



Abbreviations and codes

for Documents on Spheros websites

EN | 2025-08-06 | DOK11029-001

Excerpt from Introduction to Technical Documentation DOK11025-001

MOVING THERMAL FUTURE

DOCUMENT TYPES overview

Technical Documentation

SL

Service Literature

BA

Operating
instructions

EA / EBA

Installation
instructions /
Installation and
operating
instructions

Illu

Illustration

WHB

Workshop manual

ETL

Spare parts list

ZUB

Accessories catalog

MA

Mounting instruction
/ Modification
instruction

WP / WSP

Maintenance
schedule (plan) /
Maintenance &
service schedule
(plan)

SDB

Safety data sheet

EVBA

Evacuation and
filling instructions

SI Service Information*

PI Parts Information*

PCN Product Change Notification*

TI Technical Information*

*Special documents

DOCUMENT TYPES in detail

Technical Documentation

Operating instructions (BA)

Operating instructions are technical documents that contain a detailed description of how to operate and handle a product.

Installation instructions (EA)

Installation instructions are technical documents that contain a detailed description of installation procedures.

Installation and operating Instructions (EBA)

Installation and operating instructions are technical documents that contain a detailed description of installation, operation and handling of a product.

Spare parts list (ETL)

A spare parts list is a technical document that contains detailed information on the available spare parts.

Evacuation & filling instructions (EVBA)

Evacuation and filling instructions are technical documents that contain detailed information on filling and evacuating a A/C product.

DOCUMENT TYPES in detail:

Technical Documentation

Illustration (Illu)

A illustration is a technical document that shows a cross-section of a product.

Mounting instruction (MA)

Mounting instructions are technical documents that contain detailed description of how to assembly and disassembly, as well as replacement or substitution of parts.

Product change notifications (PCN)*

A product change notification is a technical document that contains information on changes to components and assemblies.

Service information (SI)*

A service information is a technical document that contains information about a specific service task for an external workshop organization.

Service literature (SL)

A service literature refers to any documents that contain technical content. These documents are provided to the customer in printed or digital form.

DOCUMENT TYPES in detail:

Technical Documentation

Safety data sheet (SDB)

A safety data sheet is a technical document that contains detailed safety-related information.

Technical Information (TI)*

A technical information is a technical document that contains information on the maintenance or repair of equipment for operators and workshop operations.

Parts information (PI)*

A parts information is a technical document that contains after-sales-relevant information.

Maintenance instructions (WA) → *formerly Maintenance and Service Plan (WSP)*

Maintenance instructions (WA) are technical documents that contain detailed descriptions for the maintenance of products.

Maintenance schedule (WP)

A maintenance plan is a technical document that contains detailed information on the maintenance of a product.

DOCUMENT TYPES in detail:

Technical Documentation

Workshop manual (WHB)

A workshop manual is a technical document that contains detailed basic knowledge on the maintenance and repair of components and assemblies.

Accessories catalog (ZUB)

An accessoires catalog is a technical document that contains an overview of a product's accessories.

DOCUMENT - Specifications for naming the files

Note: Documents / Files must always be named in English.

PDS_Spheros_REVO-E_Global_EN_2024-07_DOK15106-001-BRA

Document-shortcut_Product_name_Language_Code_Year-Month_Document-Number_Language_Number_Country_Code

NOTE_	Always use an underscore "_" instead of a space. Two underscores "__" are always placed before the "Language" abbreviation to delimit the rest of the file name.
Document-shortcut_	"PDS_Spheros_" for Product Data Sheets
Product_name__	Official name of the product acc.
Language_Code_	See overview below
Year_Month_	always year with 4 nummbers and month with two numbers, for e.g. 2024-07
Document-Number_	SAP /ERP Identnummer or DOK Number from Central Technical Documentation or Marketing , Gilching
Language_Code_Number_	See overview below
Country_Code	See overview below

DOCUMENT - Country & Languages Codes

Note: Documents / Files must always be named in English.

Country name in English (according to ISO)	Language Code (within file naming)	Language Code Number	Spheros Location		Country code acc. ISO 3166-3 https://de.wikipedia.org/wiki/ISO-3166-1-Kodierliste
The United States of America	EN	-001	Worldwide	---	
Australia	EN	-102	Australien	Dandenong South Victoria	AUS
Great Britain	EN	-202	Brazil	Caxias do Sul	BRA
Ireland	EN	-302	China	Suzhou	CHN
Germany	DE	-003	Dubai	Rida Middle East	AED
Austria	AT	-103	Europe	Gilching, Neubrandenburg	EU
France	FR	-004	Finland	Turku	FIN
Spain	ES	-005	India	Noida	IND
Italy	IT	-006	Mexico	Zaragoza	MEX
Sweden	SE	-007	South Africa	Johannesburg,	ZAF
Russian Federation	RU	-008	Turkey	Istanbul, Esenyurt	TUR
Portugal	PT	-009	USA	Elkhart	USA
Brazil	PT	-010			
Turkey	TR	-011			
China	CN	-012			
Denmark	DK	-013			
Finland	FI	-014			
the Netherlands	NL	-015			
Poland	PL	-016			
Norway	NO	-017			
Japan	JP	-018			