

# O&M Manuals

**Overview:**

**Operation and Maintenance manuals** contain information to operate and maintain the various components in a building. The manual should also contain information for decommissioning and dismantling / demolishing the building. Cognica are experts in multiple Industry sectors and are in constant review of best practices and regulatory updates to each. This ensures compliance for our customers with their different projects, easing their concerns to delays upon delivery and negating risk.

By using Cognica we will reduce the administration time for your team in terms of chasing the supply-chain for the information and we will also deliver the O&M Manual in an output of your choice. We can also use an API and deliver it into another system. Many projects have a retainer relating to this documentation and Cognica ease this for our customers by producing a professional output in a timely manner ready, expertly reviewed by Technical Authors for handover dates. Cognica can also assist in updating during the Liability period thereafter.

Cognica offer an online collaborative tool, Matrix, for efficiently managing the collation and delivery of project hand-over documentation. Project managed by Cognica, clients, end-users, contractors, subcontractors, and suppliers can all be given secure access to the system to upload the information that they are responsible for providing, or to review the information uploaded. Engineers and consultants can also access the system to help agree the requirements, review uploaded information, and monitor progress of the information delivery throughout the project.

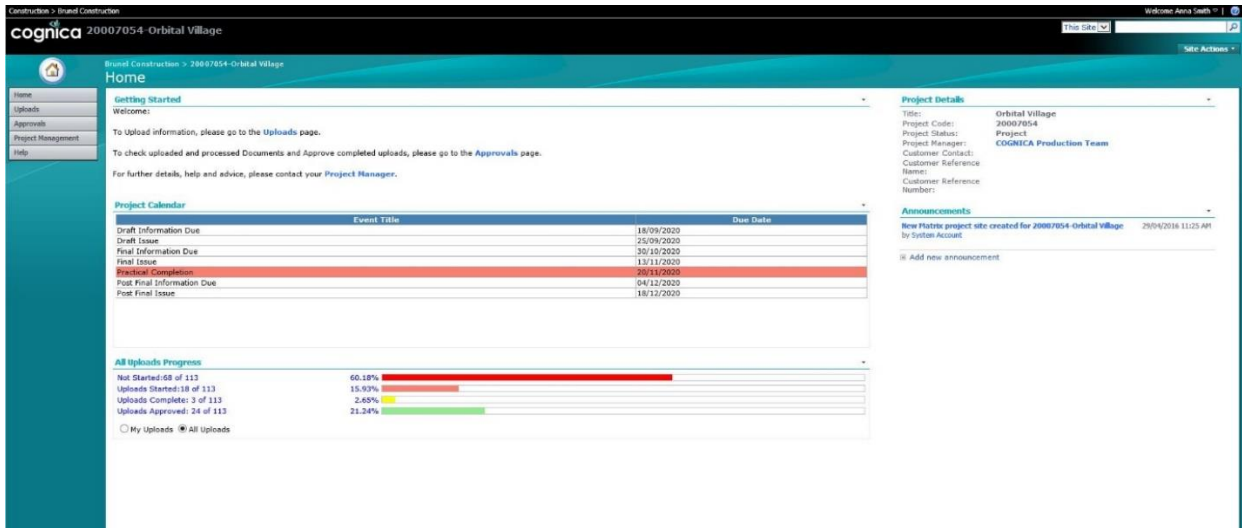
Once the information has been collected within Matrix, it can then be deployed electronically via several delivery options. Included within these options are ways for the end users of the information to operate an electronic system which can be kept up to date during the lifecycle of the building and associated assets. The solution is designed to efficiently collect, collate, and deliver project hand-over documentation for any project. The solution comprises of an end-to-end document management process.

