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Instruction for building MRB

MRB-0000022883 rev. S Attachment

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MRB scope

- The general rule is that there is one MRB per serial number.
- However, FMC 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.
- FMC template doc.no. MRB-0000022883 (in Word) is the basis for the MRB.

Front page and section pages

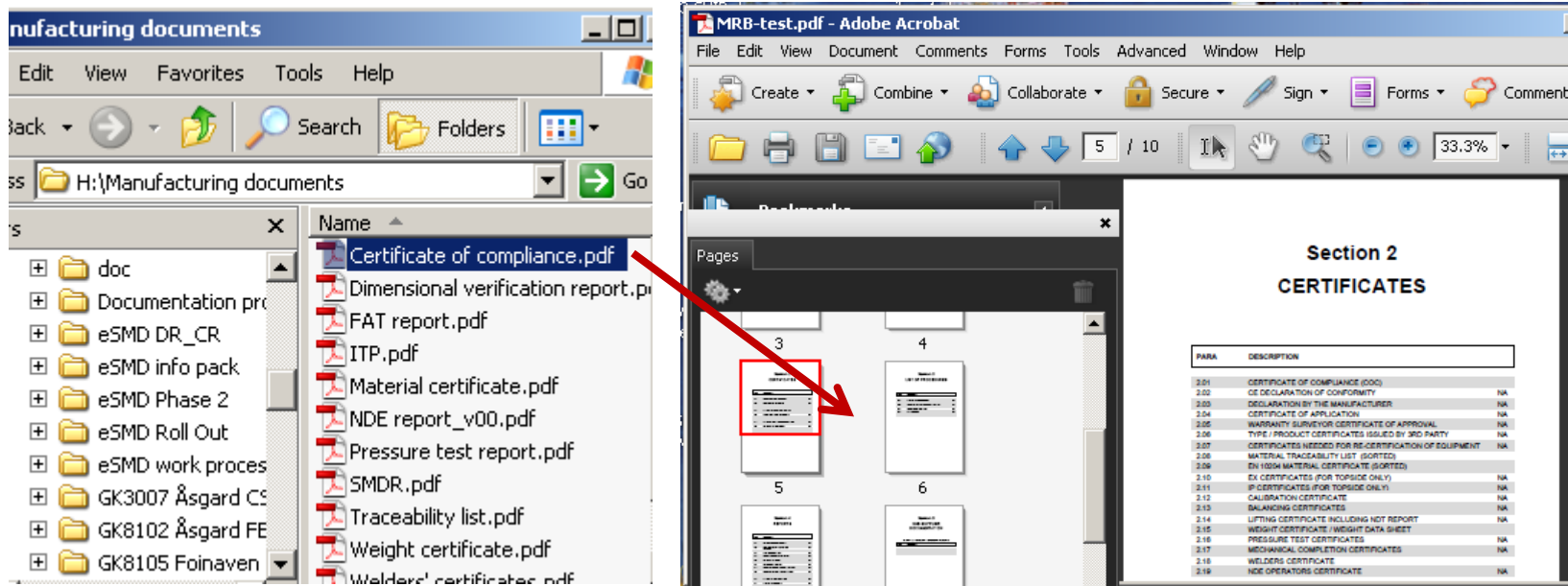
- The MRB shall be based on the Word template. The template shall be used as is.
- The content shall reflect the Part Report document requirements.
- In the index pages, supplier shall delete 'NA' for applicable sections and paragraphs.
- The edited template shall be converted to PDF-format. (See next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

