Introducing docuMOP - The Convergence of Documentation and Methods of Procedure (MOPs)

Are you prepared?... and Ready?... Are You Sure?

THE SITUATION: An emergency arises with a piece of equipment.

- Where is the user manual?
    - It was with the unit last time I looked.
    - So and so took it.
- It's off, which circuit breakers are involved?
- It's locked, where's the key?
- Didn't we just have this serviced?
- How does the control panel work?
- There's an inspection checklist somewhere?
- Didn't we have this issue before?
- Someone's hurt too, Who knows CPR here?

It's not that the answer isn't known or available somewhere. The person most familiar is just not readily available. Now others need to respond and there's no time to hunt information. What can be done?

docuMOP is your SOLUTION, providing you PEACE OF MIND you'll be proud of.

Be ready for any situation,

- Manuals
- Key Personnel
- Outside Personnel
- Emergency Procedures
- Standard Procedures

- Diagrams
- Checklists
- Key Holder Lists
- Service Records
- All in One Place – YOUR docuMOP

docuMOP pulls together multiple resources to aid in having readily available key information for responding to needs and emergencies. docuMOP's goal is to have documentation and procedures available for properly reacting to a situation. In essence docuMOP increases the number of people that can be first responders and supporting responders. Information is cloud based so it is widely accessible to all whenever and wherever it is needed. Information includes manuals, diagrams, checklists, service records, procedures, contact information for insiders and those outside of an organization. docuMOP is a tool for your facility and personnel.

Information Technology - Industry - Hospitals - Colocation - Laboratory - Government - Financial
Branch Offices - Residences - Home Builders - Churches - Contractors - Virtually Any Organization

docuMOP's Modular Construction allows configuration of your docuMOP to meet your specific needs. Modules may be added at any time. Visit http://www.documop.com/packages.html to see docuMOP packages for a range of organizations including Residences, General Business, Information Technology, Government, Hospitals, Industry and more.

docuMOP Basic: On line documentation vault organizing important documentation on your equipment for your facility and organization. Accessible locally or remotely via password to quickly provide information when needed. Includes our life safety module and free access to a scheduling calendar.

The **+Resources Module:** Adds contact information for your personnel, vendors, contractors, consultants, etc., so one may reach key people quickly.

The **+Process Diagrams Module:** Adds documentation of your electric riser diagrams, hvac zoning, plumbing, circuit breaker identification, blueprints etc. Process Diagrams allow one to focus resources quickly on the most likely root cause of a problem.

The **+Methods of Procedure Module:** Housing your Standard and Emergency MOPs reduces risk and increases efficiency and speed.

The **+Checklists Module:** Provides your checklists to ensure tasks are routinely done in a consistent manner.

The **+Service Records Module:** Provides a library housing your past equipment servicing records preventing them from disappearing like socks in a dryer.

The **+Lockout / Tag Out Module:** Adds your Lockout/ Tag Out procedures to be followed to ensure equipment is safely de-energized and remains so during servicing.

The **+Field Assets Module:** Provides a listing of your assets such as door or equipment keys, who has them, where are they stored, or a listing of company vehicles, associated tag numbers and descriptions to have ready to provide to law enforcement. Or whatever you wish to list.

docuMOP Custom: In the case where your facility or organization has a distinct docuMOP need not covered in our standard offerings, we will create a custom docuMOP for you.

docuMOP and our partners can help you create documentation, procedures and checklists if you find yours lacking but worthy to have. With decades of engineering expertise behind the development of docuMOP we have experience to maximize the benefits docuMOP provides to you. docuMOP is here to serve you and make your organization run more smoothly.

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