



Docmate Services Ltd

Technical documentation products and services to industry and commerce

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Introduction to Docmates

Docmate Services Ltd (Docmates) was established in 1999, near Aberdeen, to meet a need for the provision of technical documentation services to produce a wide range of technical documentation products in the Aberdeen and Aberdeenshire area. Since 1999, business has steadily increased resulting in the client base gradually growing to encompass a wide range of industries and companies throughout the UK and abroad, with several clients repeatedly using the company and a number of long term contracts having been serviced.

Products have been produced for clients as diverse as blue chip companies to others like SMEs and consultancies across industries such as commercial vehicle, construction, IT (facilities, hardware and software), oil and gas (subsea, onshore and offshore), plant equipment, utilities and telecommunications.



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Products and Services

Docmate Services Ltd (Docmates) provides a range of services to produce a variety of products as detailed below.

Products

Typical products produced by Docmates include:

Note: Please appreciate that this is not a comprehensive list of all the products we have or could produce.

- Aircraft Maintenance Manuals (AMM),
- Bids,
- Booklets,
- Books,
- Brochures,
- Building Logbooks,
- Building O & M Manuals,
- Business Management Systems,
- Business System Manuals,
- Catalogues,
- Company Procedure Manuals,
- Company Process Manuals,
- Component Maintenance Manuals (CMM),
- Commissioning Manuals,
- Corporate Documents,
- Corporate Gated Processes,
- De-Commissioning Manuals,
- Document Audits,
- Document Management Systems,
- Documentation System Audits,
- Electronic Documents,
- Gated Processes,
- Graphics,
- Guidebooks,
- Guides,
- Handbooks,
- HSE Manuals,
- Illustrations,
- Interactive Electronic Documents,
- Illustrated Parts Catalogues (IPC),
- Installation Manuals,
- Instruction Manuals,
- Leaflets,
- Logbooks,
- Maintenance Manuals,
- Manuals,
- Operating & Maintenance (O & M) Manuals,
- Online Help,
- Operations/Operating/Operators Manuals,
- Parts Catalogues,
- Platform Operating Procedure Manuals (POPM),
- Pre-Installation Manuals,
- Presentations,
- Procedures,
- Processes,
- Proposals,
- Quick Start-up Guides,

- Release Notes,
- Reports,
- Safety Cases,
- Service Bulletins,
- Service Manuals,
- Shut-down Manuals,
- SOCAS Manuals,
- Standards,
- Standard Operating Procedures (SOP)
- Start-up Manuals
- Style Guides,
- Templates,
- Training Manuals,
- Training Notes,
- User Guides,
- User Manuals,
- Website content,
- Website design,
- Workshop Manuals.

Services

The services Docmates provide include:

Note: Please appreciate that the services we provide are evolving all the time.

- Audits,
- Consultancy,
- Content Management,
- Desk Top Publishing,
- Document Design, Production & Maintenance,
- Document Management,
- Document Management System selection & setup,
- Editing,
- Graphic Design,
- Information Management,
- Knowledge Management,
- Parts Compiling,
- Project Management,
- Proof Reading,
- Software advice, selection & setup,
- Translation,
- Technical Authoring,
- Technical Illustrating,
- Technical Writing,
- Website Design & Creation,
- Word Processing.



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How we can help

Some scenarios

Some scenarios to start with. You are:

- a small start-up software company requiring a User Guide and Online Help for your software product
- a small manufacturing company requiring an O & M Manual for your new product
- a department manager for a large multinational company requiring documentation to record how your department goes about its business
- an HSE Manager requiring the production of an HSE Manual to document the company's policies, processes and procedures
- an Asset Manager requiring your asset's documentation to be updated to reflect a major change to infrastructure and the resulting procedures
- a Project Manager requiring a manual for your project which is due for completion later this year
- a manager for a large multinational company tasked with updating the company's Business Management System
- a Project Manager soon to commission a new facility who has identified a need for documentation including training
- a manager for a large multinational company tasked with documenting the company's stage gate processes

Your solution

These are a few examples of the sort of scenario you could find yourself in. In all these scenarios, Docmate Services Ltd could provide your solution. If this is the case and you require the services of a company who specialises in producing Technical Documentation then please get in touch to discuss your requirement and see how we can help.



