Exceeding Regulatory Compliance in Procedure Management:

A Journey towards Operational Excellence

Submitted by the Procedure Accelerator Division of Innovatia

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Abstract

Proving compliance to well defined and explicitly stated regulations regarding process safety sounds simple, however in practice it involves a huge effort. The sheer volume of information required to be compliant in highly regulated environments can be overwhelming. The large number of people involved compound the complexity, and legacy systems simply don’t cut it anymore.

Here we will outline the use of a procedure life-cycle management tool used to improve an organization’s ability to comply at a reduced effort and cost. The unique ability to automatically track documentation activities, as well as individual procedure completions, step-by-step, and record all procedure use for simple and fast reporting is at the core of a recently completed compliance management initiative by a leading energy and petro chemical firm. Additional benefits of this approach to procedure management include improved operator efficiency, decreased human factor errors, facilitated continuous improvement, increased consistency of standard work, and reduced effort in authoring and content management will also be explored.

Going beyond compliance, we will outline how leading content management practices and tools can position an organization to seamlessly adopted new technology as they are commercialized and introduced to the market.

Highlights of this approach to procedure management have been empirically measured and include reduced volume of content (up to 40%), reduced procedure review cycle time (up to 25%), reduction in authoring and updating effort (up to 90%), and streamlined process safety management compliance.