

## Manuals & Procedures

### Reduce your risks with knowledge management

With the ongoing improvement of technologies in the energy and process industry, it is of paramount importance to provide facility management, operators and maintenance personnel with no-nonsense information. Versatec delivers manuals and procedures that meet the stringent company requirements for operation assurance and operation excellence.

#### From challenge to solution

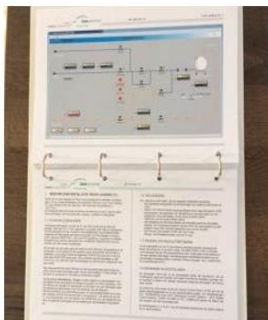
Inadequate information and instructions lead to operational failures with consequences like unplanned downtimes due to equipment or system breakdown. The safety of the facility personnel is also at risk when warnings related to dangerous situations, which can arise during operation and maintenance, are missing in manuals and procedures.

We provide our clients with OMT Manuals (Operation, Maintenance & Training) and SOPs (Standard Operating Procedures) manuals, which cover the full range of system operation descriptions and maintenance instructions. Our manuals contain all information relevant for the personnel to ensure safe and efficient operation of processing and utility systems.

#### OMT Manual

The OMT manual is a high-level document. It represents a compact overview of a process system and refers clear and smart to underlying, detailed information e.g. PI&Ds and vendor documentation.

- Operations: the interactions of system components and, system monitoring and control.
- Maintenance: how to maintain and inspect equipment.
- Training: the content of the manuals provides the basis for training and education.



Reference	Description	Function
1	Display	Shows the generator operating condition and a number of alarm messages through messages
2	Parameter	Manual control
3	Parameter	Control action
4	Alarm	LED alarm in alarm room, warning control room
5	Parameter	Control
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100	Parameter	Control



#### SOP Manual

An SOP manual is an instruction-based document for operator and maintenance tasks:

- Describes all steps to start, stop and control equipment and processes.
- Describes normal operation, emergency operation and shut down of equipment or systems in accordance with the operation philosophy.
- Provides tick-boxes so that hard copies can be signed off and filed.



## Unique features of the manuals

- The content is complete. In breadth, by covering all relevant subjects, in depth by covering all relevant references.
- Compliant with regulations and directives, e.g. Arboret, Safety of Life at Sea (SOLAS), European Machinery Directive and the International Standard IEC 82079-1.
- Tailor made. Formats and layout are selected and fit the customer's purpose.
- Written in operator and maintenance language, clear and easy to understand.
- Text and illustrations are well balanced for easy understanding.

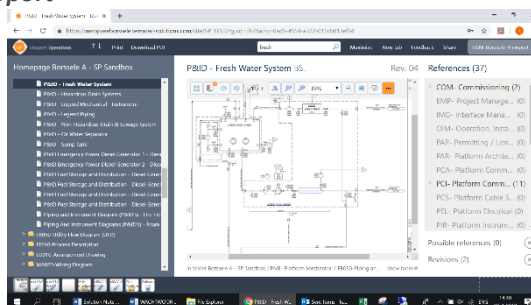
## From information to knowledge management

Manuals are useful information sources. To maximize the benefits for the users of the manuals, Versatec transfers your company information into knowledge management. Two key elements of knowledge management are:

- Effective searching information (**I**)
- Effective understanding and applying information (**EVA**)

### I = Searching information with Viewport

Manuals refer to underlying, detailed information, e.g. PI&Ds, setting and safe guarding lists, vendor documentation, etc. The challenge is to ensure that people can access the right information at the right time. Versatec has teamed up with Radial SG to provide the Viewport™ solution.



Document and data searches for the right asset information now takes minutes instead of hours with the instant, intuitive interface and its clickable links.

### EVA = understanding and applying information - the training solution



Manuals provide a solid basis for training of operators and maintenance personnel. Understanding and applying information is crucial for the daily operations and maintenance tasks. Qualified personnel are crucial for your business goals!

We develop tailor-made products for training as an extension of manuals:

- Theoretical questions (TQ) to assure that people understand the manual content.
- Practical Cases (PC) to assure that people can apply the manual content to their job.
- Practical Exercises (TE, PE) to train and educate people to the desired qualifications.
- A job task-based system for training and education.

### Versatec's approach - the key success factors for your project

- Experience in knowledge management since 2003. Many references.
- Quality assured by competent technical writers and smart project management.
- Cost effective approach.

**K = I x EVA**

**K** = Knowledge, the power to execute tasks



**I** = Information



**EVA** = Experience, Vaardigheden (skills) & Attitude



**Let Our People Power Your Project**

Check our **Product Information Sheets** for BRZO, BowTies, ARIE, Explosie-veiligheid, HAZIDS, HAZOPs and more.Viewport/IOM

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