

Document Title: Test Calculation Note

Document No.: CN-000000002

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| Rev | Status | Date | Created By | Reviewed By | Approved By |

Document Revision History

| Rev. No. | Date | Section(s) | Brief Description of Change | Author of Change |
|----------|-------------|------------|-----------------------------|------------------|
| A | 27-JUN-2025 | | | |
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Hold List

| Section(s) | Page(s) | Description of Hold |
|------------|---------|---------------------|
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1.0 Introduction [Style: Heading 1] [Title Case]

[Style: Body Text]

1.1 Background [Style: Heading 2] [Title Case]

This section explains the wider context for the need of the document being produced.

1.2 Scope

This section explains the purpose of the document and engineering piece undertaken. What is being analysed, etc.

1.3 Acronyms

| Acronym | Explanation |
|---------|-------------|
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Table 1-1: Acronyms

1.4 References

| Reference No. | | |
|---------------|--|--|
| [1] | | |
| [2] | | |
| [3] | | |
| [4] | | |

Table 1-2: References

1.5 Formatting Guidelines - Delete Once Read

1.5.1 Cautions, Notes and Warnings

Adding in cautions, notes and warnings:

- Select the "Insert" tab
- Select "Quick Parts"
- Select required option and insert appropriate text



Caution

Use this box as a warning notice that failure to follow these procedures can result in damage to equipment. Add a Caution from the Quick parts menu.



Note

Use this box to clarify information or specific instructions pertinent to the immediate procedure. Add a Note from the Quick parts menu.



Warning

Use this box as a warning notice that failure to follow these procedures can result in bodily harm. Add a Warning from the Quick parts menu.

1.5.2 Equations, Figures and Tables

Adding in equations, figures and tables:

- Select the "Insert" tab
- Select "Quick Parts"
- Select required option
- Captions will automatically appear and are linked to Heading 1.

$$(1 + x)^n = 1 + \frac{nx}{1!} + \frac{n(n-1)x^2}{2!} + \dots \text{Equation 1-1: [Style - Caption Equation]}$$



Figure 1-1: [Style: Caption] - Figure Example

| [Style: Table Heading - Left] | Title | Title |
|-------------------------------|-------|-------|
| [Style: Table Text - Left] | | |

Table 1-3: [Style: Caption] - Table Example

Table custom colours:

- Purple - R81, G45, B109
- Blue - R0, G163, B224
- Red - R203, G44, B48

1.5.3 Revising a Document

When revising a document, ensure to enable "Rev Lines", follow the following steps:

- "Review" Tab
- Enable Track Changes
- Ensure "Simple Markup" is selected

2.0 Heading 1

[Style: Body Text]

2.1 Heading 2

[Style: Body Text]

2.1.1 Heading 3 [Style: Heading 3] [Title Case]

[Style: Body Text]

- [Style: Bullet 1]
 - [Style: Bullet 2]

2.1.1.1 Heading 4 [Style: Heading 4] [Title Case]

[Style: Body Text]

1. [Style: List - Number]
2. Insert Text
3. Insert Text
4. Insert Text

- a) [Style: List - Alpha]
- b) Insert Text
- c) Insert Text
- d) Insert Text

Appendix A [Style: Heading 6, Appendix - Heading 1]

[Style: Body Text]

A.1 [Style: Heading 7, Appendix - Heading 2]

[Style: Body Text]

Appendix B [Style: Heading 6, Appendix - Heading 1]

[Style: Body Text]

B.1 [Style: Heading 7, Appendix - Heading 2]

[Style: Body Text]