

CAPABILITY STATEMENT

Defence

Providing a practical, flexible and professional
O&M Manual and Technical Writing Service to
the Construction Industry.



D E W I C K
& A S S O C I A T E S



WHO ARE WE?

Dewick & Associates has been operating since 2008, providing a practical, flexible and professional Technical Writing and Engineering Service to contractors across Australia and New Zealand.

Our team of experienced and dedicated staff provide an efficient and personalised outsourcing option to the building industry. Experience has shown that outsourcing ensures tasks are completed accurately and on time, enabling you to concentrate on the more pressing coordination / on site works.

We have specific knowledge and expertise in the Defence Estate Quality Management Systems (DEQMS), enabling full package collation and management of the HOTO process for Defence Construction projects.



D E W I C K
8 A S S O C I A T E S

PROJECTS



RAAF Edinburgh
Building Handover
Manuals



RAAF Woomera Building Works, SA
Building Handover Manuals



RAAF Townsville OLA Roof Refurbishment
Meta Data, Architectural, Structural, Electrical,
Fire and Hydraulic Manuals



Defence Plaza Melbourne Office Accommodation
Mechanical O&M Manuals

"We have engaged D&A to perform O&M Manuals for our defence and government project, completed to an exceptional standard in a very quick time frame. We understand that D&A also provide HOTO documentation and will now be engaging with De-wick to manage this process on our future projects.

Chris Jones, United Air Conditioning & Mechanical Services Pty Ltd

OUR CORE SERVICES

HOTO (Handover/Takeover)

Checklist collating and management of the process

O&M Manuals

Provision of details of each building element **for efficient operation, effective maintenance** to ensure **longevity, decommissioning** and **final demolition** of a building or structure •

All disciplines: •

Architectural o

Structural o

Civil o

Mechanical o

Electrical o

Hydraulic o

Fire o

In accordance with DEQMS format and template •

Spaces Plan Datasets

Simple, to scale diagrams, recording each level of a Defence owned building •

Updates and revisions to detail building modifications •

As Constructed (As Installed / As Built) Drawings Architectural, Structural, Services

Produced using AutoCAD •

To the requirements of the Spatial Data Management Plan (SDMP) •

Meta Data

Data about data •

Creation of meta data files to the DEQMs requirements •

D&A take care of all aspects for the handover documentation. You, as our client, have minimal involvement and can be rest assured that documentation will be a high quality and be delivered on time

OUR TEAM

Louise Gardner

General Manager: CPEng

Oversees our smooth operations to ensure a high quality work product and ensures that all deliverables are met on time.



Simone Dunsford

Client Coordinator: B.E Built Environment

SA / WA / NT / ACT



Kevin Kusawadee

**Client Coordinator: BSc Engineering
(Mechanical Engineering)**

NSW / QLD / VIC / NZ



CONTACT

Feel free to drop us a line or give us a ring to discuss your needs today:



DEWICK
8 ASSOCIATES

Australia: SA, WA, NT, ACT

Client Coordinator:

Simone Dunsford

Phone: +61 (0) 433 778 555

Email: simoned@dewick.com

New Enquiries:

General Manager:

Louise Gardner

Phone: +61 (0) 471 447 317

Email: lousieg@dewick.com

Australia: NSW, QLD, VIC, NZ

Client Coordinator:

Kevin Kusawadee

Phone: +61 (0) 498 650 805

Email: kevin@dewick.com

Technical Writers:

Lynda Potter

Michael Ortuso

HANDOVER DOCUMENTATION SPECIALIST

O&M MANUALS | COMMISSIONING | COMPLIANCE | DRAFTING

www.dewick.com