

Document Management

At an integrated oil and natural gas company

Objective

- To extend the use of existing systems to additional facilities for access and management of procedures that support the safe operation of process, equipment, and facilities at an integrated oil and natural gas company assets
- Compliance to regulatory obligations, contractual requirements, and standards
- This required conversion of ~1,500 operating procedures and associated documentation.
- No new systems were to be introduced as part of this objective

Approach

- AMA/NLAS engaged to manage and implement the document/operations procedure management project
- Review existing processes for management and administration
- Update required practices, procedures, and management systems to align with Production Operations governing documents management
- Manage the project utilizing AMA/NLAS methodologies
- Clean up procedures and data
- Enhance master data such as workflows, employee groups, and anything else required for optimal use of system in accordance to business process

Solution

- AMA/NLAS proposed alternatives to the conversion of procedures, client proceeded with AMA/NLAS recommendation
- AMA/NLAS resources led the project management and execution of the system implementation

End Result

- Savings of \$150,000 due to AMA/NLAS-led solution (~65% reduction in costs)
- All procedures were converted into existing Cenovus systems, no new systems were introduced and existing applications were enhanced
- Project was delivered on time, with additional scope, and under costs
- Alignment and compliance with changes in corporate policies
- Better control and management of operations procedures
- A single consistent source of truth for operations procedures across multiple facilities
- Increased staff knowledge of how and where to find the latest approved version of procedures
- Ability for 3rd party vendors to have the latest approved versions of operations procedures rather than uncontrolled hard copies