

We help you plan, review, and write your business and technical content, in any format. We can help your people learn to use:

- good technical writing practices (*engineering/health and safety focus*)
- Simplified Technical English
- plain English

Well written business or technical content:

- is easy to read
- is easy to understand (less risk)
- aligns with compliance sources
- is consistent
- is written for the reader
- keeps the *technical* content
- removes ambiguity
- is easier and cheaper to translate

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Delivery: Australia / New Zealand,
and remote



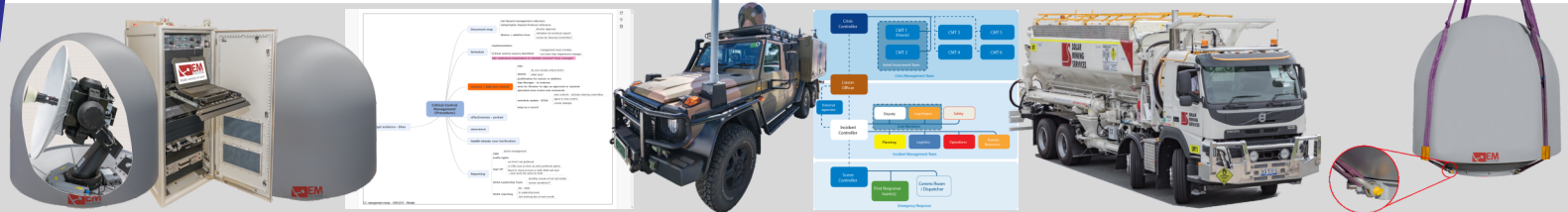
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Integrated Training And Documentation Pty Ltd



Discriminators

- **Quality** business and technical documents from more than 30 years experience across multiple industries. We focus on how people read and use documents.
- We **write** from engineering information, risk assessments, or compliance based content, supported through **consultation** with your workers and subject matter experts (AI does not consult with workers).
- We have **relevant, current, and recent experience** with, and knowledge about, Australian Defence Industry and civilian industry contracts (technical writing, training content development, consulting, and support roles).
- We can include **graphic support** (photographic and basic vector drawing) or work with your illustrators.
- We develop content from **all types of information** (legislation, standards, risk assessments, or your internal standards).
- We use **mind maps** to identify compliance requirements, plan our documents, and consult with workers and subject matter experts.



Our Capabilities

- We specialise in STE. But we also write in plain English, or your own style of writing. This is for all types of business and technical writing.
- We write all types of documents: policy, procedures, work instructions, operator manuals, maintenance manuals, technical publications, work instructions, emergency plans, traffic management plans, crisis management plans, and more.
- We can help you identify and write your content (or support your team to write it) to compliance, risk, and other processes or requirements.
- We develop presentations or training content to align with technical information or business processes.
- We provide writing training for technical writers (or other personnel) through our sister company, AusSTE Pty Ltd.
- We learn and share our knowledge with industry groups such as AIDN, the Australian Society for Technical Communicators (ASTC) and TechCommNZ.

Standards

Where necessary, we can help you to develop content to comply with:

- ASD-STE100 Issue 9
- ISO 24495-1 / 24495-2
- ISO 9001 / 45001 / 14001 plus others
- Work Health and Safety legislation (states and Commonwealth)
- RTO Standards
- S1000D (and other S series content)
- Safety Management Systems
- Codes of Practice
- Industry standards

Some of our customers



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