

EMC DOCUMENTUM ASSET OPERATIONS

Control Documentation and Automate Workflows for Plant Operations and Maintenance

ESSENTIALS

- Manage, control and ensure accessibility of as-built designs and documentation, standard operating procedures and training documents
- Automate and streamline change request and change notice processes and workflows
- Improve field worker productivity with mobile access to asset-related information while on-the-go
- Ensure compliance with health, safety, security and environmental requirements, and other government and industry regulations
- Reduce risk of unplanned downtime, cost overruns or catastrophic events by quickly accessing the most up-to-date asset information
- Optimize asset management processes and enhance productivity by integrating enterprise content management and maintenance systems

Organizations in the energy industry face more pressure than ever to run large-scale operating assets efficiently and without interruption, while maximizing asset lifespan and meeting strict health, safety, security and environmental (HSSE) regulations.

EMC® Documentum® Asset Operations, part of the EMC Documentum for Engineering, Plant and Facilities Management (Documentum EPFM™) solution suite, enables organizations to control asset-related documentation. Now, you can ensure efficiency and compliance with dynamically changing industry-specific regulatory standards. And you can avoid the potential fines, unplanned downtime and negative PR that result from compliance violations.

SINGLE SOURCE OF ASSET INFORMATION

Documentum Asset Operations is an enterprise-class solution that reduces the time and expertise required to find, share and transmit the most complete and up-to-date asset-related content. The solution integrates with key project and maintenance management systems to provide fast and secure access to all asset information, regardless of format: standard operating procedures (SOPs), technical documents, as-built specifications and drawings, project plans, spreadsheets, contracts, training documents, video and audio. No longer are these large volumes of information managed in a haphazard way, spread across disparate systems. Users can quickly find the latest version of documents using simple yet advanced search capabilities. With industry-standard reference model dictionaries and taxonomies, faceted navigation easily guides users to appropriate content.

SOPs are an especially good illustration. Documentum Asset Operations brings consistency to managing procedures from inception to issuance to archive. SOPs are managed in a centralized, unified and secure repository, ensuring that employees can find the latest issued procedures. Field personnel can quickly and easily access SOPs via secure sync and share and mobile clients, boosting productivity.

COMPLETE CONTROL OVER CHANGE REQUESTS AND NOTICES

Documentum Asset Operations automates workflows critical to plant operations and maintenance activities. The solution manages changes with workflows for review and approvals, version and change control to ensure inspection-readiness. Deploying preconfigured workflows, the solution automatically synchronizes the lifecycle state of change notices, SOPs and associated attachments with simultaneous effective and expiration dates to ensure compliance. When all maintenance and repair engineers as well as production and compliance managers have immediate access to accurate, up-to-date SOPs and as-built specifications, the potential for miscommunication, poor decisions or delayed response is significantly reduced.

REDEFINE

SOLUTION OVERVIEW

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SECURE, MOBILE ACCESS TO ASSET-RELATED INFORMATION

Extend the reach of the most current, approved asset-related information using Documentum Asset Operations Mobile, a native iPad application that allows field workers to submit field queries and act on information faster than ever before. Documentum Asset Operations Mobile accelerates critical business processes by streamlining information exchange between remote jobsites and offices. It provides, field operations and maintenance workers access to asset-related information while on the go.

By providing mobile access to up-to-date content, field workers have immediate access to as-built specifications and the latest procedures. This increases workplace productivity and safety by reducing the amount of paper workers need to carry, and reducing movement on the work site.

Mobile field queries ensure that safety issues are quickly and accurately reported by scanning asset bar code and taking pictures directly within the mobile application. Once a query is submitted, it automatically triggers a process to update or correct appropriate information.



Documentum Asset Operations Mobile displays an interactive map showing the geo-location of assets and associated field queries, and provides real-time summaries by proximity, status, reason, asset and facility.

UNIVERSAL ACCESS WITH SECURE SYNC AND SHARE

In an attempt to make operations and maintenance documentation accessible to those who need it, energy organizations have turned to consumer sync-and-share solutions to share these files. Although consumer tools reduce the need for overnight delivery, they lack in the enterprise security and control features needed to keep your sensitive information safe and secure. EMC Syncplicity Enterprise Edition offers a secure alternative with enterprise-grade security, control policies and administration to meet the most stringent requirements.

