1. **INSTRUCTIONAL INFORMATION FOR THE OPERATIONS EQUIPMENT**

Industry has long recognized the need for providing operators with information concerning the use of equipment. Manufacturers have responded to this need by issuing various operating instructions and maintenance manuals. Too often these are regulated to file cabinets and bookcases remote from the equipment.

Accordingly henceforth, it shall be the policy that when new equipment is received, one copy of the Operating instructions and Maintenance Manual will be placed in the shop that has responsibility for the equipment, a copy in the space where the equipment is physically located, and a copy will be delivered to MUSC Maintenance Manager or the Assistant Maintenance Manager.

Operating instructions and maintenance manuals for equipment in place shall be redistributed to comply with the foregoing policy. Shop foreman shall inform shop personnel of the ready availability of these manuals.