



## **Semitech Writing Services Summary Sheet**

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## Basic Service – Semitech Writing

**Basic Service** Provides **Clear, Professional Technical Documentation** for well-defined projects Using Existing Information, with Minimal Engineering Interpretation required.

It is designed for:

- Straightforward Documentation Needs
- Stable, Mature Equipment or Processes
- Clients who Already Have Content, Data, or SMEs available

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### What's Included (Basic Service)

- ✓ Document creation using **client-provided content**
- ✓ Standard formatting using Semitech Writing Templates
- ✓ Clear, Concise Technical Language
- ✓ Logical Structure and Organization
- ✓ Basic Diagrams, Tables, and Lists (if provided)
- ✓ One Primary Document Type per Project
- ✓ Up to **2 Revision Cycles**
- ✓ Delivery in **Word or PDF** Format

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### Typical Basic Service Deliverables

- User / Operator Manuals
- Installation Guides (Non-Complex Systems)
- Preventive Maintenance Checklists
- SOPs / Work Instructions
- Training Handouts
- Document Cleanup and Formatting
- Light Updates to Existing Manuals

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### What Basic Service Does NOT Include

- ✗ Deep Engineering Analysis or Process Redesign
- ✗ Troubleshooting Logic Development
- ✗ Multi-System Integration Documentation
- ✗ CE/Regulatory Compliance Packages
- ✗ Knowledge-Base Architecture
- ✗ Extensive SME Interviews (Subject Matter Interviews)
- ✗ AI-Driven Restructuring of Large Legacy Document Sets  
(These fall under **Advanced** or **AI-Enhanced Services**.)

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### Ideal Use Cases for Basic Service

- Updating an Existing Document
- Converting Notes or Outlines into a Formal Manual
- Creating Documentation for Internal Use
- Supporting Contract or Short-Term Projects
- Small to Medium Documentation tasks with Clear Scope



## Advanced Service – Semitech Writing

**Advanced Service** Delivers **in-depth, Engineering-Level Technical Documentation** for Complex Systems, Processes, and Equipment where Clarity, Accuracy, and Operational Reliability are Critical.

This Service is Designed for **Semiconductor Fabs, OEMs (Original Equipment Manufacturer), and High-Tech Manufacturers** that require more than Basic Documentation—it **Bridges Engineering Knowledge and Field Execution**.

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### What's Included (Advanced Service)

- ✓ Deep Technical Understanding of Equipment, Process, or System
- ✓ Engineering-Level Interpretation of Drawings, Schematics, and Procedures
- ✓ Structured Documentation Built from **Incomplete, Scattered, or Raw Information**
- ✓ Integration of Multiple Document Types into a Cohesive System
- ✓ SME Interviews and Technical Clarification Sessions
- ✓ Custom Workflows, Procedures, and Logical Sequencing
- ✓ Risk-Aware Language (Safety, Uptime, Reliability)
- ✓ Cross-Functional Clarity for Technicians, Engineers, and Operators
- ✓ Up to **3 Revision Cycles**
- ✓ Delivery in **Word, PDF, or SharePoint-Ready Format**

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### Typical Advanced Service Deliverables

- Service Manuals (Full Lifecycle)
- Installation & Commissioning Guides
- Troubleshooting Guides with Decision Logic
- SOPs for Complex or High-Risk Processes
- Preventive Maintenance Programs
- FAT/SAT Documentation – Factory Acceptance and Site Acceptance
- Equipment Upgrade or Retrofit Documentation
- Engineering Change Documentation (ECO-driven updates)

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### What Makes This “Advanced”

- ✓ Requires **Real-World Engineering Experience**
- ✓ Involves Judgment, Interpretation, and Process Logic
- ✓ Reduces Downtime, Errors, and Training Time
- ✓ Improves Safety, Compliance, and Repeatability
- ✓ Often becomes the **Master Reference Document**

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### What Advanced Service Does NOT Include

- ✗ Full Regulatory Certification Sign-Off (Unless Contracted Separately)
  - ✗ Product Design Ownership
  - ✗ Software Coding or Control System Programming
- (These may be Coordinated but are Outside Documentation Scope.)

