

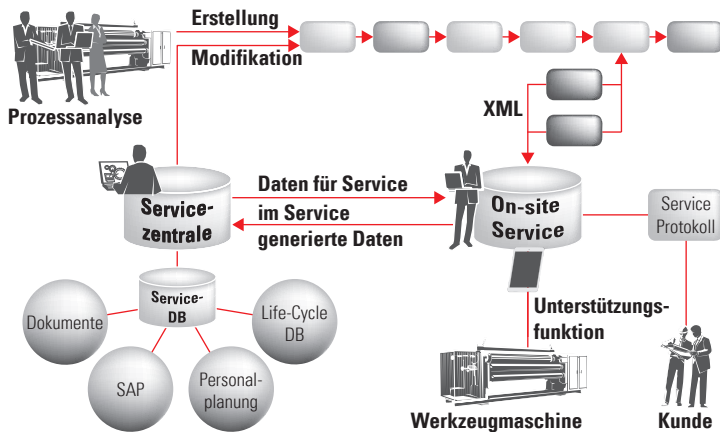
Technical Documentation



Technical Documentation in the Digitalised Economy

With increasing digitalisation of the economy, technical documentation is confronted with new requirements in addition to the classical properties of being liability-proof, product-specific and target group focussed.

The future: a digitalised service and maintenance process



Depending on customer-specific requirements, demands can range from the printed and electronically available document to the modular provision of machine context-related information units for digital service and maintenance systems.

We Develop and Optimise Your Technical Documentation!!

Without planned introduction of an authoring or content management system

1. Analysis of the technical documentation

reinisch analyses the documentation provided with regard to optimisation needs pertaining to legal security, comprehensibility and structural and modularisation potential.

An authoring guideline is created which determines the creation of future documentation:

- Chapter structure (in accordance with product life phases / in accordance with Machinery Directive / IEC 82079, etc.)
- Writing rules (comprehensibility / ready-for-translation language)
- Use of format templates (Word templates)
- Designing warnings (e.g. use of AutoText)
- Layout
- Templates for the preparation of documentation

2. Revision of reference instructions

Revision in accordance with EU Directives, Standard DIN EN 82079-01, tekcom conventions

- Sicherheits- und Warnhinweise
- Safety and warnings
- Simplification of the language
- Use of a structuring and standardisation method

- Text reduction
- Layout
- Safety chapter, action-related warnings
 - Sicherheitskapitel, handlungsbezogene Warnhinweise
 - Descriptive and instructive text, text and image assignment, etc.
- Preparation and processing of photos, screenshots, based on CAD data as applicable

Modular structure

- Structure/completion (product life phases, target groups, etc.)
- Increasing re-use and reduction of follow-up translation costs

Restructuring documentation

- Structuring the new instructions according to life cycle
- Checking the design is appropriate for product and target groups
- If required, splitting existing documentation into parts
 - Operating instructions for operating staff
 - Service and maintenance instructions for service and maintenance staff
 - Installation and assembly instructions for the machines and component

3. Creation of a structure/basic document

- Creation of a structure/basic document with the modules or chapters for the individual information types (e.g. warehousing, transport, commissioning, servicing, etc.)
- Storage of the module information types for reuse in different documentation
- Generation of new variant documentation

4. Supplier documentation

reinisch checks the completeness of suppliers' documentation in accordance with the relevant normative and legal framework conditions and assumes revision and coordination with the suppliers as required.

Moreover, safety-relevant information regarding support, servicing and maintenance of the supplier components or a comprehensible search and reference structure should be integrated into the technical documentation.

In order to ensure the traceability and revision safety of the overall documentation, and the entire checking and administration process for the documents, it makes sense to use a fitting content management solution (refer to reinisch services for the introduction of solutions for checking and managing supplier documents).

reinisch also take over project-related collation and creation of the print versions as well as digital provision for the customer.

With the introduction of an authoring or content management system

Analysis workshop

- Decision in favour of the authoring system used at reinisch with stipulation of the information structure (e.g. DITA)
- Meta data and modularisation concept
- Authoring guideline
- Depiction of the structure and process handling for the outsourcing solution with a roadmap of the implementation and billing model for the initial phase, services catalogue, etc.
- Stipulation of the documentation process and the workflows for release, translation and publication
- Determination of the document structures
- Migration concept for the existing documentation
- Specification for the selection of the system solution (see reinisch services for product selection consultancy)

You don't want to operate the authoring or content management system yourself?

reinisch can offer the operation of a corresponding system (rented or ASP solution) for a transitional period or for long-term use. If required, we can also provide you with the required staff capacity for preparing technical documentation

Paradigms for designing an ideal solution::

- Use of standards / avoidance of proprietary data structures
- Use of open source and commercial software
- System use based on requirements and not on the software to be used

Translation and Localisation

reinisch offers the full spectrum of services pertaining to translations. Starting with consultancy on the preparation of ready-to-translate technical documentation or on the introduction of a translation memory system (TMS), via project management of translation projects up to the translation and localisation to more than 40 languages, we provide full service.

Product Safety and Risk Assessments

The prerequisite for placing products on the market is meeting the minimum requirements for product safety as stated in the applicable standards and laws. We already advise customers during the development process, carry out risk analyses, prepare risk assessments with proposed measures and accompany the process up to its implementation in product documentation.

