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|   | Document No. HUB.E.REF.38 Effective Date: 01-June 2022 Revision Date: New |
| **Manuals** | Revised By: MDaskisApproved By: NRossReason for Revision: New |

Equipment manuals must be available. They are used to develop preventive maintenance schedule and training of users. It is a good idea to photocopy the original and store in a safe place and use the copy out on the HUB floor. Keep a list of the manuals. This record can be added to HUB.E.REC.36 List Of Equipment and Machines in Hub and Qualified Users.