

Your Documents, Our Expertise

COGNICA is a UK based company providing services, systems and consultancy centred on the efficient collection, collation and delivery of information.

COGNICA has extensive experience in the **management** of both **asset** and **project related data** and **documents**. Our collation and delivery systems are widely deployed, and our customers include many of the UK's largest construction companies, major clients and utilities.

Our Core Beliefs

Integrity

Honesty and trust are essential to our business success

Understanding our customers

We strive to work with our customers – delivering individual solutions that are best for them.

Our Employees

People are our most valuable resource. Working as a team allows us all to play a part in success.

Change

We welcome change for the opportunities it offers.

Commitment

We commit to what we can achieve, we are open in our offerings and true to our word.

About Us

Drawing on nearly 20 years of experience COGNICA is able to offer specialised document management services, adapting to the needs of each customer by listening to their requirements. COGNICA has developed a first class team of project managers, a structured collation service and an online portal that successfully manages information directly from the project supply chain or legacy source.

Whether you are delivering a high specification office, residential development, a school or managing an existing building or facility we know you expect your information to be prepared, delivered and managed in a professional manner.

Our mission is to ensure that documentation and information collated for a project is both relevant and accurate, that it is delivered on-time and is easily accessible for project teams, building owners and FM Operators.

At COGNICA it is recognised that every project is important and that individual customers will have specific information requirements. We allocate a dedicated project manager to each scheme to guarantee the best possible service and consistency of response.

Who we work with...

Contractors

Responding to a need to present a complete set of documentation to customers at the end of a project in a structured and accessible format.

Contractors use COGNICA's services to avoid the hassle and distraction of chasing and collating documentation.

COGNICA Services support the delivery to project deadlines and ensure information is complete and relevant. Information can be reviewed and approved and progress can be tracked.

Operators

Responding to a need to easily access all documentation relating to a building, facility or portfolio of facilities.

FM Operators welcome COGNICA's structured information delivery allowing secure access to O&M documentation relating to the building, system or equipment.

COGNICA's services provide assurance that, for maintenance purposes and regulatory compliance, all O&M documentation can be located when its required.

Owners

Responding to a need to store and maintain all documentation relating to a building or range of facilities.

Owners are able to use COGNICA's templates to ensure that all information is secure. Controlled access allows simple review of information.

COGNICA's experience drives information delivery that is set apart by a high degree of usability. Required information is easily accessed when needed.

Your Documents, Our Expertise

COGNICA Ltd, Frankland Road, Blagrove, Swindon, SN5 8YF
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Quality Assured COGNICA's quality management system is accredited to ISO 9001, providing our clients with complete confidence in the reliability of COGNICA's products and services.



FS 60821

Our Services

Collation Services

A professional service to efficiently collect, collate and deliver project hand-over documentation for any construction or information project.

The solution comprises an end-to-end document management process with delivery options that are flexible to client requirements (including electronic or hard copy, or direct inputs to client FM or BIM systems).

O&M Manuals

H&S Files

Tenant Handbooks

BREEAM User Guides

Information Packs

Home Owner Manuals

Building Log Books

Planned Preventive Maintenance Programmes

Document Libraries

The purpose of the Document Library service is to deliver project hand-over documentation into a digital document management solution.

Allowing for the addition of Legacy Information the O&M documentation is held in such a way that it is:

Secure

Easily Accessible

Easily Maintained



The Meadows University of Essex
O&M Manuals Delivered

Legacy Services

COGNICA can help you exploit the advantages of digital information storage by collecting, collating and storing the legacy information for a facility.

The source information can be in a variety of formats and come from a range of situations.

COGNICA's experience with a varied range of data and document projects, including legacy information, is leveraged to assess and manage document conversions on a large scale.



The Walbrook
Document Library Delivery

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