



ANALYTICAL REVIEW OF TECHNICAL DOCUMENTATION

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Abstract

The article provides general information about the technical documentation. Several types of technical documentation and their usage are listed. Effective ways to use them, as well as plans for new documentation are presented. The basics of electronic document management using technology are proposed.

Keywords: Technical documents, projects, electronic form, databases and card files, storage system, information security.

Technical documents — the general name of documents (graphic and text), in which a technical idea is recorded.

Technical documentation arises in the process of designing buildings and engineering structures, designing machines, conducting scientific, technical and experimental research, organizing industrial production, during the implementation of geodetic works, geological surveys. Office workers, scientific and technical information bodies, and departmental archives are increasingly faced with technical documents.

Technical documentation is divided into several types:

- Design documentation;
- Operational documentation;
- Repair documentation;
- Technological documentation;
- Documents defining the technological cycle of the product;
- Documents providing information necessary for organizing the production and repair of the product.

Technical documentation can also be called: technical data sheet, technical manual or technical literature.

The most widely known design, engineering, technological, research documentation. The main type of technical documents is a drawing — an image of an object on a plane, made with special graphic techniques.





The drawing, which contains some textual instructions, makes it possible to represent the appearance of the object in space, to understand its structure, and also to establish from what materials and in what way the object should be made.

Technical documentation is used to solve scientific and technical problems, erect new buildings and structures, manufacture industrial products, etc. Technical documents retain their practical value even after the end of construction or removal of the product from serial production and other works. So, technical documents for construction are necessary for the operation of objects built according to these projects, various kinds of restructuring, etc. Old technical documents are used when approving new projects as a comparison and for various kinds of references. For the operation of machines and units, it is also necessary to have technical documentation.

A serious problem of many industrial enterprises is a huge amount of paper documents, which does not allow prompt access to information even with an effective storage system. The translation of design, technical and technological documentation into electronic form and the creation of an electronic archive have become necessary conditions for information support of the enterprise.

Often information does not bring the expected return due to the difficulty of accessing paper archives and working documents. It becomes necessary to transfer design, technical and technological documentation into electronic form, create an electronic archive of the enterprise, databases and card files.

The problem of using electronic document management in the field of management is extremely multifaceted and is not limited to the capabilities of technology. The aspects of information security and information protection, confirmation of the authenticity of electronic documents are attracting close attention. At the same time, there is a fairly large complex of organizational and methodological issues related to the information and documentation aspect. The achieved level of use of new information technologies in office work allows us to build not only hypothetical assumptions about the “electronic office of the future”, but also to identify real ways of transition from traditional document flow to automated and electronic.

Unfortunately, until now, there is no unity among specialists in the field of records management, archival science and library science in understanding the term “document”, despite the presence of a number of definitions enshrined in legislative acts.





Records management considers a document as a management tool or archival storage; archival studies and source studies consider a document as a carrier of information about the past or the present.

The process of developing an optimal definition of the concept of a document, which would meet the needs of practical activity, is reflected in the domestic State standards of terms and definitions.

There is also a broad interpretation of the concept of “document”: an object of interaction in a social environment, designed to formally express social relations between other objects of this environment.

Based on the foregoing, we can conclude that a document is both information and a material medium. Moreover, these two components are an integral part of the document.

But unlike a paper document for an electronic document, the physical medium does not play a decisive role. During its entire life cycle, an electronic document can be transferred from one medium to another, or it can generally be stored on the computer's memory.

Electronic document management methods are an easy and convenient process for all system employees. This process increases data security and storage efficiency. Employees will be able to work with multiple electronic documents at the same time.

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