

I AM INTERESTED IN LEARNING MORE ABOUT THE FOLLOWING DISASTER RECOVERY PLAN SERVICES:**System Documentation**

- Each Subsystem requires a complete Single Line Drawing Showing
 - A. Major Control Schemes and Regular Loop Types
 - B. Components, e.g. Drives, Motors, Feedback Devices
- Power Flow Diagrams
- Network Connectivity Drawings
- Subpanel Layout Drawings
- Software Drawings
- Isolation Transformers and Line Reactors Dimension Sheets
- Certified Motor Dimension Sheets
- Details of any Special Equipment Features

Descriptions of Operation

- A clear description of operation for each Subsystem detailing the control scheme implementation. Includes:
 - A. Minimum and Maximum Limitations
 - B. Operating
 - C. Set-points
 - D. Normal Operating Conditions
 - E. Fault Handling Procedures

Electrical Hardware Specifications

- Identification of all equipment Manufacturers, Model Numbers, Part Numbers and Warranties for:
 - A. Drives
 - B. Motors
 - C. Gear Reducers
 - D. PLCs and I/O
 - E. HMIs
 - F. Transformers
 - G. Reactors
 - H. Feedback Devices
- Equipment Locators and Identifiers, Tagging and Cataloging, Procedures for Added and/or Replaced Equipment
- List of all Supplying Vendor Names, Addresses, Contacts, Phone Numbers and E-mail Addresses
- Product Warranties – Initiation Date, Duration and Contacts

Network Connectivity Specifications

- Network Security Procedures – Included, but not limited to: Access, Passwords, and Point of Entry
- Network Architectural Strategy
- Scope, Content, Speeds, Drops and IP Addresses
- Physical Locations
- Switches, Routers and Hubs
- Cat 5 and Cat 6 Cable Routing Charts

AutoCAD Documentation

- AutoCAD Off-site Archiving
- One Set of Originals on CD and in AutoCAD Format
- Saving with Date and Time Stamp
- Maintaining One Master Drawing Set
- Log and Tracks Changes
- Drawing Format
- Drawing Distribution
- Responsibilities

Product Software Specifications

- Executive** Software Licenses
 - A. CD-Rom Off-site Archiving
 - B. Product Codes
 - C. Software Keys
 - D. Software Revisions
 - a. Microsoft Future Revisions
 - b. Rockwell Future Revisions
 - c. Other Software Future Releases
 - d. Compatibility Issues
 - e. Product Life Cycle
 - f. When to Update and Why
 - E. Licensing Agreements
 - F. Hardware / Software Revision Compatibility Issues
- Application** Software Programs
 - A. Off-site Archiving
 - B. Log Books
 - C. Handling Procedures – Signing In/Out
 - D. Date and Time Stamps
 - E. Locators, Tracking and Tagging Procedures
 - F. Revision Updates
 - G. Software Responsibility For:
 - a. Drives
 - b. PLCs
 - c. HMI Screens
 - d. Computers
 - e. Networks

Programming Terminals

- Laptops – Brands and Model Numbers
- Responsibilities
- Upgrade Procedures
- Usage, Tracking, Cables and Interfaces
- Software Revisions
- Software Licenses and Keys
- Off-site Archiving

Paper Drawings and Documentation

- Off-site Storage of Physical Paper Drawings
- Updating Prints:
 - A. Saving with Date and Time Stamp
 - B. Paper Drawing Revisions
 - C. Discarding Older Prints
 - D. Master Drawing Set
 - E. Log and Tracks Changes
 - F. Archiving Paper Drawings
 - G. Location and Procedures
 - H. Responsibility
 - I. Updating Daily Drawing Changes
 - J. Drawing Distribution
 - K. One Complete Set of All Drawings on Paper

Spare Parts Audit

- Review Installed Hardware: Drives, Motors PLCs and HMIs
- Recommend Common Spares
- Spare Parts Database
- Repair / Replace Choices
- Vendor Information
- Product Warranties

