

OPERATING AND MAINTENANCE MANUALS

Manuals are important because they help ensure that:

- Systems are operated properly,
- Personnel are aware of safety risks,
- Maintenance requirements are clear, and,
- Spare parts are easily sourced.

We produce quality manuals that are useful and easy to read.

Our manuals contain clear diagrams and checklists.

We decipher the vendor information to pick-out what is useful and relevant.

We offer on-site training sessions for operators.

1. Specifications

- Detailed specifications of all major components,
- Equipment numbers.

2. Safety Instructions

- Identification of foreseeable safety risks,
- Instructions for safe operation and maintenance.

3. Principles of Operation

- Descriptions of how the systems work including components sketches and simplified process diagrams.

4. Operating Instructions

- Start-up checklists,
- Standard Operating Procedures (SOP's),
- Description of adjustments that can be done during operation,
- Troubleshooting checklists.

5. Maintenance Instructions

- Detailed maintenance checklists.

6. Functional Descriptions

- Description of the controls logic for each system,
- List of alarms, indicators, and set-points.

7. Vendor Data

- Compilation of vendor-provided documentation for OEM components.

8. Spare Parts and Customer Service

- List of recommended spares including specifications, lead-time, and vendor contact information.

9. Drawing Lists

- Vendor Drawings
- Engineered drawings
- Reference Drawings



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