

HSE Documentation Transformation

SCOPE: A global engineering leader required their policies for personnel Health, Safety, and Environmental (HSE) regulations updated and integrated. **SPARK THOUGHT** was asked to reformat, update, revise, and edit multiple policy documents into the corporate format. These documents were to be consolidated into a single manual for use by Energy Sector personnel to ensure consistent compliance with federal HSE regulations for personnel safety and environmental protection.

Working with our client and using our trademarked S.P.A.R.K. process, we performed a gap analysis to assess the condition of the current policy documents and then determined the steps necessary to produce the policy documents that the client wanted for their updated HSE policies manual.

PLAN: Our Regulatory Compliance and Technical Documentation Specialists developed a customized strategy to update the policies and to ensure HSE regulatory compliance requirements would be applied consistently throughout the company. The focus for each updated policy was on the practices personnel would put into place to ensure that they were compliant with federal HSE requirements.

ACTION: In collaboration with the client's Subject Matter Experts (SMEs), the following are some of the actions we performed to complete this project:

1. Explained the basis for the policy
2. Defined the scope of the regulation
3. Documented industry standards
4. Identified internal references
5. Established responsibilities for oversight
6. Instituted a protocol
7. Set training requirements and objectives
8. Defined terms
9. Implemented weekly progress updates

REVIEW: We rewrote the policy documents and developed a new documentation layout for the documents. All documents were reformatted into the new design to ensure consistency when consolidating the many separate documents into a single reference manual. First-draft documents were delivered to the client's SMEs for review and revision.

When the documents were returned to us, revisions and corrections were meticulously incorporated into final-draft documents, and each policy was subjected to a thorough proofreading process for error-free content and design. All HSE policies were integrated into one current, compliant HSE Policy Manual that allowed easy updating and electronic distribution.

KNOWLEDGE: Based on our superior planning and analysis, exceptional documentation skills, outstanding project turn-around times, and exacting attention to detail, this client has continued their collaboration with us on several successful follow-up projects.

SPARK THOUGHT has broad experience helping major organizations and corporations assess regulatory compliance needs and implement frameworks that are customized to address their specific needs. We have performed regulatory compliance gap analyses for oil and gas companies, created written procedures to cover new regulations, designed new forms and records management processes, assisted with preparation for government audits, and generated course materials for compliance training. **We listen. We collaborate and innovate. We deliver customized Knowledge Management Solutions.**

