

**Times Change...
So Should Your Procedures**



atr

Finally, a Specialized Procedure Tool... Vanguard SmartProcedures™

The Ultimate Procedure Solution.

Vanguard SmartProcedures™ is an all-in-one specialized procedure system improving all phases of the procedure life cycle focusing on important human factors. Better. Safer. Faster.

Breaking through the limitations of conventional paper-based word processors, SmartProcedures™ uniquely control information at the step level. Your operating personnel can work efficiently, consistently and safer with the award-winning "What-You-Need-Is-What-You-Get" FlexViews.

Unsurpassed Flexibility

SmartProcedures™ provides flexibility, portability, and intelligence, taking procedures to a whole new level. Your operating personnel deserve the best safety equipment and the best procedures. Get out of the paper-bound world of word processors that limit the usefulness of your procedures and upgrade to the most powerful procedure tool on the market.

Provides users with the information they need, when they need it, how they need it

- Flexible output to paper, desktop or handheld
- Interactive data input and feedback
- Automated "What-You-Need" FlexViews
- Step-based multimedia job aids
- Increased safety and work guidance

Facilitates training to maximize employee effectiveness

- SingleStep™ walkthroughs
- Full multimedia support
- Text-to-speech narration
- Automated performance demonstrations templates
- Just-in-time training
- Integrated e-learning

Provides powerful options to streamline the editing process

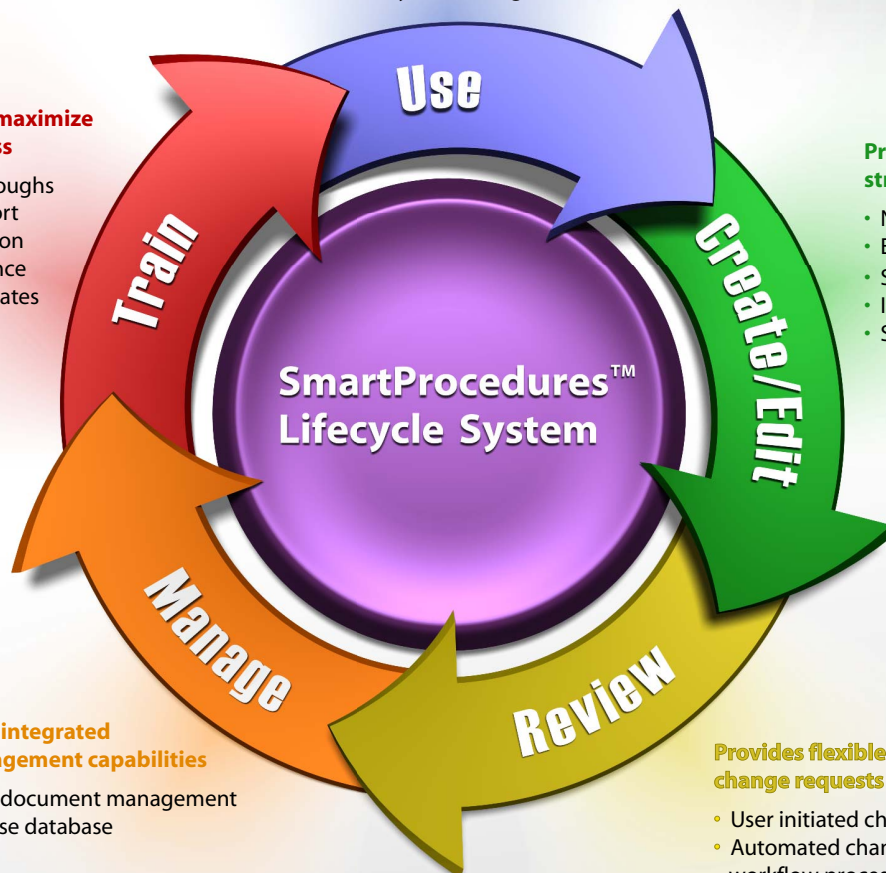
- No formatting required
- Extensive step properties
- SingleStep™ review
- Integrated style guides
- Step Analysis Module (SAM)

Provides secure integrated document management capabilities

- Mission-critical document management
- Secure enterprise database
- Version control
- Version comparison and rev-bar tracking
- Automated expiration and review notifications
- Extensive search capabilities
- Integration with document management systems

Provides flexible workflow options streamline change requests and workflow approvals

- User initiated change requests
- Automated change reviews using a template workflow processes
- Automated notifications
- Action tracking
- Electronic sign off
- Extensive audit tracking



Better Procedures. Less Work. More Options!

