

Documentation services



PROSE assumes multiple roles for documentation support. This allows our customers to focus on their core business. Our services range from the ongoing administration and management of your documentation and the management and planning of projects to information analysis, technical writing and translation.



- Administration and management
- Project and concept management
- Information analysis
- Technical writing
- Translations and terminology management

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Administration and management

PROSE assists you in the ongoing administration and management of your technical documentation by storing and maintaining your documentation in a structured and professional way. You can access your documentation via the internet and order documentation updates at any time.

Project and concept management

Our project managers can take overall responsibility for the documentation of a project. For instance, consider the documentation of a rolling-stock maintenance project. PROSE acts as a liaison between manufacturers, operators, maintainers and authorities, taking account of each party's needs and requirements. Our conceptual designers also structure and coordinate the documentation for various train components into a standardised and complete maintenance manual. This documentation can include maintenance plans, a system safety assessment (SSA), a life cycle cost (LCC) analysis, instructions on troubleshooting and maintenance, and documents on spare parts and special tools. Our project assistants, administrators and coordinators manage all activities and functions of your documentation project. They keep track of incoming documentation, distribute relevant information and organise tasks to ensure their fulfilment on time, every time.

Information analysis

PROSE can analyse documentation in various ways: we can help enhance your documentation's structure, establish requirements for documentation you need to procure, calculate the time and

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resources needed for tender documents, and develop constructive proposals that improve your documentation projects.

Technical writing

Our technical writers help you create technical documents such as bids, technical descriptions, maintenance manuals and spare-parts lists. We review the language, structure and contents of these technical documents based on underlying information. We can convert your documentation into XML format to make it more standardised and easier to archive and maintain. During the whole process, we perform ongoing quality control in line with established documentation requirements. For example, our bid writer collaborates closely with our customer's bid manager when processing information from an invitation to tender and structuring and customising bid documents.

Translations and terminology management

PROSE's technical translators work with the support of professional translation software. The creation of custom dictionaries allows us to help you manage your company-specific terminology.