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Client List

Docmate Services Ltd has provided services to produce products for the following clients.

Client	Located	Products Produced
Aker Kvaerner Subsea	Aberdeen	Software User Guides, Hardware Operations and Maintenance Manuals
Arb-Aid	Ayrshire	Trauma Kit User Guide
Asset Development & Improvement Ltd	Aberdeen	Development Delivery Process
Bond	Aberdeen	Tender support documents
Chevron Upstream Europe	Aberdeen	HSE Documentation, Platform Standard Operating Procedure Manuals, Controlled Documents, Safety Cases
Clickairport	Bournemouth	Branding
Cognica Ltd	Swindon	Building Log Books and O & M Manuals
Construction Specialists Ltd	Aberdeen	'CSL Excellence in Projects'
Enterprise Business Solutions Ltd	Newcastle	Website
ICS Triplex Silvertch	Aberdeen	Saturation Diving Control System Hardware and Operations Manuals
GDF SUEZ	Paris and Aberdeen	Development Process Operational Integrity Management Standard Well Operations Management System Manual, Standard Drilling Instructions and Quality Manual
Genesis Oil & Gas Consultants Ltd	Aberdeen	Presentation incorporating 3d flash animation
Geolink (UK) Ltd	Aberdeen	Software User Guides, Hardware Operations and Maintenance Manuals
Land & Marine Project Engineering Ltd	Bromborough	Compressor Station Functional Design Specification
Lloyd's Register	Aberdeen	Document Management Software User Guide and On-line Help, Software Training Manual
Lucent Technologies	Dublin	Software User Guide
Metapath Software International	London	Software Installation and User Guides

Client List

Client	Located	Products Produced
Nortel Networks	Camberley	Software User, Reference, Administrator and System Administrator Guides
Northern Electric	Newcastle	Functional and Technical Specifications
Norwich Union	Norwich	Data Centre Operations Manual
Oil & Gas UK	Aberdeen and London	Britain's Offshore Oil and Gas Book, Guidelines and Reports
Olbin Design		Editing of website text
Petrofac	London	Asset Management Guides
PGNiG	Libya	HSE Manual
RaisePower Ltd	Aberdeen	Document Management System Equipment Refurbishment Process
ROMAR International Ltd	Aberdeen	Packer Management System O & M Manual
Schoolhill Hydraulic Engineering Co. Ltd	Aberdeen	Drill Pipe Swaging Line O & M Manual
Subsea Well Response Project (SWRP)	Aberdeen and Stavanger	Well Containment Guidelines
Vanguard Floating Production Ltd	London	3d Graphic of FPSO
Walker Technical Resources Ltd	Aberdeen	Text for patent application