**O&M Manuals can include:**

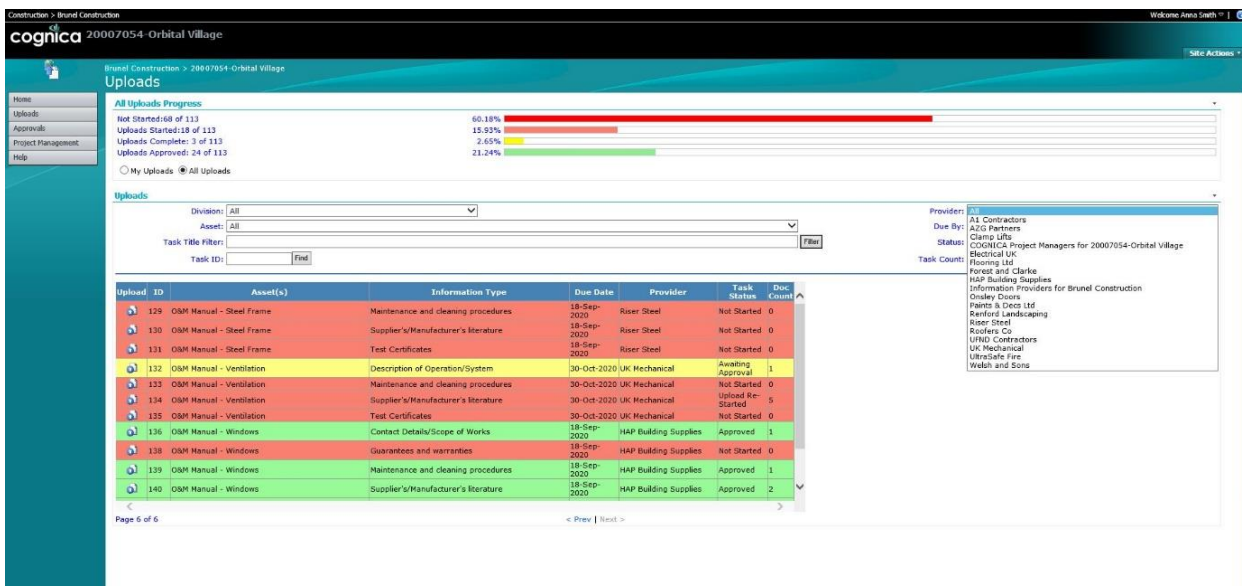
- PPM (Planned Preventative Maintenance) Schedules
- Fire Safety Packs
- Asset Registers
- Home User Guides
- Building User Guides
- Student Packs
- Building Logbooks (CIBSE)
- BREEAM User Guides
- Tennant Handbooks
- M&E Manuals

## Matrix:

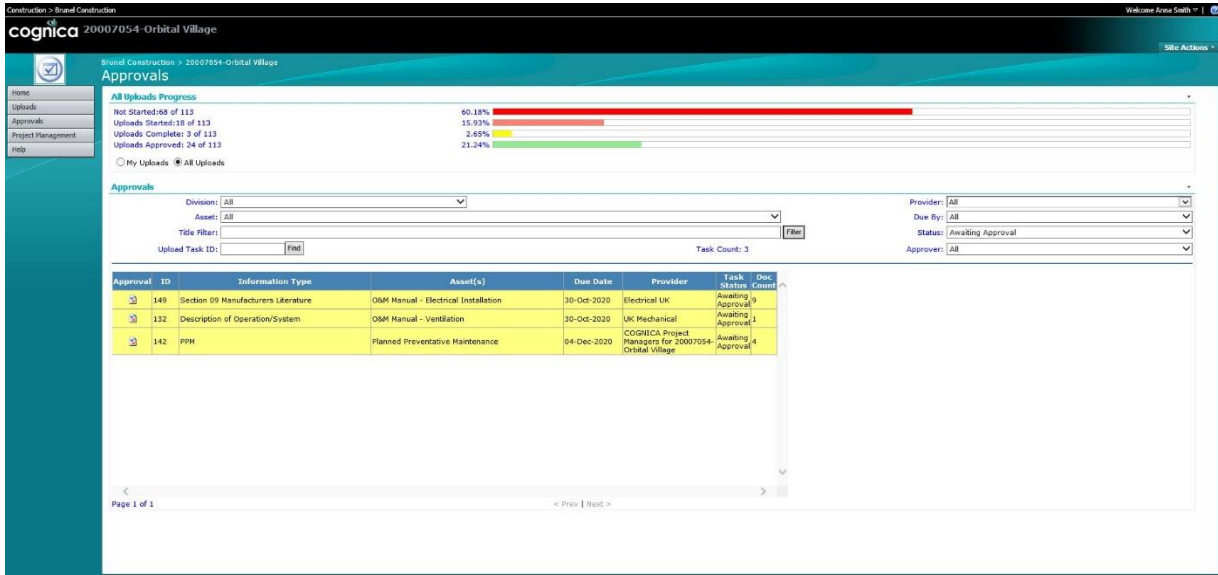
The system is built to be easy to use for checking the status of information, checking dates for delivery and for the in-built approvals process. Here are some simple screen shots of the working environment:



