

# Contents

<b>1</b>	<b>Overview</b>	<b>1</b>
1.1	Introduction	1
1.2	An overview of the contents of the manual	1
1.3	What are the standards and why are they necessary?	7
1.4	Drawing office operation standards	10
1.5	General drawing standards	16
<b>2</b>	<b>Symbols and Numbering</b>	<b>21</b>
2.1	Overview	21
2.2	Reference to standards	21
2.3	Process drawings and diagrams	22
2.4	Instrumentation drawings and diagrams	25
2.5	Electrical drawings and diagrams	36
<b>3</b>	<b>Process Diagrams</b>	<b>41</b>
3.1	Process diagrams	41
<b>4</b>	<b>Instrumentation Documentation</b>	<b>65</b>
4.1	Instrumentation documentation	65
<b>5</b>	<b>Electrical Documentation</b>	<b>95</b>
5.1	Introduction	95
5.2	Other electrical documents	106
5.3	Standardization of symbols	107
<b>6</b>	<b>Pneumatics and Hydraulics</b>	<b>127</b>
6.1	General drawing layout	127
6.2	Symbols	128
6.3	Rotary devices	135
6.4	Air preparation circuits	139
6.5	Two pressure system	143
6.6	Ladder diagramming	148
6.7	Ladder logic	152
6.8	Limit-switch solenoid-valve switching	156

<b>7</b>	<b>Vendor</b>	<b>161</b>
7.1	Introduction	161
7.2	Sample documentation specification for technical documents	162
7.3	The engineers documents	163
7.4	Submission of final documents	165
7.5	Electronic requirements	166
7.6	Sample documentation specification for compiling manuals	166
7.7	Training	172
<b>8</b>	<b>Practical Exercises</b>	<b>173</b>