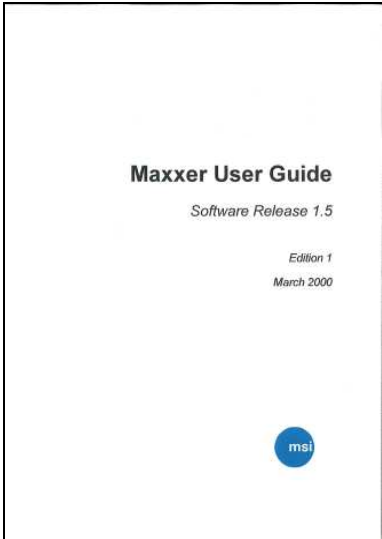
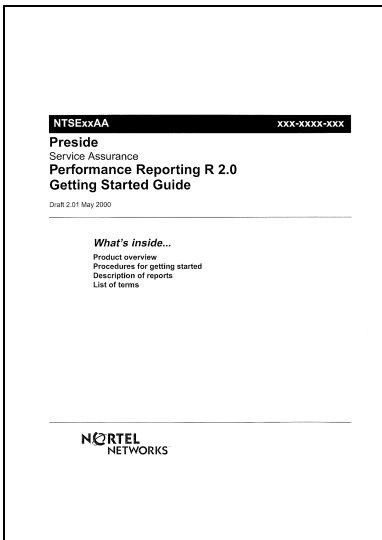
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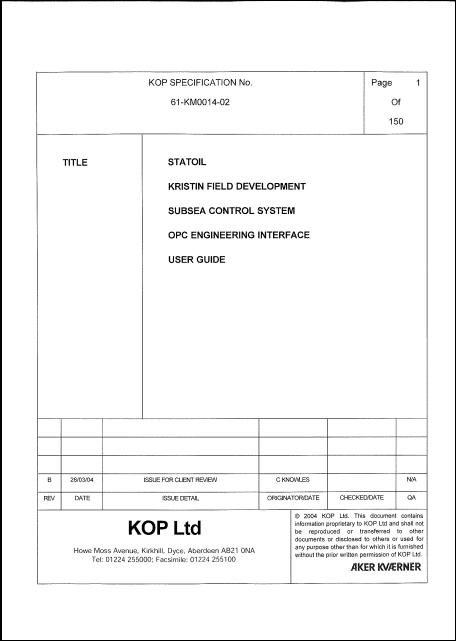
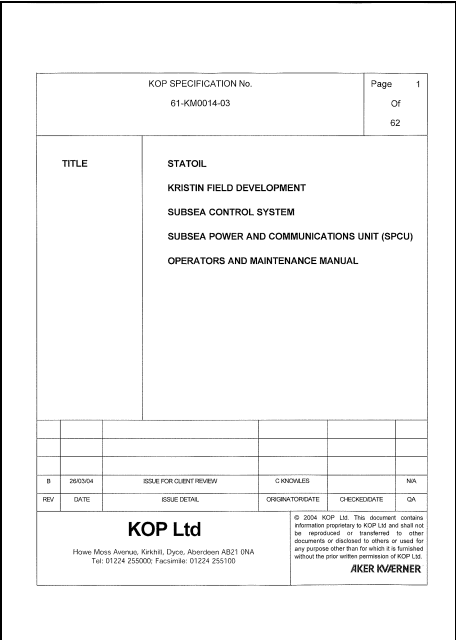

Technical Documentation Samples

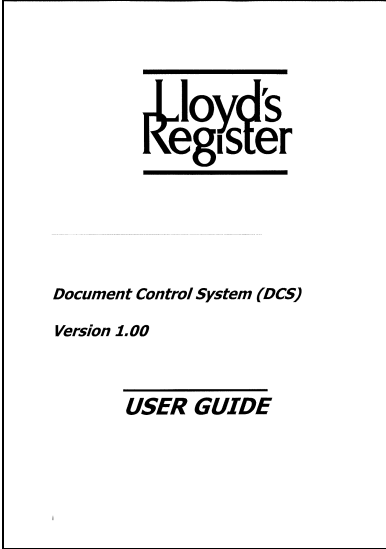
Samples are provided of User Guides, Operating and Maintenance Manuals, Standard Operating Procedures, etc produced by the company for clients.

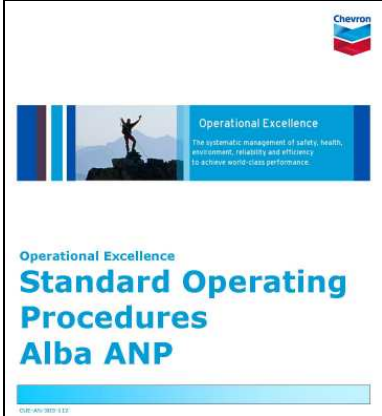

Client	Document	Sample
Metapath Software International	Software Installation and User Guides	
Nortel Networks	Software User, Reference, Administrator and System Administrator Guides	



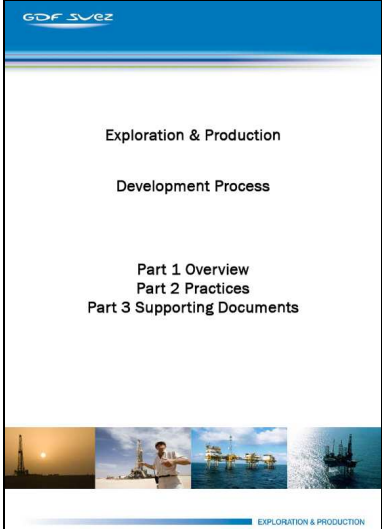
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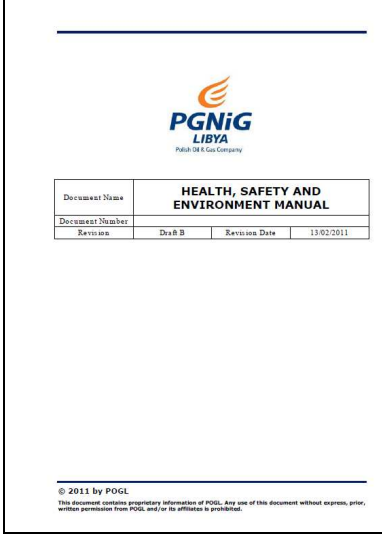

