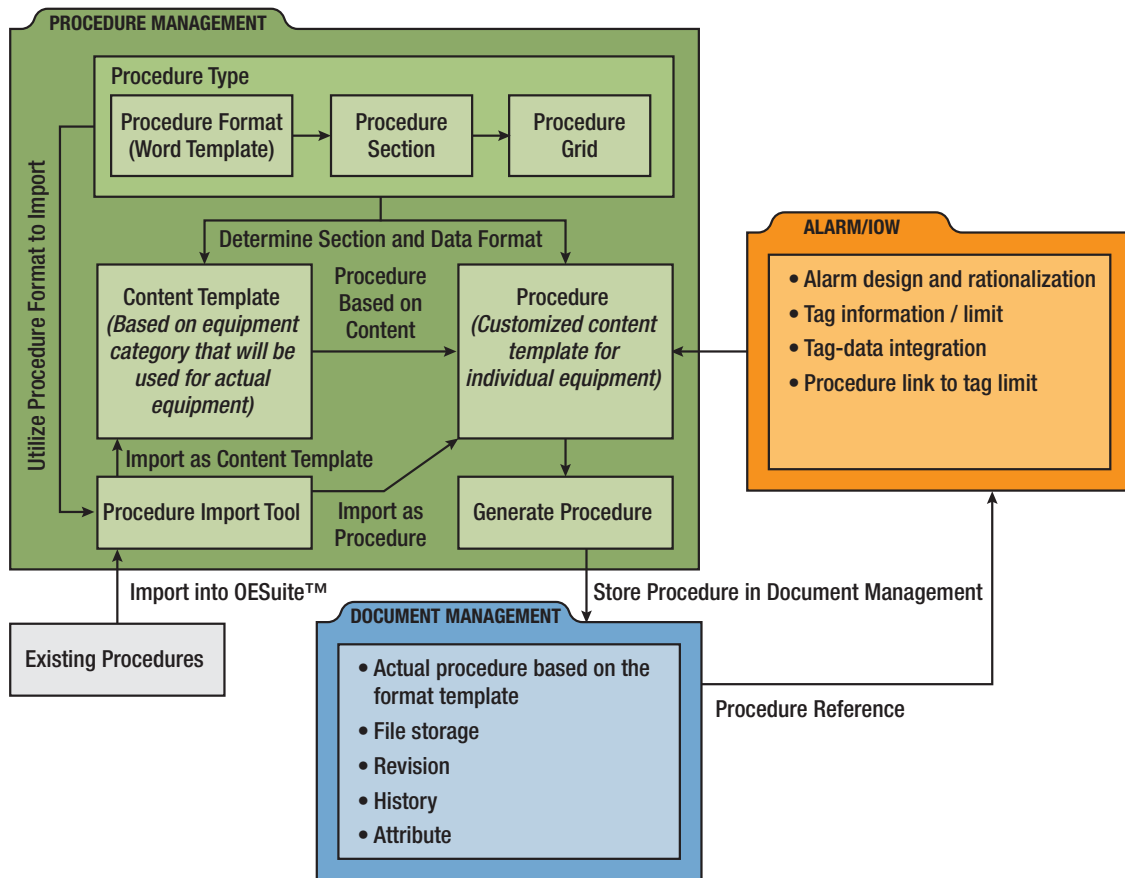


# Engineering Content Management

**Engineering Content Management (ECM)** with OESuite™ is a robust solution for your document management and redlining needs. ECM users get standard document management tools including:

- Ability to create a custom file structure and upload files;
- Viewing permission and editing controls;
- Streamlined document review and approval process flow tools;
- Workflow allows for routing and approval so that required inputs can be sought by required reviewers. Reviewers and approvers receive notifications and reports of policies awaiting review.
- Check-in/check-out editing controls;
- Document retention capability to allow for automatic purging of information after a specified interval;
- Versioning to assure that end users have the most current document revisions; and,
- Auto archiving assures that nothing is lost since no action is required to make it happen.