Consultancy for System Selection

If we are handling the selection of suitable systems for technical authoring, spare parts management, document/content management or knowledge and translation management, we offer project-independent support for the selection of the appropriate system and accompany introduction up until ongoing operation..

Provision of Capacity for Flexible Business Models

Our business models are as flexible as the service requirements are varied. No matter whether project-specific order processing, provision of staff capacities or the operation of full documentation areas, we offer the ideal solution.

Visualisation and New Media

On top of the classical visualisation instruments, based on 3D and CAD data we offer all contemporary and multimedia forms such as animations, interactive illustrations or implementation as augmented reality solutions.



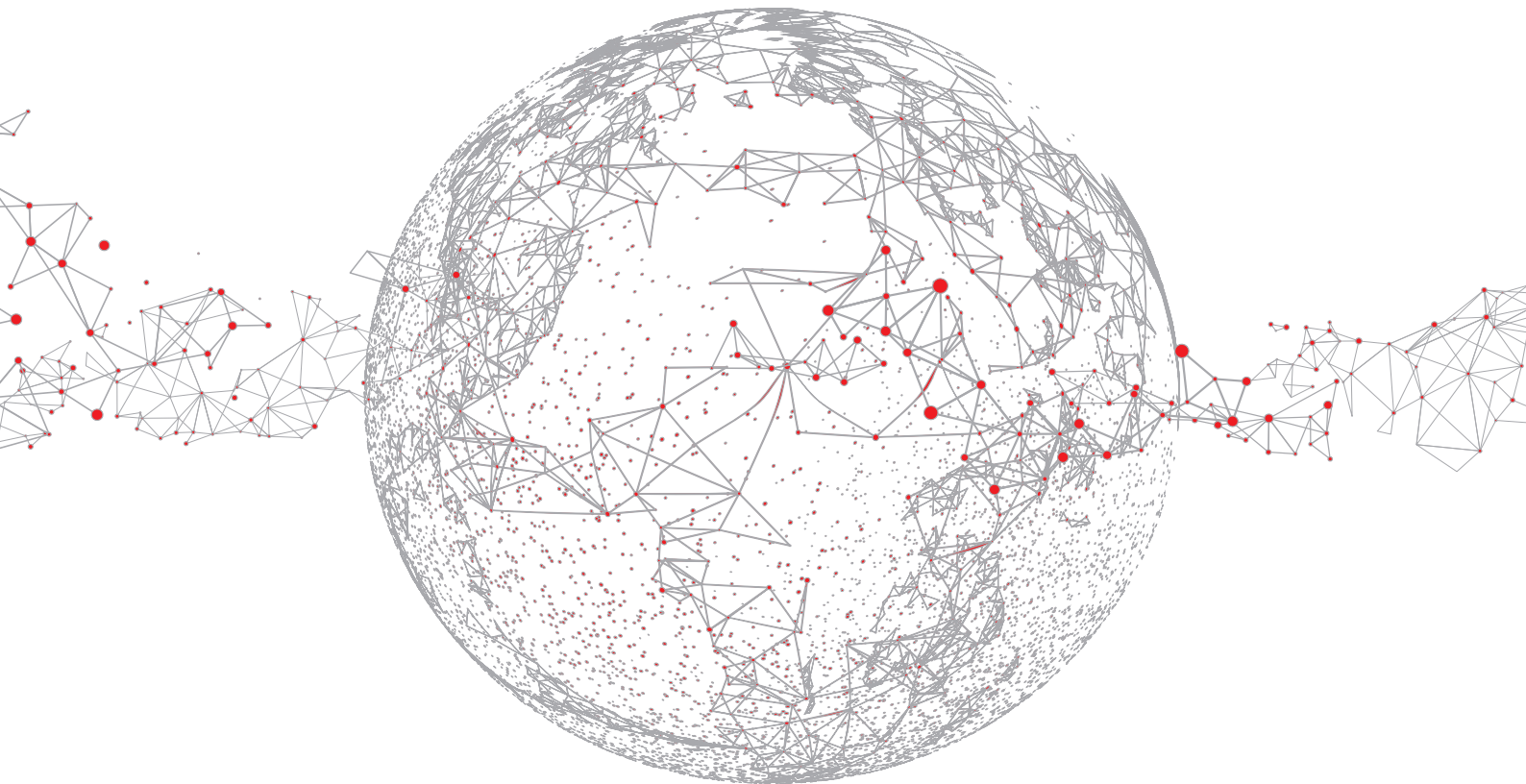
Here, we focus on the flexible usability for different information types (e.g. training and service) und for various media and devices (e.g. portals and mobile devices).

Experience Provides Safety

25 years' technical documentation experience has made us a reliable partner for our customers.

We offer you

- Risk assessments
- Research of standards and directives
- Creation of technical documentation
- Documentation analysis and design
- Information design, hybrid documentation
- Creation of authoring guidelines
- Visualisation (conventional or CAD)
- Translation management and translations
- Cross-media publishing
- New Media
- Archiving and change management
- Testing and integration of supplier documents
- Provision of staff capacities



Contact us!

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