



Operation & Maintenance (O&M) Manuals

COGNICA's collation service

If it has become time-consuming to access information from operation and maintenance manuals following a refurbishment request, it may be time for a faster, more digitalised approach.

COGNICA has been delivering project handover documentation and asset management solutions on document management system platforms since 1998.

There may be budgetary or resource related reasons as to why O&M documentation has not been digitalised within your organisation. As experts in collation services, we can gather, organise, digitise, manage, provide technical authoring and deliver operation and maintenance documentation.

As an accredited expert in this field, COGNICA can take you through, step-by-step, towards digitising all the manuals for your buildings and facilities, including development plans and infrastructure.

The benefits:

- **Time saving** in manual searches through hard documentation for the relevant information
- **Resource saving** with reduced burden for project teams to collate handover documentation
- **Compliance gains** from structured and tailored requirements including aftercare support
- **Accessibility** through cloud-based technology enabling 24/7 visibility and traceability
- **Professionalism** in the information handling and collation, particularly for handover arrangements

COGNICA are accredited to PAS 1192-2:2013 and our Quality Management system to ISO 9001:2015, ensuring Task Information Management and Data Compilation Services for projects comply with BIM Level 2 in accordance with PAS 1192-2:2013, BS 1192:2007 and BS1192-4:2014, providing our clients with complete confidence in the reliability of COGNICA's products and services.

Documentation examples

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| O&M Manuals | M&E Manuals |
| Planned Preventative Maintenance Schedules | Asset Registers |
| BREEAM User Guides | Fire Safety Packs |
| Building User Guides | Commercial or Tenant User Guides |
| Building Logbooks (CIBSE) | Home User Guides |
| | Student Packs |

Frequently Asked Questions?

- Do you liaise with subcontractors?
- Do you provide an approval loop?
- Can I monitor the progress?
- Can I access the information at anytime whilst it is being collated?
- Do you provide digital copies of the manual?
- Can you upload the final manual to client systems?
- Can you use Project managements systems such as ViewPoint / Asite?

We can take you through the process one step at a time, answering any questions you have. Contact us:

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