Conventional Procedure Limitations

Conventional word processors limit the performance and safety value of your procedures. Paper-based procedures offer little flexibility to meet the needs of today's diverse and mobile workforce.

Flexibility Needed for Today's Workforce

Vanguard changes all that. Vanguard provides unsurpassed flexibility in procedure output. Your personnel get the right procedure at the right time in the best format for maximum safety and efficiency.

Vanguard Flexibility "What You Need is What You Get"



Major Problems Vanguard Solves

- ✓ Inconsistencies between procedures
- ✓ Excess time formatting documents
- ✓ Paper-paradigm limitations
- ✓ Procedure management and version control
- ✓ Human error traps
- ✓ User-diversity levels
- ✓ Supporting information limitations
- ✓ Insufficient level of detail

How SmartProcedures™ Reduce Human Error...

Studies show that 50-75% of conventional procedure development time is wasted on mind-numbing text formatting. SmartProcedures™ separates content development from formatting enabling subject matter experts to focus on improving procedure quality, while letting the computer do the formatting. SmartProcedures™ makes it possible for computers to do what they do best... and enables people to do what they do best.

Procedure Improvement

When writers review page after page of conventional procedures, they tend to miss errors and the procedures degrade with time. Vanguard's SingleStep™ review mode allows viewers to focus on one step at a time, reinforced with innovative speech synthesis technology. With Vanguard you see it, hear it and improve it!



Automated Style Rules

Vanguard provides comprehensive style rules automating highlighting of critical action verbs, IF-THEN statements and other important items needing emphasis.

Automated templates add safety icons to warning and caution steps to ensure your personnel pay attention.

SAM (Step Analyzer Module) - Reduce Errors

Combining best practices, industry standards, and human error reduction techniques, Vanguard's SAM analyzes your procedures to ensure consistency and clarity. SAM reviews each procedure by applying over 100 configurable rules. Examples include:

- Number of action words per step
- Length of step
- Reading level
- Complexity level
- Vague words
- Unacceptable words

Standardized, Consistent Procedures

Administrators can lock down many procedure elements reducing work for the writers and eliminating inconsistencies including:

- Step numbering
- Style rules
- Templates
- Required sections
- Fonts and font size
- Warning and Caution icons

SmartProcedures™ vs. Word Processors

Conventional word processors produce highly structured paper-based documents which severely limits flexibility needed by your operations staff. Vanguard is designed specifically for portability and flexibility. The chart below shows the superiority of Vanguard SmartProcedures™ over conventional word processors.

Features	Vanguard SmartProcedures™	Word Processors (Word - Word Perfect - FrameMaker)
Adaptive multimedia and multi-device output	✓	Limited to paper
Database engineered with step and procedure-based version control and revision tracking	✓	File-based
Discrete step properties - Intellisteps™	✓	✗
Automated FlexViews™	✓	✗
Universal glossary and step-based link to equipment database	✓	✗
Direct output to PDA / handheld devices for mobile procedures	✓	✗
Ability to interact, record, and trend data electronically	✓	✗
Automatic step-by-step training	✓	✗
Integrated human factors and error-reduction	✓	✗

Streamlining Procedure Workflow...

Streamline and Automate Procedure Reviews

Vanguard offers an average 50% faster turnaround on procedure review and approval. Combined with a powerful electronic procedure workflow management component, procedure supervisors, writers and reviewers are automatically notified of procedures ready for review.

Track Progress Through Reports

Vanguard's integrated procedure workflow engine provides flexible user-defined options for managing, reviewing and approving procedures. Pre-defined templates, automated e-mail notifications and reminders speed up the review and approval process while providing detailed audit trail and revision tracking.