This image demonstrates the easy to use filters functionality and how to quickly search Subcontractors, enabling teams to ensure they are providing the correct information in a timely manner, whilst Cognica continue to chase them to complete the uploading of the documentation:



A simple approval process is in-built to the collation tool to enable the Customer to review, approve and reject the documentation that has been provided:



**Approvals**

**All Uploads Progress**

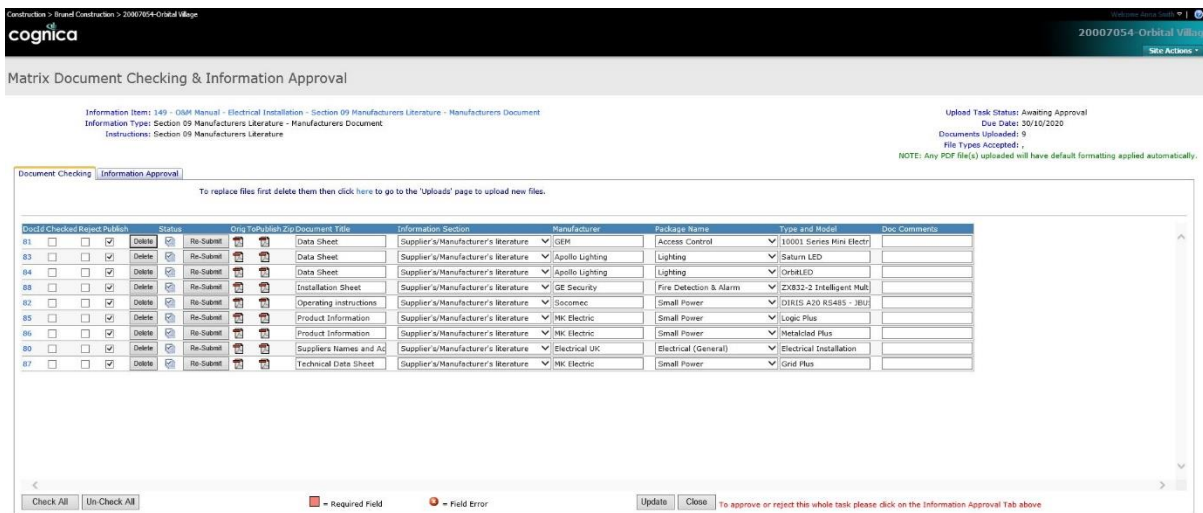
Not Started: 68 of 113	60.18%
Uploads Started: 18 of 113	15.93%
Uploads Complete: 3 of 113	2.65%
Uploads Approved: 24 of 113	21.24%

