[per**f**ormance]

procedures development and management software

SkillForge procedures authoring software solves the biggest problems companies face in procedures development

Procedures development for individual units or the entire enterprise

SkillForge gives individual units or entire enterprises the development and document control tools to manage and distribute procedures.

Eliminating the difficulties operations personnel have with development

SkillForge is designed to make it much easier for operations personnel and non-professional writers to develop and manage procedures. Whether they work alone or with developers, technical personnel generally have some anxiety about, and little training in writing procedures. Even with templates, they face many decisions about content selection, content order and language that get in the way of their primary role — supplying the technical information they know well. SkillForge is designed to eliminate those obstacles.

Creating a simple order and structure for information gathering

SkillForge breaks development into a series of simple requests for specific information that are easy for technical personnel to handle. Technical personnel can be very effective procedures developers when they can focus on supplying one piece of technical information at a time.

The requests begin with information that defines the procedure and moves to descriptions of the major tasks in the procedure. Next, they draw out the steps taken to accomplish each task.

With the core information built out this way, technical personnel can then go back to individual tasks and steps and supply more detailed information such as cautions and controls, equipment requirements, risk weightings, illustrations and personnel assignments.

Filtering information to simplify development and make procedures more useful

Too often, procedures become "mini-encyclopedias." Nonessential information makes it harder to see the flow of work and complete the procedure. It also slows writing because of the time spent processing extra information.

SkillForge provides a structure that filters information for relevance and priority and keeps it focused on action. It breaks apart large content blocks into smaller details that can be given their appropriate place in a procedure.

Intelligent use of writing services

One of the largest costs associated with

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Guideline and Guidepost Placement, Deployment and Retrieval

Procedure Type: Operating - Drilling Rig Operations

Purpose	This procedure will enable you to properly place the guideline winch skids, deploy the guidelines, reposition the guideline posts, and retrieve the guidelines and guideposts.
Overview	This procedure requires the coordination of rig operations team members, a crane operator and the ROW crew to place, reposition and retrieve guideposts and guidelines. The procedure involves positioning the guideline winch skids, launching the ROV, picking up, lowering and latching up the guideposts, retrieving guideposts and guidelines, and repositioning guideposts without retrieving them to the surface.
Before You Begin	This operation requires a permit and coordination with the ROV crew and crane operator in planning and implementation. Before this operation may proceed, weather and wave conditions must be within safe parameters for operating an ROV. Before this operation can proceed, the guidepost connector must be installed properly on the wireline and pull-tested, and the first 100 ft of wireline painted white.
Equipment or Systems	Guideline system with winch skids, guideposts and top connectors, guide base, receptacles, connectors and slots; Crane; ROV
Tools or Equipment Needed	1 H&P 20" long, 2-part sling; 1 Imenco spare kit for post top connector; 2 H&P 50T Porta-powers; 2 Vetco guide post locking pins; Air hoses; Crane; Guideline winch skids; Guidepost carts; Handrails; Post top connectors; Video monitor; Well Bay Covers; Winch
Key Terms	Battery charger -- A device that restores the active materials in a storage battery by the passage of a direct current through in the opposite direction to that of discharge; LOTO -- Lockout/tagout; psi -- Pounds (of pressure) per square inch

Procedure definiton page from block-format report. SkillForge provides a wide range of customizable outputs. Users can also develop their own formats.

Procedure definition screen. Tabs organize data to follow the typical progression of development. Individual pages break information into smaller, logical units

- Listing of equipment needed for specific steps
- Revision tracking—document authorization, ownership, approvals and reviews
- Automated production of multi-procedure manuals
- Pictures, diagrams, linked documents and on-line audio and video
- Wide range of standard output formats

procedures is the use of developers to interview technical personnel to elicit technical information, order and phrase it. SkillForge provides the guidance technical personnel need to define and order this information themselves. Writers can work primarily on style and language, after technical personnel create the core procedure.

Eliminating the production overhead of word processing and formatting text documents

Because SkillForge is based on a relational database, authors or clerical personnel enter information without formatting and in any convenient order. All formatting is automated through customizable reports. As soon as the information for a procedure is entered, it can be retrieved in a variety of formats. Changes only need to be input once and then automatically flow to all component documents.

SkillForge features include

- Process Safety Management data entry—equipment operating limits, deviation conditions, consequences and corrective actions
- Risk weighting for individual tasks
- Cautions, controls and performance notes for specific tasks and steps
- References, key terms and definitions
- Definition of prerequisites and general precautions
- Personnel task assignments, by title

Better quality information, more usable documents and the right information at the right time

Users can access procedures when they need them, either directly through SkillForge or through Acrobat documents linked to an index. This means users can have a hard copy of the latest version for reference, for checkoff or to note recommendations.

For more information

For case histories, white papers and demos, please use the contact information to the left, or email us at enquire@follette.com.

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Typical procedures page includes task and step cautions and controls, risk factors, notes and definition of responsible parties.