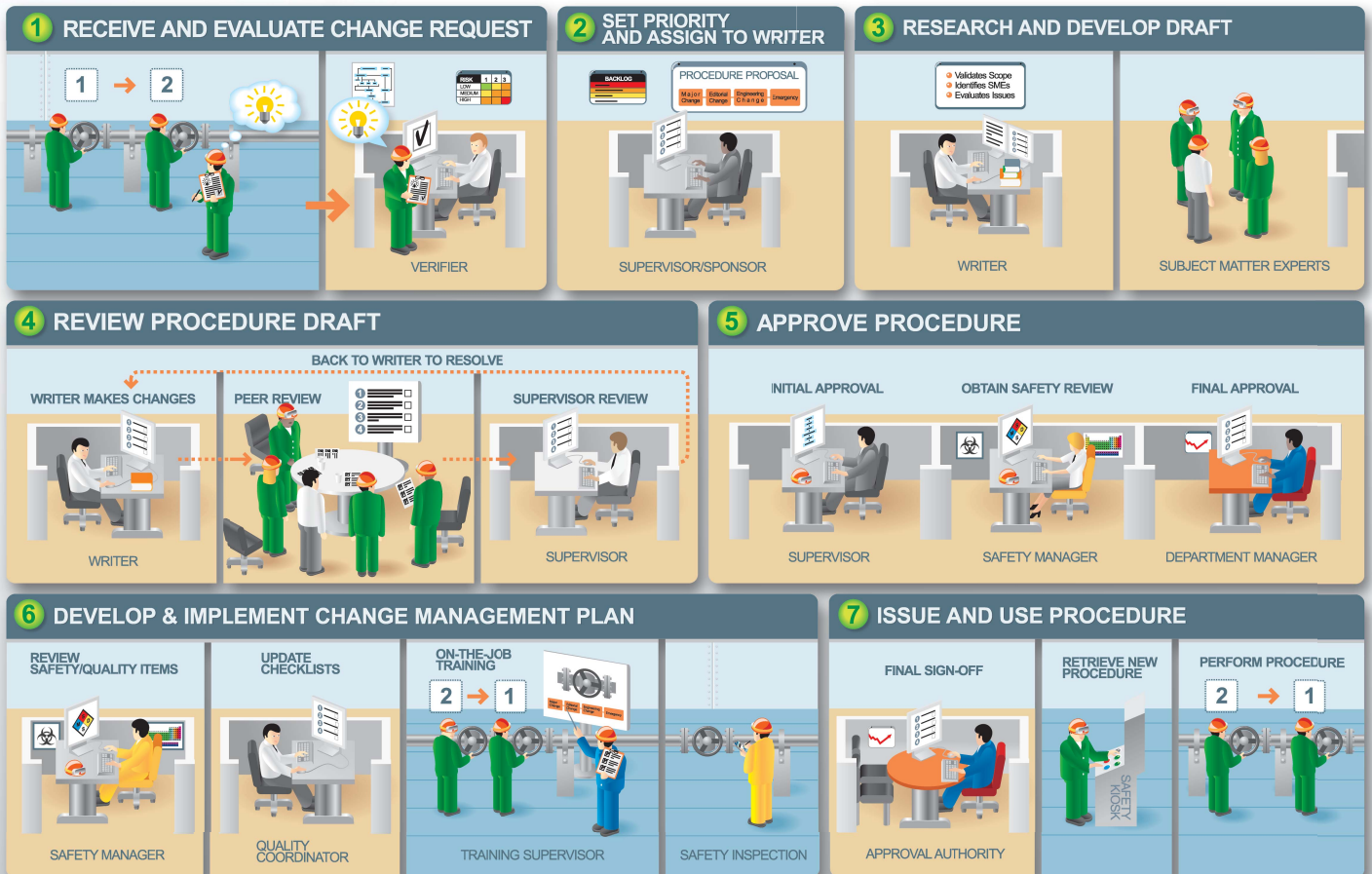
Procedure Backlog Analyzer

The volume of procedure change requests can be overwhelming... until now. Vanguard's Backlog Analyzer provides quantitative reports, charts and notifications helping prioritize and streamline change requests based on procedure risk factors, change severity, procedure type and days in backlog.

Procedure administrators call up reports and get e-mail notifications of high risk procedures needing attention. This tool helps focus attention on the most critical tasks and reduces the risk of compliance violation risks.

Procedure Workflow Process

The Vanguard workflow engine is easily configured to match your specific workflow requirements, whether simple or complex. The following diagram shows a standard workflow process from the initial procedure change request to the effective procedure.



Flexible and portable... the Power of FlexViews™

FlexViews™

Breaking through the paper-based paradigm of word processors, Vanguard's SmartProcedure™ provides 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 backlogs.