My Uploads    All Uploads

Division: All   Asset: All   Title Filter:   Upload Task ID:     Task Count: 3

Approval ID	Information Type	Asset(s)	Due Date	Provider	Task Status	Doc Count
149	Section 09 Manufacturers Literature	OSM Manual - Electrical Installation	30-Oct-2020	Electrical UK	Awaiting Approval	9
132	Description of Operation/System	OSM Manual - Ventilation	30-Oct-2020	UK Mechanical	Awaiting Approval	1
142	PPH	Planned Preventative Maintenance	04-Dec-2020	COGNICA Project Managers for 20007054-Orbital Village	Awaiting Approval	4

Metadata is set for each document, enabling customers to use search functionality in the final documentation with ease to find what is necessary. This is key in transferring to a live environment such as SharePoint or any Document Management System as its simplicity enables users to locate the documents which require updating in a version-controlled environment. With Fire Safety – Regulation 38 it is vital to have a live environment to manage the lifecycle of the building. If a standalone handover, it is still simple for end clients to search for the relevant documentation:



**Matrix Document Checking & Information Approval**

Information Item: 149 - OSM Manual - Electrical Installation - Section 09 Manufacturers Literature - Manufacturers Document  
 Information Type: Section 09 Manufacturers Literature - Manufacturers Document  
 Instructions: Section 09 Manufacturers Literature

Upload Task Status: Awaiting Approval  
 Due Date: 30/10/2020  
 Documents Uploaded: 9  
 File Types Accepted: .