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### Ideal Use Cases for Advanced Service

- New Tool Installations or Process Introductions
- Complex Equipment with Multiple Subsystems
- Global Documentation Standardization
- High-Risk or High Value Manufacturing Operations



## AI-Enhanced Service – Semitech Writing

**AI-Enhanced Service** Combines **Advanced AI Tools** with **Deep Technical and Engineering Expertise** to Modernize, Scale, and Optimize Technical Documentation—Delivering Faster Turnaround, Improved Consistency, and Long-Term Knowledge Value.

This Service is Designed for Organizations with **Large, Aging, or Fragmented Documentation Sets** that Need to be Transformed into **Clear, Searchable, and Standardized Systems**.

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### What's Included (AI-Enhanced Service)

- ✓ AI-Assisted Content Analysis and Restructuring
- ✓ Conversion of Legacy Documents (PDFs, Scans, Mixed Formats) into Modern, Editable Formats
- ✓ Standardization of Language, Terminology, and Structure Across Documents
- ✓ Creation of Modular, Reusable Documentation Blocks
- ✓ Intelligent Indexing, Tagging, and Cross-Referencing
- ✓ Knowledge-Base and Document-System Architecture
- ✓ AI-Assisted Translation Review and Technical Language Normalization
- ✓ Human Engineering Review to Ensure Accuracy, Safety, and Clarity
- ✓ Up to **3 Revision Cycles**
- ✓ Delivery in **Word, PDF, SharePoint, or Searchable Repository Formats**

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### Typical AI-Enhanced Deliverables

- Legacy Manual Modernization Projects
- Multi-Document Standardization Programs
- Searchable Knowledge Bases
- Global Documentation Alignment (Multi-Site, Multi-Language)
- SOP Libraries with AI-Ready Structure
- Training Content Derived from Existing Manuals
- Long-Term Documentation Systems (Not Just Single Documents)

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### What Makes This "AI-Enhanced"

- ✓ AI Accelerates Analysis, Structuring, and Consistency
- ✓ Human Expertise Validates Technical Accuracy
- ✓ Faster Delivery without Sacrificing Quality
- ✓ Scalable for Large Document Sets
- ✓ Future-Ready Documentation that Supports AI Search and Reuse

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### What AI-Enhanced Service Does NOT Replace

- ✗ Engineering Judgment
  - ✗ Safety Accountability
  - ✗ SME Validation
  - ✗ Compliance Responsibility
- (AI is a Tool—**Engineering Expertise Remains Central**.)

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### Ideal Use Cases for AI-Enhanced Service

- Large Legacy Documentation Libraries
- Global OEM or Fab Standardization
- Mergers, Acquisitions, or Tool Transfers
- Rapid Scale-Up or Site Replication



- Training Acceleration for New Technicians
  - Preparing Documentation for Digital Transformation
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## Simple Tier Summary (Internal Use)

| Tier               | Focus                           | Best For             |
|--------------------|---------------------------------|----------------------|
| <b>Basic</b>       | Clear Docs from Provided Info   | Small, Defined Tasks |
| <b>Advanced</b>    | Engineering-Level Documentation | Complex Systems      |
| <b>AI-Enhanced</b> | Large-Scale Modernization       | Legacy & Global Docs |

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## Retainer Services – Professional & Enterprise Plans

**Retainer Plans** Provide **Ongoing, Priority Access** to Semitech Writing’s Technical Documentation Expertise for Organizations that require continuous Documentation Support, Rapid Response, and Long-Term Knowledge Consistency.

These Plans are ideal for **Semiconductor OEMs, Fabs, and High-Tech Manufacturers** with Evolving Documentation needs across Multiple Projects, Tools, or Sites.