Customized to Your Requirements

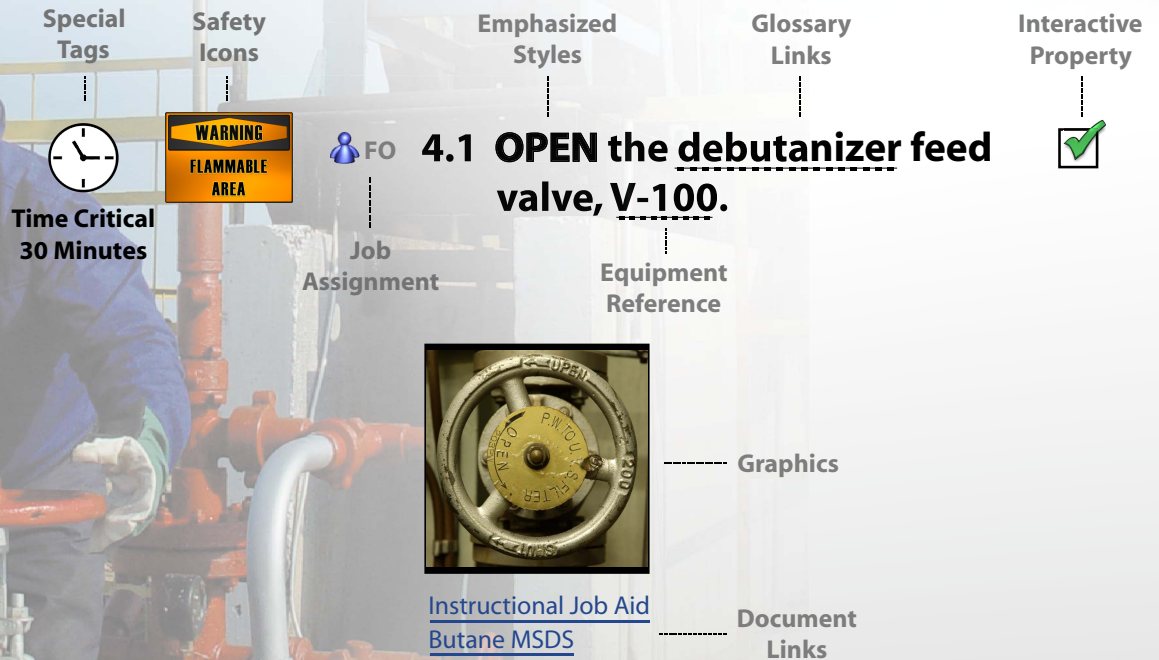
FlexViews are easily modified to your exacting standards. With Vanguard, you can change the appearance of every procedure in the database instantly simply by applying a new template style.

FlexViews™ include:

- Checklist
- Sign off
- Performance demonstration
- SingleStep™ Training
- 2- or 3-Column format
- Outline
- Interaction with data collection
- Customized templates

Elements of a SmartProcedure™ Step

Vanguard's innovative Intellistep™ technology lets you assign optional properties to each step. The FlexViews™ determine how and if these properties are displayed.



Additional properties include:

- Step version history
- User-defined fields
- Special equipment required

SmartProcedures™ Streamlines Procedure Training

Better training. Improved safety.

Vanguard automates procedure training, saving time and money. The self-check SingleStep™ training view is one of the most popular and valuable features of Vanguard.

Step-By-Step Guidance

SmartProcedures™ enables workers to walk through each procedure step-by-step, focusing on the specific tasks, hazards and responsibilities. Each step can include visual guides or electronic training media to ensuring the workers fully understand the task and safety requirements.

