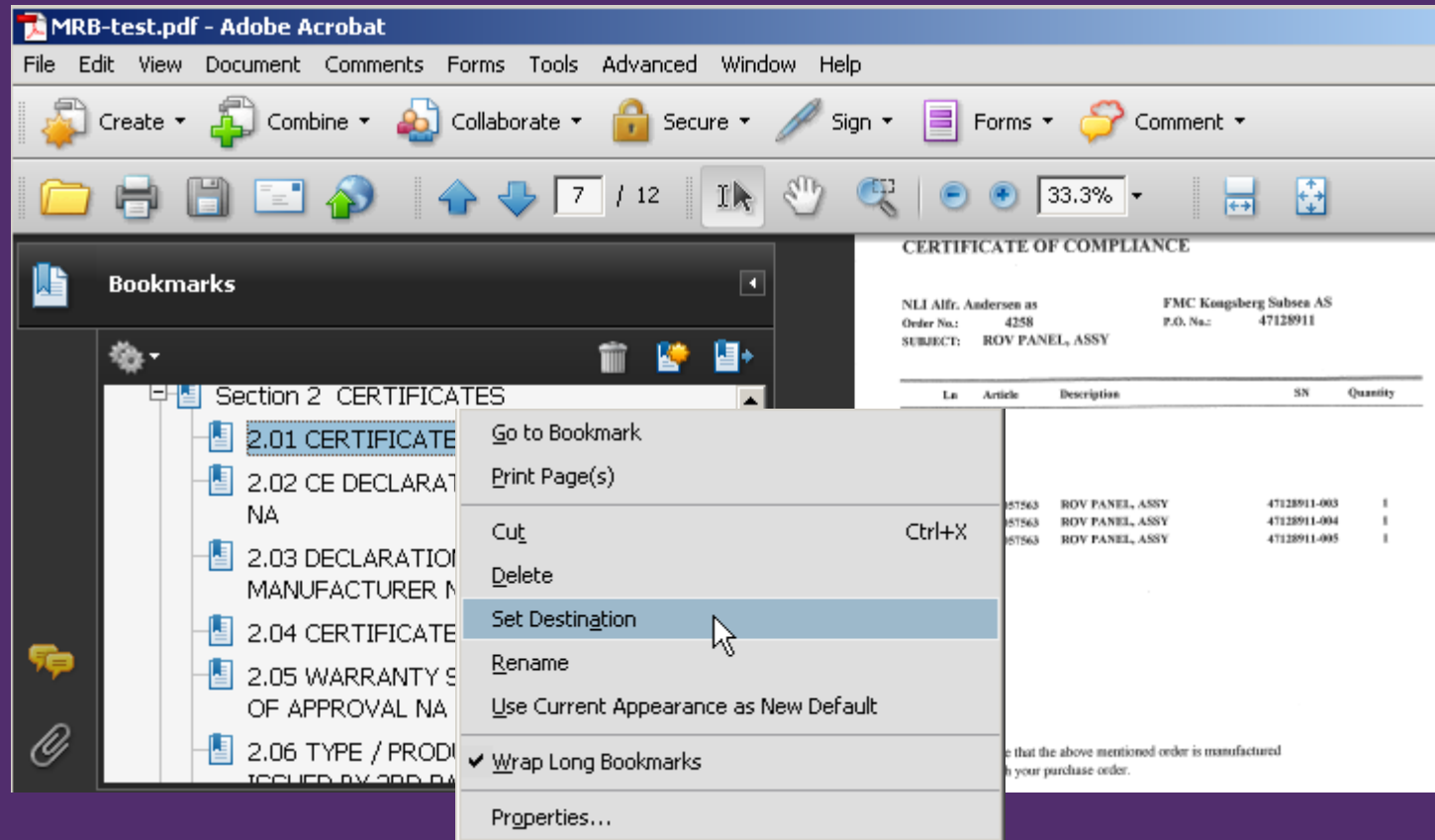
# MRB compilation

- Drag files (scanned documents or documents converted to PDF-format) from Explorer to the MRB, or alternatively use the command Document/Insert.
- Note: Document/Insert will preserve any bookmarks in the file.



# Bookmarking

- Locate the inserted file's first page in the right window.
- In Bookmark, right click on the paragraph and select Set Destination.





# Bookmarking adding (series)

- For larger amount of bookmarks, for example an item no. listing, arrange these in Word (or Word via Excel). Mark the text, select style Heading and use command Adobe PDF/ Convert to Adobe PDF. Insert the result (file) into the existing MRB and locate the bookmarks.

Word:

