



## 4 Technical Document Services

### 1. Service Overview

**“Do you need your technical documentation professionally created? Is your technical documentation fully up to date - does it need integrating into one standard format?”**

Our service will deliver:

- ▶ First class documentation
- ▶ Efficient provision of useable documents,
- ▶ Fast turn-round,
- ▶ Flexible generation methodology

We will generate your technical documents to meet your specific company needs and preferred format. We can perform these services with no lock-in clauses

Our team of experienced consultants will review your organisation to gain an understanding of your specifications, complete research and development work and generate simple, usable documents.

### 2. What will our service do for you?

**“We can deliver up to date, uniform and professional documentation to support your organisation.”**

We will generate any of the following documents in a format of your choosing. All documents will be developed to integrate with your existing format and will be fully customised in a practical, user-friendly format.

- ▶ Minimum Equipment List
- ▶ Maintenance Programme
- ▶ Aircraft Technical Log
- ▶ Company Exposition
- ▶ Airworthiness and Maintenance related technical procedures
- ▶ Quality Manual

### 3. How will you benefit?

**“We take the strain for you - we will accelerate drafting and approval processes to ensure timely completion”**

Drafting and formatting of documents require special skills, knowledge and valuable time. Our team of specialists provide you with a temporary resource to enable you to concentrate on running your business, whilst we efficiently draft documents to your satisfaction.

We will rapidly gain an understanding of your needs and use our team of skilled specialists to generate technical documents that add safety and value to your business. Our documents are:

- ▶ user-friendly
- ▶ compliant with the latest regulations
- ▶ delivered in a format of your choice
- ▶ consistent with your existing company systems

This is more than a name change in an off-the-shelf manual!



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### 4. Our approach

**“We work in partnership with you to temporarily extend your in-house capabilities to deliver documentation that will fit with your specific operating environment”**

Baines Simmons’ will work to relieve you of the considerable effort and commitment required to achieve regulatory approval of documents, whilst developing documents that will be useable for the people depending upon them.

We will always gain a full understanding of your business objectives, target dates and pre-existent organisation systems in order to agree a generation plan that will identify staged deliverables to meet an ultimate approval target date.

### 5. Why choose us?

**“We understand how important good technical documents are to your business and the needs of the people that use them”**

Our combined experience within the industry, management and regulatory fields provides us with a range of skills ideally suited to efficiently draft your documents.

Our consultants have been carefully recruited for their proven experience and success in working on precisely these projects. They are all able to exhibit:

- ▶ Up to date regulatory knowledge
- ▶ Familiarity with CAA procedures
- ▶ “Hit the ground fast” specialist skills
- ▶ Working experience and knowledge of industry best-practice

More than a decade of regulatory approval experience and ongoing exposure to world-wide industry best-practice helps us to develop first class documents that will reflect well on your business.

**CALL US NOW for an informal discussion about the issues facing your organisation.**

#### The full range of Civil Aviation Consulting Programmes

1	Regulatory Advisory Services	5	Expert Witness Services
2	Approval Services	6	One to One Management Coaching Services
3	Quality Assurance Services	7	Board Level Advisory Services
4	<b>Technical Document Generation Services</b>	8	Maintenance Error Investigation Services