574.256.1000
 Turn Page For A Detailed Description of Services

DISASTER RECOVERY PLAN SERVICE DESCRIPTIONS:

System Documentation

This service will provide engineering and drafting services as required to generate a documentation package for your machine(s) including but not limited to: 1.) Single line drawing showing the major control schemes of your equipment components. 2.) Power flow diagrams showing including all voltages and ampere ratings of each power feed to and from the machine(s). 3.) A Network Connectivity drawing show all network cable routes and types. 4.) Sub-panel layout drawings including software types for each applicable component. 5. Isolation transformer, Line Reactor, and Electric motor dimension sheets.

Descriptions of Operation

This service will provide engineering and drafting services to generate a complete description of machine operation including machine theory of operation, minimum and maximum limitations, operating set-points, fault handling, and optimum operating conditions. This will allow the customer to determine the maximum and most efficient way to operate their machine. It will define where the limitations are and what, if anything, can be improved on to increase efficiency and production while keeping maintenance and operating costs to a minimum.

Electrical Hardware Specifications

This service will provide complete hardware information on your machine(s) 1.) Assign locators and identifiers for each significant included item 2.) Define obsolete equipment and determine repair/replacement criteria procedures before a failure occurs. 3.) Provide a list of supplying vendors with names addresses, contacts, phone numbers, and email addresses. 4.) Develop a procedure to track component warranty information and procedures to request warranty service.

Network Connectivity Specifications

This service will provide 1.) Network security procedures including rights, passwords, and hierarchy. 2.) Provide a network Architectural Strategy and define network responsibility and access rights. 3.) Provide a drawing showing physical locations, and hardware specifications, for all routers, switches, drops, network security rights, and Cat cable routing charts.

AutoCAD Documentation

This service includes 1.) Development of drawings in AutoCAD format. 2.) Offsite Storage. 3.) develop procedures for storage, cataloging, handling, and distribution of Documentation CDROM's. 4.) Development of procedures to update drawing changes.

Product Software Specifications

This service will provide 1.) A list of all executive software required by your machine(s), their licenses and agreements, renewal dates (if applicable), and cost. 2.) Identify product codes and authorized users. 3.) Identify Software keys and usage. 4.) Identify Software revisions in use, future and current releases, compatibility, product life cycle, and recommendations on when to upgrade and why. 5.) Develop a procedure for CDROM cataloging, storage procedures and offsite archiving.

Application Software Specifications

This service will provide 1.) On-site service to download application software operating on your machine(s). 2.) Copy of each current operating program on CDROM and off-site archiving. 3.) Handling procedures including log books, sign In/Out procedures, Date and time stamps, locators and tagging procedures, and revision updates.

Programming Terminals

This service will provide 1.) Assigning each programming laptop and/or terminal with a tracking number. 2.) List of brand name, model number, and specifications for each programming terminal. 3.) List of executive software and programs installed on each terminal. 4.) Hardware/Software responsibilities, upgrading procedures, usage, licenses and applicable keys required.

Paper Drawings and Documentation

This service includes 1.) Engineering and Onsite service to restore and/or create machine prints and documentation. 2.) Prints are provided in hardcopy format. 3.) Offsite Storage. 4.) Develop procedures for storage, cataloging, handling, and distribution of drawings. 5.) Development of procedures to update drawing changes.

Spare Parts Audit

This service includes 1.) Review installed hardware 2.) Recommend common spares 3.) Develop a database for tracking of in-service equipment and available spares for each. 4.) Research Vendor information including replacement and repair procedures. 5.) Develop a procedure to track component warranty information and procedures to request warranty service. 6.) Research repair and replacement options for each item.

Name: _____

Company Name: _____

Address: _____
Street Address City State Zip Code

Phone Number: () - _____

Fax Number: () - _____

E-mail: _____

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