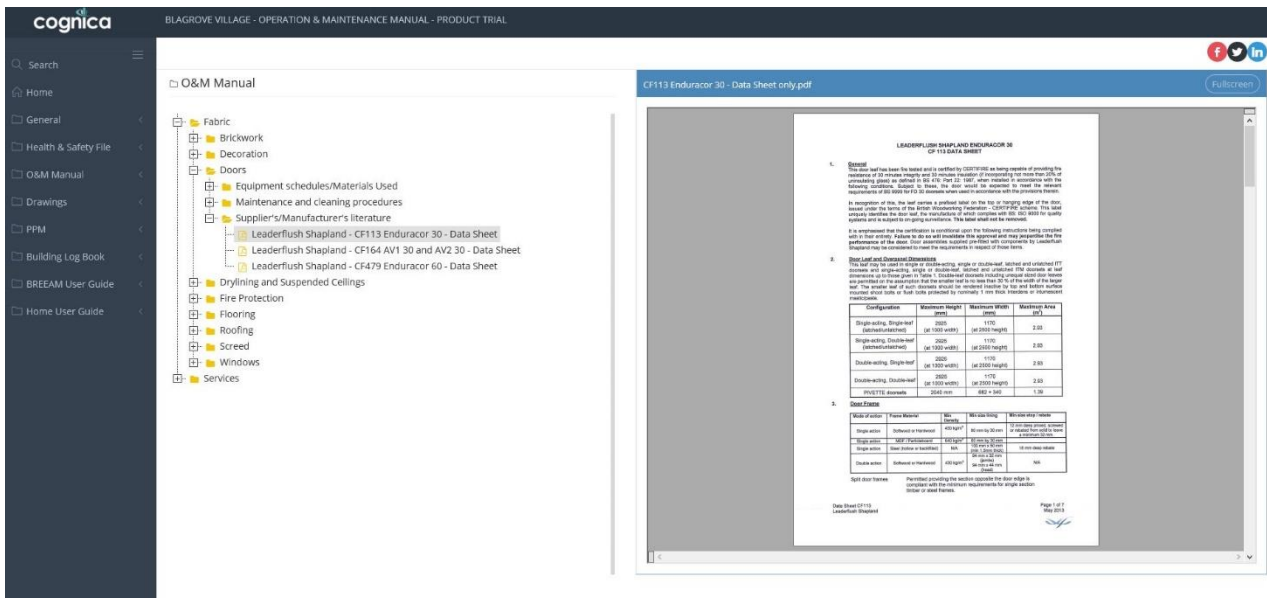
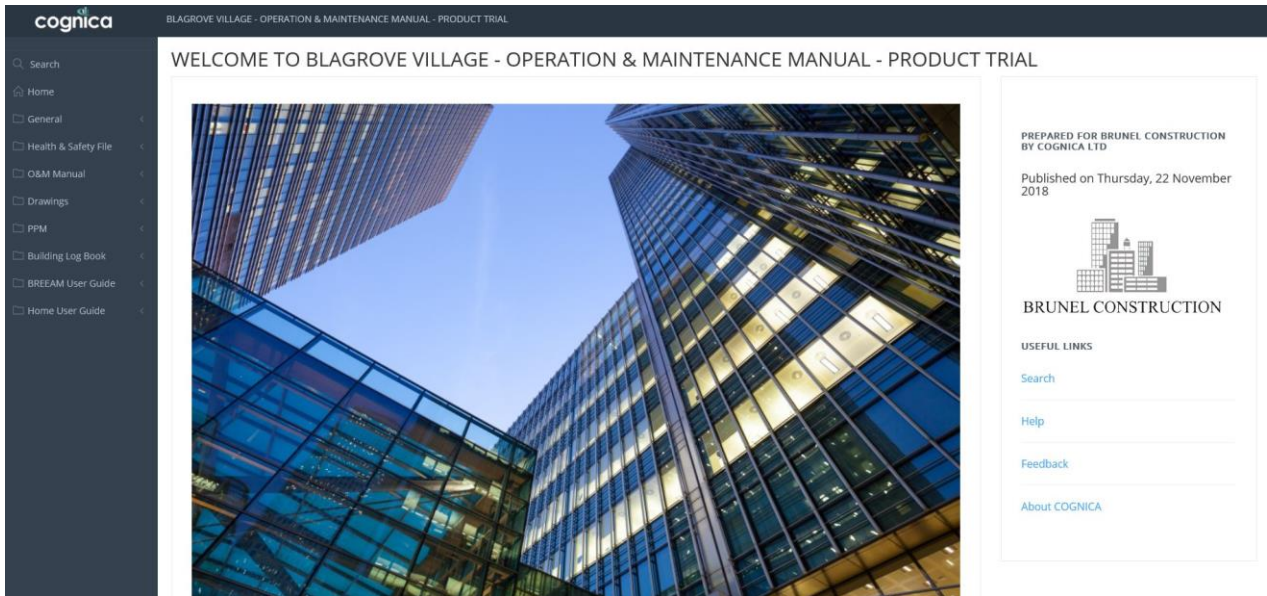
NOTE: Any PDF file(s) uploaded will have default formatting applied automatically.

To replace files first delete them then click here to go to the 'Uploads' page to upload new files.

Doc ID	Checked	Revised	Public	Status	Grid To Publish To	Document Title	Information Section	Manufacturer	Packaging Name	Type and Model	Doc Comments	
81	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Delete	<input checked="" type="checkbox"/>	Re-Submit	Data Sheet	Supplier's/Manufacturer's literature	GEM	Access Control	11001 Series Mini Electr	
83	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Delete	<input checked="" type="checkbox"/>	Re-Submit	Data Sheet	Supplier's/Manufacturer's literature	Apollo Lighting	Lighting	Return LED	
84	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Delete	<input checked="" type="checkbox"/>	Re-Submit	Data Sheet	Supplier's/Manufacturer's literature	Apollo Lighting	Lighting	OrbLED	
88	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Delete	<input checked="" type="checkbox"/>	Re-Submit	Installation Sheet	Supplier's/Manufacturer's literature	GE Security	Fire Detection & Alarm	ZX832-2 Intelligent Hub	
82	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Delete	<input checked="" type="checkbox"/>	Re-Submit	Operating instructions	Supplier's/Manufacturer's literature	Socomec	Small Power	DIRIS A30 RS485 - JBU	
85	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Delete	<input checked="" type="checkbox"/>	Re-Submit	Product Information	Supplier's/Manufacturer's literature	NK Electric	Small Power	Logic Plus	
86	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Delete	<input checked="" type="checkbox"/>	Re-Submit	Product Information	Supplier's/Manufacturer's literature	NK Electric	Small Power	Metal-rod Plus	
80	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Delete	<input checked="" type="checkbox"/>	Re-Submit	Suppliers Names and Ad	Supplier's/Manufacturer's literature	Electrical UK	Electrical (General)	Electrical Installation	
87	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Delete	<input checked="" type="checkbox"/>	Re-Submit	Technical Data Sheet	Supplier's/Manufacturer's literature	NK Electric	Small Power	Grid Plus	