Using Syncplicity, you can seamlessly and securely share files and folders across computers and mobile devices. Share folders with global offices, contractors, and

other partners beyond the firewall for secure access to latest documents during ongoing operations, maintenance and decommissioning activities. Through its integration with Syncplicity, Documentum Asset Operations can share documents and folders to devices — even when they are not directly connected to the system. And with appropriate rights, users can make changes or submit new documents that are synchronized across all users and imported back into the Documentum Asset Operations repository as new or revised documents. Users can also send large files via secured shared links with rights management controls and reporting, avoiding size limitations of email attachments. All content is protected with good policy controls and top-grade security practices.

AUTOMATION FOR WORKING COPIES

Tracking changes made to effective documents at the start of a new improvement project can be tedious and time consuming. Documentum Asset Operations automates this process by tracking and incorporating changes, eliminating time-consuming manual steps. Document Controllers make working copies of effective documents for use in other projects. The working copy is related to the original and can be revised without changing the effective version. A revised working copy is then returned and consolidated into a new effective version for use in the operations environment.

HANDOVER AND HAND-BACK OF PROJECT PACKAGES

It is important use the correct versions of as-built documents when new improvement projects are initiated. To ensure this accuracy, content can automatically be transferred between Documentum Asset Operations and Documentum Capital Projects. Document Coordinators assemble working copies of documents and drawings into project packages for handover. For hand-back, the returned package is imported automatically updating the properties and content for the matching working copy. Users can also be notified when the original document is revised during the process.

CONFIGURATION BASED ON INDUSTRY BEST PRACTICES

Prebuilt tools and templates as part of Documentum Asset Operations get users up and running quickly, eliminating extensive custom programming and lengthy deployment schedules. When new regulations and requirements emerge relative to the operation of critical assets or cyber assets, administrators can easily make changes. Templates based on standards, such as ISO-9001 and PAS55, provide as-built document management that promotes company-wide adherence to best practices.

- Optimize management with domain-specific support for gas transmission, gas distribution and hydro-electric industries with dictionaries and taxonomies populated with industry metadata
- Automatically inherit metadata such as plant-specific data for projects, locations, equipment tags and file documents based on industry-standard reference models for improved information consistency and accuracy
- Tailor workflows to support multiple plant process and activities to meet changing business needs
- Personalized user interfaces and intuitive user experience speed adoption, reduce training costs and improve productivity; modular layouts create personalized workspaces to view asset-related information

RELIABLE REGULATORY COMPLIANCE

Incomplete, missing or inaccurate asset-related information can lead to delays and failures to comply with HSSE regulations or an inability to prove compliance during an audit or inspection. Documentum Asset Operations ensures reliable regulatory compliance through enhanced, automated management of asset-related documentation and workflows that automatically create a full audit trail from day-to-day document interactions. Simplify approval processes and ensure inspection-readiness with enforced review, approval with electronic signatures, and tracking and reporting status of “to be read and understood” actions.

SEAMLESS INTEGRATION WITH OTHER SYSTEMS

More than half of the leading energy companies worldwide rely on the industry-leading EMC Documentum platform. Documentum Asset Operations leverages the open architecture of the platform, delivering enterprise scalability and flexibility to meet unique company requirements.

- Integrate with and augment the functionality of key engineering, project management and maintenance management systems to decrease the costs, inefficiencies and potential errors resulting from content residing in multiple disconnected systems.
- Add geo-location context to asset-related information with integration to Geographic Information System including ESRI and Google maps.
- Use preconfigured templates and business rules to rapidly load large numbers of documents, specifications or as-built drawings from other applications or file systems.

GETTING STARTED

To find out more about the Documentum Asset Operations solution, please visit: <http://www.emc.com/DocumentumForEnergy>.

CONTACT US

The EMC Information Intelligence Group (IIG) transforms how organizations connect information with work. Whether on-premise or in the cloud, IIG technologies simplify the complexity of managing and protecting an organization's most valuable asset: information.

To learn more about the EMC Documentum for Engineering, Plant and Facilities Management solution suite, [contact](#) your local representative or authorized reseller—or visit us at www.emc.com, or explore and compare products in the [EMC Store](#).

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The EMC logo consists of the letters "EMC" in a bold, white, sans-serif font, with a superscript "2" to the right of the "C". The logo is set against a solid blue rectangular background.