



SPECIFIC DETAILS

Technical Documentalist job

MDEM has been building up a reputation within the Damen Group for more than 16 years, delivering high-quality modern projects as well as providing engineering services for the yard support, commissioning, and promotion of Damen products in the market.

Throughout its lifetime, the company's portfolio has increased from basic and detailed engineering to a wide range of additional digital services. The team of unique professionals has been grown during the last years in specific tasks and disciplines that are of great importance for contemporary shipbuilding. Their knowledge and experience, ability for fast adaptation to technological changes, migration to the new software, implementation of the large variety of tasks and approaches are highly appreciated within the Damen family and contribute to the international reputation of MDEM. Let's focus on a service that appeared unexpectedly and came true due to the company's readiness to face new challenges. It's an important phase in supplying the vessel, - a job of a Technical Documentalist.

It's hard to underrate the role of a Technical Documentalist in preparation of operational documentation. The task of our expert is compiling a complete package of required documents, certificates, etc., for new vessels before commissioning and starting operation. It's a tremendous and complicated task, which requires putting maximum attention and responsibility, spacious mind, strong focus, as well as an ability to combine and consider the specific details of each vessel. This position in MDEM is taken by Viacheslav Matiukhin, an experienced specialist from the Damen Technical Services Group. He was invited four years ago meeting the request of the Standards & Documentation department main office to increase the team due to the illness of one of the leading

experts in the group. No doubts, MDEM team was ready to support their colleagues, and Viacheslav immediately dived deep into the project to become the actual player of the team.

The main office of the Group is located in Gorinchem, the Netherlands. The work of a techdocumentalist requires communication with a wide range of suppliers and change management skills in order to arrange the sets of certificates, as well as operational documentation, a list of spare parts, etc. The necessity to update certificates is demanded by their limited validity period and Rules of the Classification society of the vessel. These Classification societies are usually DNV GL (Bærum, Norway), Bureau Veritas (Neuilly-sur-Seine, France), Lloyd's Register of Shipping (London, United Kingdom), and others.

No wonder that data updating is one of the urgent tasks for a technical documentalist. The validity period of certificates is typically limited to 4–5 years, so it's a permanent activity to keep them up to date. Certificates we deal with could be Type Approval Certificates for general equipment and Class Certificates for serial-numbered equipment installed on vessels. Moreover, the documentalist has to find an information about the supplier, operational manuals, spare parts lists, drawings, and diagrams based on purchase numbers, etc. to prepare them and combine in one package. It actually requires good knowledge of the vessel, time management and communication skills. It is worth mentioning



that Viacheslav, who has a great experience of working in shipyards all over the world, and previously participated in the design and supervision of various vessels' construction, including complex rigs, supply vessels, etc. His unique experience, got during trials and vessel commissioning, now is being used in complicated tasks related to the vessel documentation packages arrangement.

The combination of documentation is performed in the ERP system IFS, based on a special file – JobBook. This very specific file contains a list of all the components, required for vessel construction. The IFS system also includes a database with all available certificates and approvals. Technical documentalist creates a massive file (sometimes up to 1500 pages) with a list of certificates, classified by types for easy access and finding, then groups the documents as per Damen classification rules and uploads it to the ERP system on the server. At the final phase, he notifies colleagues from the main office about the readiness, afterwards a brochure is created in both paper and digital formats to be supplied to the vessel.

This final documentation set allows the Classification society to assign the appropriate class to the vessel.

The work of a technical documentalist requires constant communication with clients and reporting, however most of decisions to be taken on his own. It's a unique occupation, requiring complete understanding of all vessel systems and equipment, as well as keeping track of all the latest technical innovations and development trends.

Damen Technical Services Group team now consists of 10 experts, led by Michael Tent (Coordinator Engineering Support of S.A. Technical Documentation), including a talented employee from MDEM. Their work is an example of professionalism, high competence, and dedication to the company.

When this terrible war in Ukraine started, Viacheslav did not stop his work and continued proceeding with projects even during the most challenging periods. The company took a series of measures to ensure the safety of its employees and data protection, in order to maintain uninterrupted operations and fulfil all obligations to our Damen partners. As a result, the service is constantly developed, we plan to migrate to the new ERP systems and raise the efficiency implementing results of improvement projects. ◀◀