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Client	Document	Sample
<p>Kvaerner Oilfield Products</p>	<p>User Guides</p>	
<p>Kvaerner Oilfield Products</p>	<p>Operations and Maintenance Manuals</p>	
<p>Geolink (UK) Ltd</p>	<p>User Guides, Hardware Operations and Maintenance Manuals</p>	

Client	Document	Sample
Lloyd's Register	User Guide	
Norwich Union	Operations Manual	
Chevron Upstream Europe	Guidance Manual	

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Chevron Upstream Europe	Standard Operating Procedures																																					
ROMAR International	Operating & Maintenance Manual	 <table border="1" data-bbox="1023 1025 1337 1084"> <tr> <td>Product Name</td> <td colspan="3">PACKER MANAGEMENT SYSTEM</td> </tr> <tr> <td>Document Name</td> <td colspan="3">OPERATIONS AND MAINTENANCE MANUAL</td> </tr> <tr> <td>Document Number</td> <td colspan="3">RPMMS-0130-0</td> </tr> <tr> <td>Revision</td> <td>1</td> <td>Revision Date</td> <td>2009/01</td> </tr> </table>	Product Name	PACKER MANAGEMENT SYSTEM			Document Name	OPERATIONS AND MAINTENANCE MANUAL			Document Number	RPMMS-0130-0			Revision	1	Revision Date	2009/01																				
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Schoolhill Hydraulic Engineering Co. Ltd	Operating & Maintenance Manual	 <table border="1" data-bbox="948 741 1262 869"> <tr> <td>Product Name</td> <td colspan="3">750TE DRILL PIPE SWAGING LINE</td> </tr> <tr> <td>Document Name</td> <td colspan="3">OPERATIONS AND MAINTENANCE MANUAL</td> </tr> <tr> <td>Document Number</td> <td colspan="3">TM-2017-03</td> </tr> <tr> <td>Revision</td> <td>1</td> <td>Revision Date</td> <td>29/11/2010</td> </tr> <tr> <td>Customer</td> <td colspan="3">Valourac and Monnermann Oil and Gas UK Ltd.</td> </tr> <tr> <td>Customer Address</td> <td colspan="3">Clydebank Works, Monroevil, Baulhill, Lanarkshire, ML4 2RR</td> </tr> <tr> <td>Customer Order No.</td> <td colspan="3">04000204845</td> </tr> <tr> <td>Job No.</td> <td colspan="3">1836</td> </tr> <tr> <td>Part No.</td> <td colspan="3">2017-00-B-2-4-1-1-1</td> </tr> </table> <p data-bbox="948 981 1262 1021">© 2010 Schoolhill Hydraulic Engineering Co. Ltd. This document contains proprietary information of Schoolhill Hydraulic Engineering Co. Ltd. Any use of this document without express, prior, written permission from Schoolhill Hydraulic Engineering Co. Ltd. and/or its affiliates is prohibited.</p>	Product Name	750TE DRILL PIPE SWAGING LINE			Document Name	OPERATIONS AND MAINTENANCE MANUAL			Document Number	TM-2017-03			Revision	1	Revision Date	29/11/2010	Customer	Valourac and Monnermann Oil and Gas UK Ltd.			Customer Address	Clydebank Works, Monroevil, Baulhill, Lanarkshire, ML4 2RR			Customer Order No.	04000204845			Job No.	1836			Part No.	2017-00-B-2-4-1-1-1		
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GDF SUEZ	Development Process																																					

Client	Document	Sample
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<p>Vanguard Floating Production Ltd</p>	<p>3d Graphic of FPSO</p>	

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