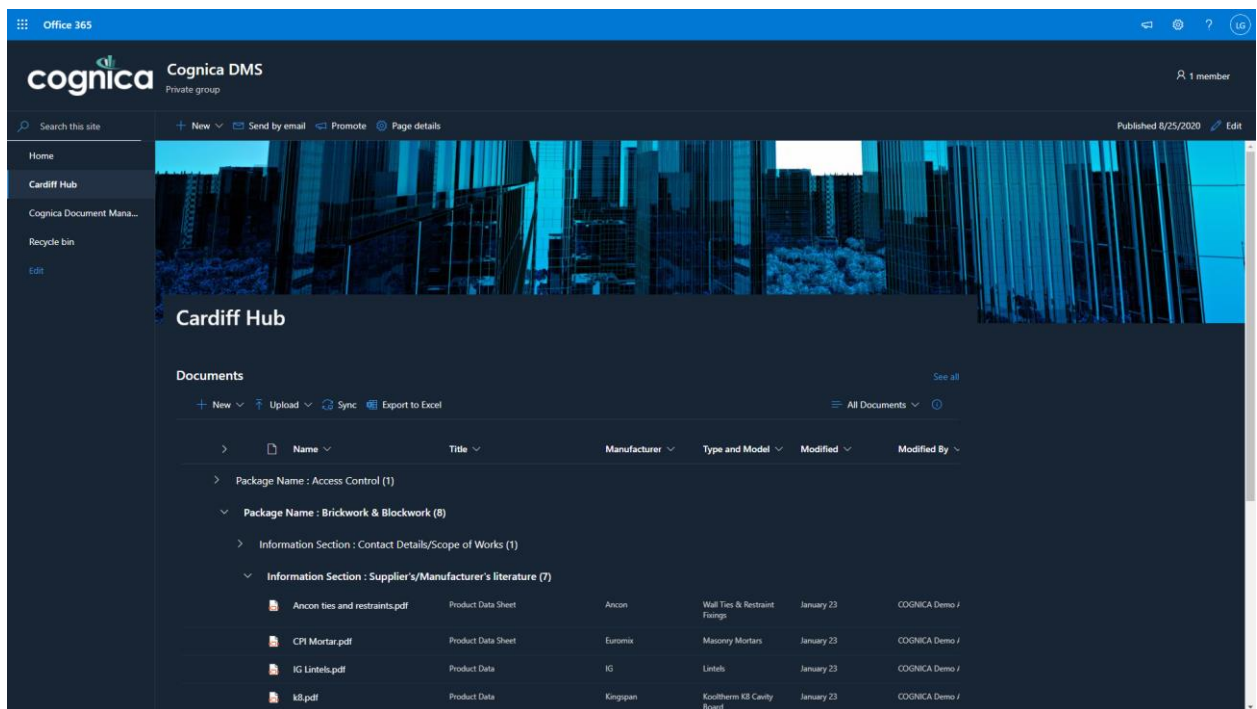
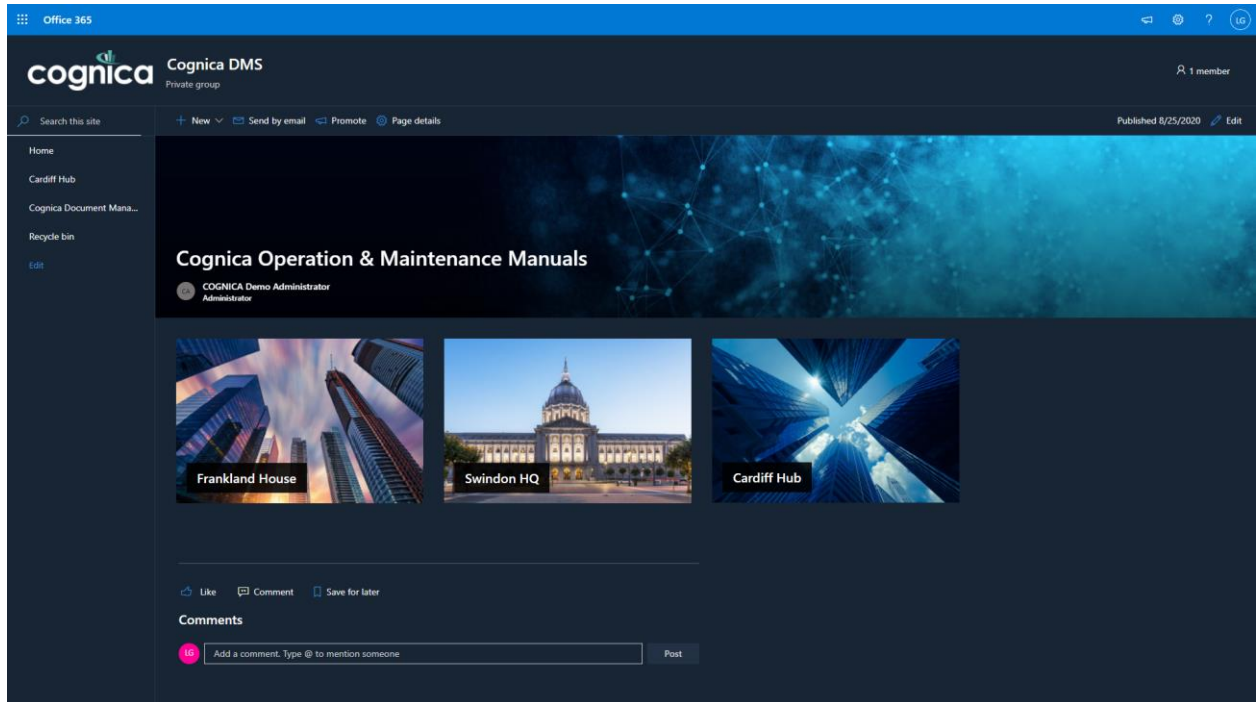
      = Required Field    = Field Error       To approve or reject this whole task please click on the information Approval Tab above

Outputs can be varied dependent on Customer requirements, which Cognica are flexible to. Below is an example of static documentation being delivered into our electronic manual, NaviDoc.





If utilising a Document Management System or requiring an export into a different location, Cognica can assist regarding the design and delivery of the O&M information and the on-going management. Please reference our Document Management Solutions. The below images show a representation of what Cognica are doing for customers specific to SharePoint:



Overall Cognica can offer a full solution to customer's O&M requirements as well as moving them into a digital era for version control, easy access, simplified processes, and sustainable management of documentation.

### Benefits for you:

- Everything in one place
- Reduction of Administration
- Technical Author Expertise
- Delivery in output of choice
- One source of the truth
- Customer Ownership of the data
- Easily Accessible & accessible on any device
- Easy to Maintain
- Secure
- Standardised format
- Agile and flexible solution
- API integration
- Over 20 years of Expertise
- Clear Specification & Early Engagements
- Visibility of project status in a live environment
- Best practice and regulatory compliance