Specialist Services **Digital** Manufacturing Data Book (MDB)

Are you sure you really need a hard copy MDB?

In the current Digital Era, there is a progressive shift from traditional paper documentation to digital files. Although some document categories are still required in hard copy (for now), the majority of documents nowadays are created on computer (in digital form), and keeping them digital has many advantages.

Within our environment protection activities, we have implemented various policies and procedures to reduce the amount of paper waste, while optimising our internal processes. Part of these efforts includes the introduction of 'only-digital' documents throughout all our departments. As part of these initiatives, we have recently introduced an improved format of our products' Manufacturing Data Books: the **Digital MDB**.

With the aim of providing higher quality, accurate and easy-to-use MDBs for our Clients, we created the Digital MDB concept, which also supports the timely delivery of our products' MDBs.

What do we mean by Digital MDB?

The Digital MDB is simply your MDB in a digital version. Instead of delivering you large files of paper documents, which take space in your offices and units on site, and are time-consuming when searching for specific documents, you will receive your MDB in digital form.

Our **Digital MDB is delivered to you on a USB flash drive or tablet**, on which we have uploaded all the documents of the MDB. With this new format, you can take the MDB wherever required, in office or on site, and you can easily find the document you are searching for. We will also provide you with required **digital copies of the MDB**.

How does it work?

The Digital MDB is prepared and delivered to you as per the following three simple steps.

Protect the environment!

We all have the responsibility to respect and protect the environment by reducing the use and waste of paper, plastic, water and electricity. These responsibilities drive all of our corporate Environmental Policies.

To support your companies' environmental objectives and our own, choose digital MDBs to significantly reduce paper.

By going digital, we can save 2,000 sheets of paper for an average Modular Building or Drilling, Testing and Production project, and about 20,000 sheets of paper for an average EPC project.

1. Content Definition	2. Preparation	3. Delivery
During the Enquiry / Quotation / PO process, we coordinate with you the required list of documents to be included in the MDB. We also finalise the list of documents required in hard copy (e.g. Operation Manual, third party certificates etc.).	We prepare all MDB documentation in digital form in line with the agreed content list. Specific documents are prepared in hard copy, also as per the agreed list.	We deliver to you the Digital MDB on a USB flash drive or tablet, with required digital copies on USB flash drives, and hard copies for specific documents, all in line with the agreed content and documents format.

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The Benefits

There are several benefits in having a Digital MDB for your products. Some of them are highlighted below.

Easy Access

Digital documents are easily accessible from any computer and on tablets. They can be sent by email, shared on local network drives, uploaded and downloaded through various online file sharing options and are therefore easy and fast to access by any of your staff members worldwide.

With traditional paper files, you need to house the file in a file cabinet or room, then request the document, retrieve it and make a copy or deliver it physically to your staff.

Searchable Content

With digital documents in PDF (or other application), you can easily search for specific words or phrases in order to find the document you need. Documents are also saved in specific sections, which names help you narrowing down your search significantly.

With traditional paper files, you need to start with the index and then search the index section by checking each paper document, one by one, until you find the one you need.

Faster Delivery

Digital MDBs are much faster to prepare and can be therefore delivered to you faster than traditional hard copy MDBs. In case of lost or additional copies required, they can be also downloaded from any global site instantly.

By contrast, hard copy MDBs are significantly more time consuming to prepare and take more time to deliver. In case of lost MDB or additional copies required, it takes days or weeks to prepare them and deliver them to your location.

Less Space Required

Based on their format, Digital MDBs on tablet or USB flesh drive require minimum space for storage. You can keep them in any office drawer, in the unit or anywhere else in office or on site.

Hard copy MDBs for Modular Buildings or Drilling, Testing and Production products, and especially for EPC projects, require a designated space to store the MDBs. In case of larger EPC projects, a whole cabinet may be required to store dozens of files for only one MDB.

Time Savings

Easy access, searchable content and faster delivery represent significant time savings for your staff in accessing the document they need when they need it from any of your international facilities.

In comparison, hard copy MDBs require much more time to be delivered, retrieved from where they are stored and to find the document your staff is looking for. Access from your international facilities is also time consuming.

Cost Savings

At Specialist Services, we provide Digital MDBs on tablets and USB flesh drives to our Clients free of charge. Based on minimum space for storage required, you also do not have any costs related to their storage.

As the preparation procedure of Digital MDBs is different than the procedure for hard copy MDBs, any request of hard copy MDBs will be charged separately based on the quantity of pages in the MDB and the number of copies required.

Go Green

The Digital MDB concept has been prepared in line with our Environmental Policy with the aim of reducing paper use and waste. **Help us protect the environment with the use of Digital MDBs.**