

Checklist for Creating Instructions for Use

Checklist for developing a good instructions for use:

Structure

According to NEN 5509, a good user manual should contain at least the following sections:

- Product description
- Technical specifications
- Precautions and safety instructions
- Assembly, installation and commissioning
- Operation and use
- Maintenance and maintenance schedule
- Disassembly, disposal, storage and transport
- Troubleshooting and repair
- Disposal
- Environmental information (e.g. recycling, energy consumption)

Language Use

- Use the active voice.
- Keep it concise and to the point.
- Adapt the tone to the user.
- Choose clear and recognisable terminology.

Illustrations

- Ensure that illustrations are professionally produced and match the product.
- Prefer drawings rather than photographs.

Translations

- Ensure that your instructions for use are available and understandable in the correct languages:
 - Ensure that the text is clear and technically accurate.
 - Ensure that the text matches the culture and expectations of the target audience (localisation).

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