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### Professional Retainer Plan

Designed for Teams needing **Consistent, High-Quality Documentation Support** without hiring full-time staff.

#### Includes:

- ✓ Reserved Monthly Hours (Typically **30–50 Hours/Month**)
  - ✓ Advanced and AI-Enhanced Documentation Support
  - ✓ Creation and Maintenance of Manuals, SOPs, PMs, and Training Content
  - ✓ Updates Driven by Engineering Changes (ECOs)
  - ✓ SME Coordination and Technical Reviews
  - ✓ Document Standardization and Template Enforcement
  - ✓ Priority Turnaround
  - ✓ Up to **3 Revision Cycles per Deliverable**
  - ✓ Delivery in Word, PDF, or SharePoint Formats
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### Enterprise Retainer Plan

Built for Organizations with **Large-Scale, Multi-Site, or Global Documentation Programs**.

#### Includes:

- ✓ Reserved Monthly Hours (Typically **70–100+ Hours/Month**)
- ✓ Full Advanced + AI-Enhanced Services
- ✓ Legacy Documentation Modernization Programs
- ✓ Knowledge-Based Architecture and Document Systems
- ✓ Global Documentation Standardization
- ✓ Multi-Language Coordination and AI-Assisted Translation Review
- ✓ Dedicated Documentation Roadmap and Planning Support
- ✓ Highest Priority Response and Scheduling
- ✓ Up to **4 revision Cycles per Deliverable**
- ✓ Long-Term Documentation Strategy Alignment





## What Makes Retainer Plans Valuable

- ✓ Predictable Monthly Cost
  - ✓ Faster Turnaround and Priority Access
  - ✓ Deep Familiarity with your Tools, Processes, and Standards
  - ✓ Reduced Onboarding Time
  - ✓ Scalable Documentation Without Headcount Growth
  - ✓ Long Term Knowledge Consistency
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## What Retainers Do Not Include

- ✗ Product Design Ownership
  - ✗ Software Development
  - ✗ Regulatory Certification Sign-Off (Unless Scoped Separately)
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**Semitech Writing – Retainer Plans**

| <b>Feature</b>                                       | <b>Professional Retainer</b>                            | <b>Enterprise Retainer</b>                                |
|--|---|---|
| <b>Best For</b>                                      | Ongoing Documentation Support for Single Teams or Tools | Large-Scale, Multi-Site, or Global Documentation Programs |
| <b>Monthly Hours</b>                                 | 30–50 hours   | 70–100+ hours   |
| <b>Service Level</b>                                 | Advanced + AI-Enhanced                                  | Full Advanced + AI-Enhanced                               |
| <b>Document Types</b>                                | Manuals, SOPs, PMs, Training Content                    | Full Documentation Ecosystems, Knowledge Bases            |
| <b>Legacy Doc Modernization</b>                      | Limited / Project-based                                 | Included and Ongoing                                      |
| <b>AI-Assisted Structuring &amp; Standardization</b> | ✓ Included  | ✓ Included (Expanded Scope)                               |
| <b>Engineering Change (ECO) Updates</b>              | ✓ Included  | ✓ Included  |
| <b>SME Coordination</b>                              | ✓ Included  | ✓ Included (Multi-Team)                                   |
| <b>Global Documentation Standardization</b>          | —   | ✓ Included  |
| <b>Multi-Language Support (AI-assisted)</b>          | Optional Add-On   | ✓ Included  |
| <b>Knowledge Base Architecture</b>                   | —   | ✓ Included  |
| <b>Priority Scheduling</b>                           | High Priority   | Highest Priority  |
| <b>Revision Cycles per Deliverable</b>               | Up to 3   | Up to 4   |
| <b>Delivery Formats</b>                              | Word, PDF, SharePoint                                   | Word, PDF, SharePoint, Searchable Repositories            |
| <b>Strategic Documentation Planning</b>              | —   | ✓ Included  |