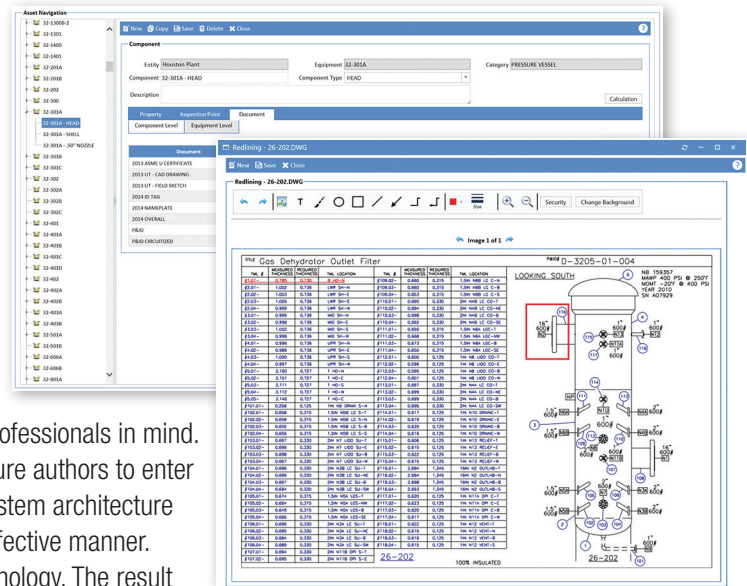
# MANAGE Operational Risk. ACHIEVE Sustainable Operations.

The key to ECM is providing a framework and tools where engineering process support documents can be developed, maintained, sustained and viewed by all affected parties. This is extremely difficult when each step of the process is manual and lacks triggers for work initiation and updates. Assessing the viability of such manual systems generally requires a resource intensive audit. Most importantly, the usability of the information is often cumbersome and sometimes impossible due to time constraints, filing issues or geographic separation. The information has to be accurate AND readily available when needed to assure that the correct decisions are being made in the field. To address these issues, ECM users also get an enhanced tool kit designed improve the experience for content providers and editors as well as information users including:

- Engineering content tools to assist engineer’s in generating PSI elements (e.g. relief valve sizing calculations) in an intuitive manner with data report outputs to the Document Manager that are easily understood.
- A comprehensive Document Manager with functionality that allows disparate file formats and types to be viewed including outputs from PHA, MOC, PSSR, Operating Procedures, etc.
- Documents and drawings that can be related to other OESuite content including Incidents, MOCs, PSI, and Inspections and equipment to enhance compliance with mechanical integrity.
- Checklists that can be imbedded within documents and changed without affecting other portions of the document by leveraging integration with the Procedure Module to track updates.
- Tasks that can be triggered from within documents by leveraging tags to remind users of requirements to review documents (i.e. annual review task). ECM is also integrated with Engineering Data module for advanced content management and collaboration.
- Documents that can be accessed anywhere including on phones and tablet PCs.
- A redlining tool for use by anyone in any ECM phase or it’s contributing components. Redlines can be made to any document including procedures and P&IDs using a keyboard or stylus.

Workflow allows for routing and approval so that required inputs can be sought by required reviewers. Compliance auditing is a snap as policies and procedures can be searched by compliance standards and easily produced at a computer workstation rather than combing a series of file drawers. For example, if an auditor with a process industry client wants to find all policies pertaining to process safety, they can click on the “process safety” category within the system. Auditors can sort by information on who read the policies and procedures (attestations), names of policy reviewers, and approval dates.

Site administration tools are designed by IT professionals with IT professionals in mind. The administrator can set required fields forcing policy and procedure authors to enter all necessary information to assure the necessary security. Also, system architecture is accretive by design allowing for changes to be made in a cost effective manner. For example, digital forms can be imbedded using OS’s forms technology. The result is effective operations mapping and lower operating costs. No more re-inventing the wheel as our ECM solution allows users to have a single solution for training, improving processes and meeting regulatory compliance. Changes are much easier to manage via the integration. Authoring, editing, version control, redlining, distribution, receipt and attestation are a snap with our solution.



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