Read through and check what applies to your equipment manuals, safety updates, and customer-specific docs. Three or more means your team is ready for a better way.

- [ ] **You keep a separate manual file for every machine model or product variant**

  When a safety warning changes, you update them one by one. Miss one, and a customer or service team gets the wrong version months later.

- [ ] **"Customer-specific documentation" means copying the whole manual**

  One OEM customer gets one version. Another needs a different installation or maintenance guide. You copied the whole thing and now maintain parallel manuals across accounts.

- [ ] **You're still distributing installation and service docs as PDF attachments**

  Once a PDF reaches a customer's inbox, it can be edited, forwarded, or saved locally. Field teams may keep using outdated instructions long after the official update.

- [ ] **Internal procedures and customer manuals are mixed together**

  Either customers accidentally see internal assembly notes, or your team maintains two parallel sets and hopes equipment updates stay in sync.

- [ ] **A standard warning lives in dozens of places, updated by hand each time**

  Safety disclaimer, regulatory boilerplate, installation note, maintenance warning. It lives across models and manuals. Last time it changed, several topics got missed.

- [ ] **Tech writers spend half their time reformatting engineers' notes into service-manual language**

  "Make sure you do X before starting" becomes "Ensure X is performed prior to initiation." Every time. For every procedure an engineer hands over.

- [ ] **Your docs are in English, but distributors and service partners work in other languages**

  They get the English version. Or someone translates manually in Word, and now the French or German maintenance manual is six months behind.

- [ ] **Nobody knows which manual revision a customer is currently reading**

  You pushed an update. Did the service partner get it? Are they on v3.1 or v3.2? With PDFs, support calls start with "which file did you download?"

CHECKED 3 OR MORE?

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