Conversion 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**

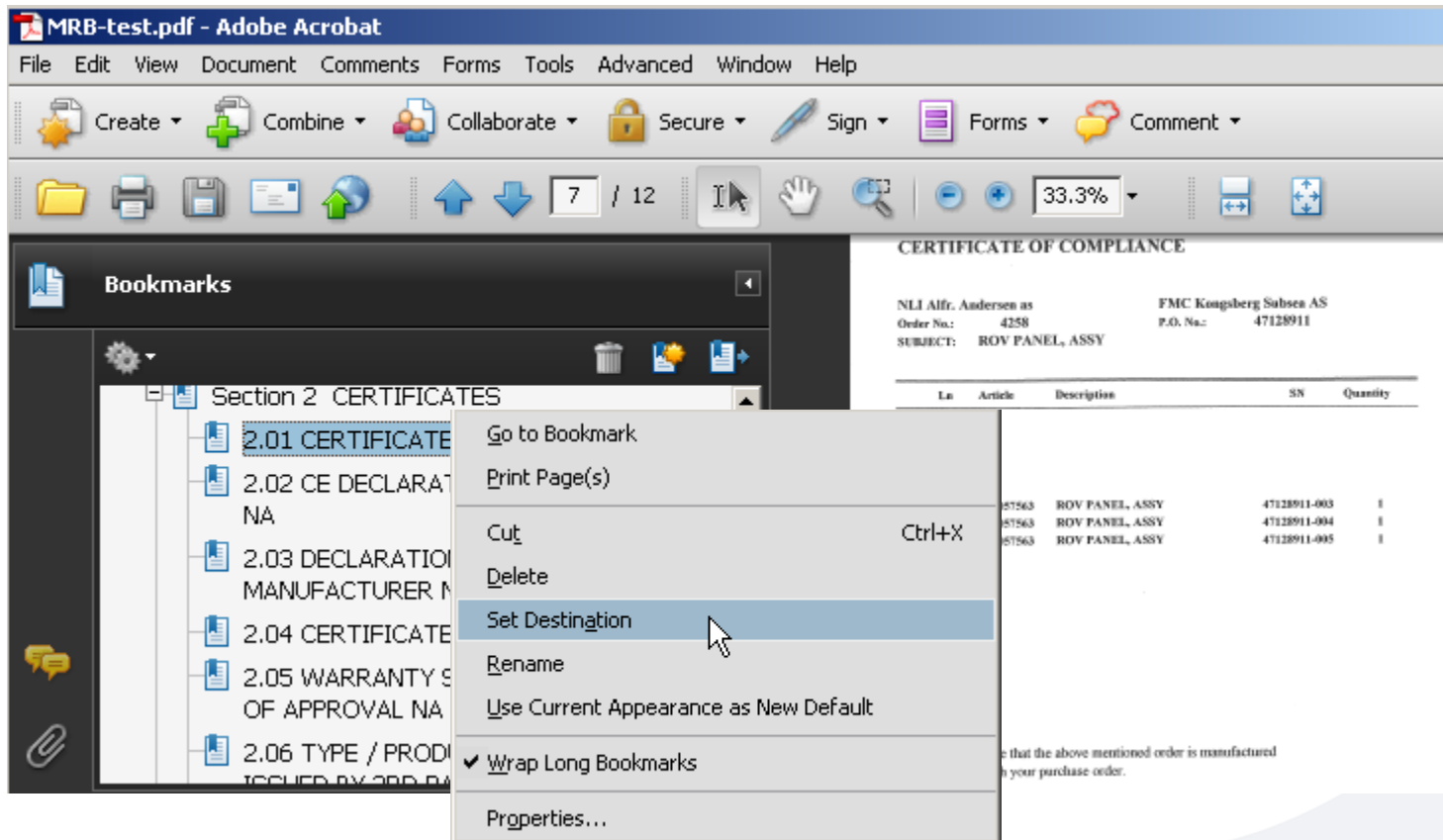
MRB compilation

- 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 a 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:



MRB Check List

1. 'Product Name' replaced by actual name
2. Supplier MRB document number and revision
3. Supplier MRB Index document number and revision
4. FMC Part number and part revision status
5. Serial number/vendor batch
6. Purchase order number
7. Date
8. Signed by supplier
9. Bookmarks
10. Links to correct page
11. NA deleted for applicable parts in the index pages
12. NA bookmarks deleted
13. English text (or bilingual)
14. Legible
15. Correct orientation of pages – horizontal text
16. No blank pages