



## Documentation Production & Management

Document Production and Management



Multi Disciplined Engineering Consultants

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**Morson Projects** Document Production and Management department specialises in producing dedicated documentation solutions for clients across a broad spectrum of industries. The department can undertake full 'turnkey' projects or support in-house departments to develop documentation requirements.

In line with current technology, the Document Production and Management department can offer its full range of services as either, paper-based documents, or deliver state-of-the-art screen-based solutions, complete with interactive interfaces. These can be developed as Internet/Intranet documents or as a standalone solution using Macromedia Director or Adobe Acrobat.

**Morson Projects** also deliver training using qualified D32/D33 trainers.

### CAPABILITIES

- |                                 |                               |
|---------------------------------|-------------------------------|
| ▶ SQEP assessment documents     | ▶ Document Archive Management |
| ▶ COSR documentation            | ▶ Database Development        |
| ▶ CTMS associated documentation | ▶ Operating Instructions      |
| ▶ Operator Instructions         | ▶ Alarm Response Instructions |
| ▶ Maintenance Instructions      | ▶ Work Safety Plans           |
| ▶ Training courses              | ▶ Asset Registers             |
| ▶ Project Management            | ▶ Equipment Specifications    |
| ▶ Scanning and Indexing         | ▶ User Manuals                |

### SPECIFIC APPLICATIONS

- |   |                                |
|---|--------------------------------|
| ▶ Emergency Instruction reviews and document production | ▶ Training manuals             |
| ▶ Operation and Maintenance manuals                     | ▶ Plant Modification Proposals |
| ▶ Commissioning method statements                       | ▶ Risk Assessments             |
| ▶ DAP assessment packages                               | ▶ CE Documentation             |
| ▶ Development of training systems                       | ▶ Near Term Work Plans         |
| ▶ Development of assessment systems                     | ▶ Site Procedures              |

### IT SYSTEMS

- |  |                               |
|--|-------------------------------|
| ▶ Bespoke Database – controlling & reporting of all documents produced | ▶ Imagemaster 7               |
| ▶ Adobe Acrobat  | ▶ Scandall Viewing Capability |
| ▶ Live KPI Reporting   | ▶ MS Project                  |
|  | ▶ AutoCAD                     |

For further information contact



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