smart procedures

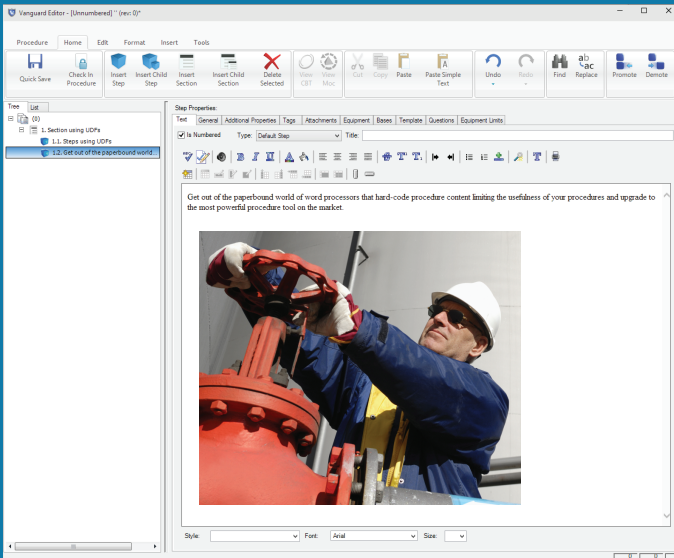## Better. Faster. Safer. Smarter.

atr

Get out of the paperbound world of a word processor that limits the usefulness of your procedures and upgrade to the most powerful procedure tool on the market.

Not only can SmartProcedures lead to safer and more profitable operations, SmartProcedures provides substantial savings over conventional Word procedures.

Your Procedures May Be Out of Compliance

Regulations typically track incidents and industry risks, and trends indicate they will only get more restrictive. Areas of concern you should be aware of include:

- Ineffective procedure re-certifications
- Ineffective procedure training and assessments
- Not applying human factors to procedures
- Not following RAGAGEP (recognized and generally accepted good engineering practices)
- Not requiring in-hand use based on risk level
- Not risk ranking procedures
- Operating limits not included in procedures
- Reading level greater than 9th grade

Word – A Poor Procedure Tool

Conventional word processors have serious limitations for procedure development and maintenance. Procedure authors make mistakes that impact safety and waste excessive time because they are not using the right tool for the job. SmartProcedures by ATR addresses this challenge.
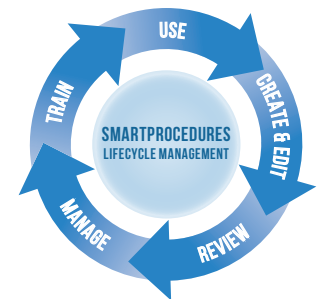
Benefits Over Word

Benefits Over Word	smart procedures	Word
Eliminate 95% of formatting	✔	✘
FlexView™ Templates	✔	✘
Output to electronic devices	✔	✘
Global changes	✔	✘
Automated interactive training	✔	✘
Expert procedure analyzer	✔	✘
Electronic rule enforcement	✔	✘
MS Word conversion engine	✔	✘
Operating limits	✔	✘
Automated flowcharts	✔	✘

Problems SmartProcedures Solves

"Paper paradigm" restrictions cause inconsistencies between procedures and human error traps. Usability challenges include portability, procedure document and version control, and lack of scalability. Variances between procedure writers lead to excess time formatting documents and insufficient levels of detail.

The Procedure Lifecycle

SmartProcedures handles flexible procedure review and approvals, version control, role based management and extensive reports for internal oversight in an audit ready environment – a complete procedure lifecycle system.

USE · CREATE & EDIT · REVIEW · MANAGE · TRAIN

SMARTPROCEDURES LIFECYCLE MANAGEMENT

Better. Faster. Safer. Smarter.

SmartProcedures is the #1 mission-critical 3rd Generation procedure lifecycle system. Other systems manage paper-based documents with conventional word processors coupled with document management and workflow tools. SmartProcedures is a specialized and unified procedure powerhouse that produces high quality, usable procedures.

FlexViews™

Breaking through the paper-based paradigm of word processors, SmartProcedures provide workers with automated FlexViews, assembled dynamically based on template display styles and step properties. Eliminating wasted time means more time for improving procedures and reducing revision backlog.

Paper

Flowchart Procedures

Text-to-Speech Audio

smart procedures
The most advanced procedure system in the world!

Interactive Training

Intelligence

Mobility - Tablets and Smartphones

Integrated Systems (HR, Equipment, DCS, LMS)

Save TIme and Money

Safe operations free of incidents and downtime are priceless. However, elimination of formatting, automated training output, and global vs. incremental changes to documentation offer significant cost savings and ROI. One facility saved $360,000 over a five-year period.

Not only can SmartProcedures lead to safer and more profitable operations, SmartProcedures provides substantial savings over conventional Word procedures.

- Automated output to tablets or smartphones
- Automated performance assessment worksheets
- Automated interactive training
- Compliance audit readiness
- Global formatting changes
- Global information changes
- Reduced editing costs
- Streamlined administration and periodic reviews

SmartProcedures is Part of ATR's PRiSM Suite

ATR's PRiSM performance suite is an integrated enterprise solution that provides powerful, streamlined integrated capabilities in the following areas:

- SmartProcedures procedure lifecycle management solution
- Centurion management of change solution
- TRAQS and Challenge learning management system
- Intrepid incident investigation and resolution tracking

Compliance Management

Visual Navigator — USER ACCESS
Access reports, assignments, procedures and training with a graphical interface and information portal

SmartProcedures™ — PROCEDURES
Complete procedure management with flexible, interactive output

Procedure CBT	Periodic Review
Expert Step Analyzer	Procedure Flowcharter
MS Word Importer	FlexViews™

Centurion — MOCs
Management of change, PHA, PSSR and action tracking

Intrepid — INCIDENT REPORTS
Incident Investigation management and resolution tracking

PRiSM

Quality & Safety Management Platform

Site Administration

Document Manager

Equipment/ Operating Limits

Report Manager

Notification Module

Integrated Modules — SAP, Peoplesoft, Lotus Notes, Documentum, Maximo, etc.

Learning & Knowledge Management

TRAINING — TRAQS
Training Records and Qualifications System

Challenge
Create and manage tests and test questions

Report Manager
Manage and create custom and relevant reports

Skills Module
Define and track required skills training for employee job proficiency

SCORM
Import and assign SCORM compliant training exercises

Procedure CBT
Computer Based Training (CBT) generated from procedures

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