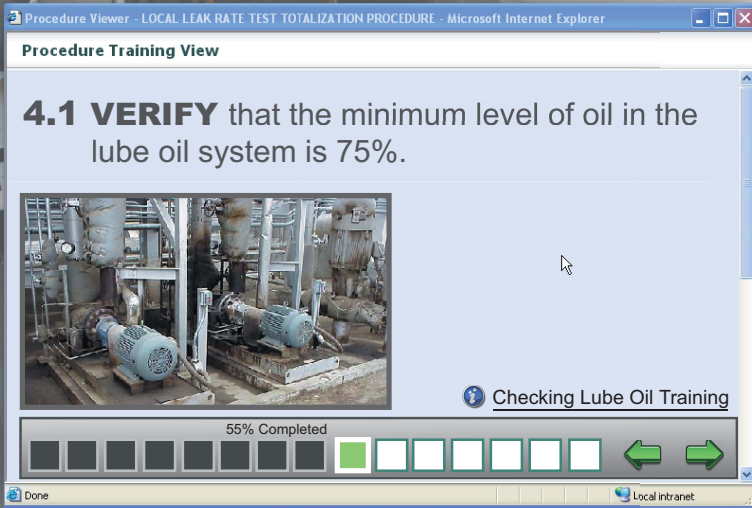
Tracks Procedure Training

Procedures can be assigned as training items and linked to your learning management system for annual refresher training. Vanguard provides just-in-time training 24-7 with the SingleStep™ walkthrough. Procedures can be output to a Performance Demonstration view to help automate on-the-job evaluations.

Interactive Steps

Steps in a procedure often require the operator to take specific, verifiable actions. Vanguard lets you specify the interactive properties for each step, including the following types of actions:

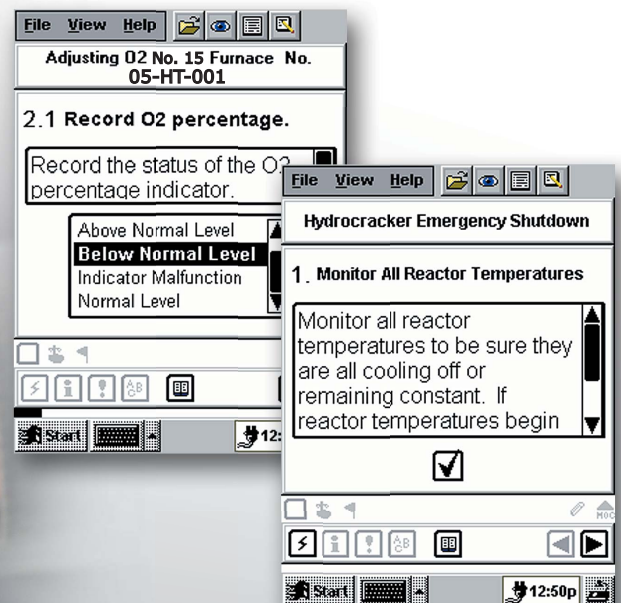
- Check off
- Sign off
- Record data
- Calculate a value
- Multiple choices
- Time stamp
- Observations
- Timer
- Branching steps
- Voice annotation



The automatic SingleStep™ view provides step-by-step walk-through for maximum retention.

Only Vanguard Produces Interactive Procedures

Vanguard can publish any procedure as an "interactive" procedure. These procedures can be exported to handheld computers so your operating personnel have portable access to hundreds of procedures at their fingertips. Interactive procedures enable users to sign-off steps and take readings or observations resulting in a historical session tracked in the procedure history database.



Reduce the high cost of procedure administration...

Rapid Deployment

ATR works closely with your procedure development and IT staff to streamline your implementation. Our staff focuses on all aspects of the procedure life cycle to assure maximum value and quick ROI.

Our goal is to provide you with a powerful system to minimize human error and reduce inconsistencies in procedure output with maximum flexibility.

Services Offered

- Convert Word or WordPerfect documents to secure database
- Profile and upgrade procedures
- Perform procedure needs analysis
- Create standardized procedure writer's guide
- Develop custom templates (FlexViews)
- Turnkey procedure program management



...get next generation procedures today!

Potential Savings with SmartProcedures™

Procedure Activity	Timing	5-Year Cost*
Create 250 new procedures	Annual	\$160,000
Modify 250 procedures	Annual	\$280,000
Review and manage 500 procedures	Annual	\$400,000
Train on 750 procedures	Annual	\$300,000
Reformat 1000 procedures to new standard template	4 years	\$300,000
Format secondary templates for 250 procedures (checklist, OJT, etc.)	Annual	\$150,000
Reformat 500 procedures for use on a handheld device	One-time	\$160,000
Risk of procedure compliance violations	Annual	High
Safer, more efficient operations	Daily	Priceless

* Actual numbers may vary based on procedure content, number of site personnel, usage and compliance requirements. Assumes total of 1000-1500 operating procedures.



800.846.0099

281.370.9540

www.atrco.com

www.smartprocedures.com