

# A LEADING OIL & GAS COMPANY



The major objectives of Safety, Health & Environmental (SHE) management are to enhance worker's safety, reduce pollution and industrial wastes, properly manage hazardous materials, identify environmental performance measurements and improve other areas relating to the establishment of good environmental practices.

Established in 1963, one of the largest Refineries with a turnover of over US \$ 2 billion bought ISPL PowerFile solution for the capture, management, retrieval, archival and dissemination of all their drawings and documents.

## PROBLEM/NEED

The refinery needed an efficient solution which caters to the following documents management needs:

- Crude oil refining is a high-risk process, which demands strict adherence to safety norms and maintenance of operational efficiency & quality.
- The effectiveness of the maintenance programs depends heavily on the availability of accurate technical information about the plant, equipment and processes.
- Providing relevant information to authorized users in real time is the challenge faced by the Technical Services Department (TSD).

## IMPLEMENTATION

PowerFile was implemented with customized indexing and retrieval mechanisms to provide storage for the following documents and drawings of the refinery:

- Plant and equipment drawings and documentation
- Safety system designs and procedures
- Other Standard operating procedures and Policies
- Process and block flow diagrams
- Environmental policies and company action plans
- Piping and instrumentation diagrams
- Process hazards analysis records
- Vendor specification sheets and vendor records
- All site Inspection Reports and Photos
- Compliance audit records
- Contractor records

## ACHIEVEMENTS

- PowerFile allowed the Refinery to bring together on to a single platform all the drawings and documentation in the department.
- All document access and movement is now controlled through PowerFile thus allowing better release of information to the Maintenance and Production Departments.



- Users from individual departments are allowed to directly log into the multi-user system to search and retrieve relevant and up-to-date information.
- The effectiveness and simplicity of the system prompted the Refinery to expand the system to cover other process areas like Safety, Purchase & Materials, HRD and Legal departments.
- An expansion of the system to Marketing, Company Secretary and Legal departments is to be undertaken.

Since 1991, Imaging Solutions Pvt. Ltd has been helping companies to capture and manage their corporate information using highly customised software solutions and services built around PowerFile - a state of the art Enterprise Content Management (ECM) framework. PowerFile provides a solution that spans the entire information management lifecycle, from capture and recognition to storage, archival, retrieval, viewing, workflow, dissemination and disposal. Our solutions combine business process management and content management to help reduce costs, increase operational efficiency and ensure regulatory compliance.

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