

	Document Title: TEMPLATE INSTRUCTIONS	Issue Date: 03/24/2009	Document #: G.P.B 69.0
	Approved by: BILL RIVERS OPERATIONS ENGINEER	Revision: A	Page 1 of 2
	Sub-Approved by: MELISSA CROSS ISO COORD LIVE		

1.0 PURPOSE

The purpose of this instruction is to standardize the templates being supplied. The information supplied on a customer's template will aid Beclawat in quoting, engineering and manufacturing a product.

2.0 GENERAL INSTRUCTIONS

- 2.1 Templates can be shipped flat, rolled or folded depending on material.
- 2.2 Protect paper/cardboard templates against water damage.
- 2.3 Use thinnest material available that will withstand handling.
- 2.4 Be accurate when tracing – use a fine pen/marker.
- 2.5 If the template(s) is to be returned with the completed order – please write it on the template or indicate in writing on the purchase order document.
- 2.6 Templates are to be shipped freight and customs prepaid.

3.0 MARK THE FOLLOWING INFORMATION DIRECTLY ON THE TEMPLATE OR PRINT LABELS TO APPLY TO YOUR TEMPLATES (G.P.B 69.1)

- 3.1 See Figure 1 for illustration.
- 3.2

Item	Label Information	Description
1.	Name of Company/Person ordering	Indicate as it appears on the Quote/Sales Order.
2.	Project name/Name of vessel	Indicate project/vessel information.
3.	Viewpoint	Mark viewpoint "inside looking out" or "outside looking in".
4.	Traced From	State what the template represents i.e "traced from hole in hull" or "traced around existing piece of glass".
5.	Window Label	"port middle window" or "PN 1234".
6.	Radius	If radius is not cut out, indicate the size required.
7.	TOP	Mark "top" of window.
ADDITIONAL INFORMATION		
Sliding windows		
8.	Minimum Opening Size	Mark required minimum opening size.
9.	Sliding Direction	Indicate the direction of sliding panel.
Doors (usually only shaped doors will need templates)		
10.	Window Center	Mark window centre (if applicable).
11.	Handle Height	From the deck floor.
12.	Coaming Height	Deck floor to the bottom of the cut out.
13.	Hinging	Indicate left hand (LH) or right hand (RH) as viewed from the outside looking in.

4.0 SHIPPING ADDRESS

Ship Freight Prepaid to:	Contact:
Beclawat Manufacturing Inc. 90 Hanna Court South Belleville, ON K8P 5H2 Canada	Phone: 613-966-5611 Fax: 613-966-0878 Email: info@beclawat.com



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Figure 1

