

SAFETY AND QUALITY MANAGEMENT

INCREASED EFFICIENCY
CONTINUOUS IMPROVEMENT

Docmap® Marine Suite
HSEQ Management System

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Docmap AS



WHAT IS A HSEQ MANAGEMENT SYSTEM

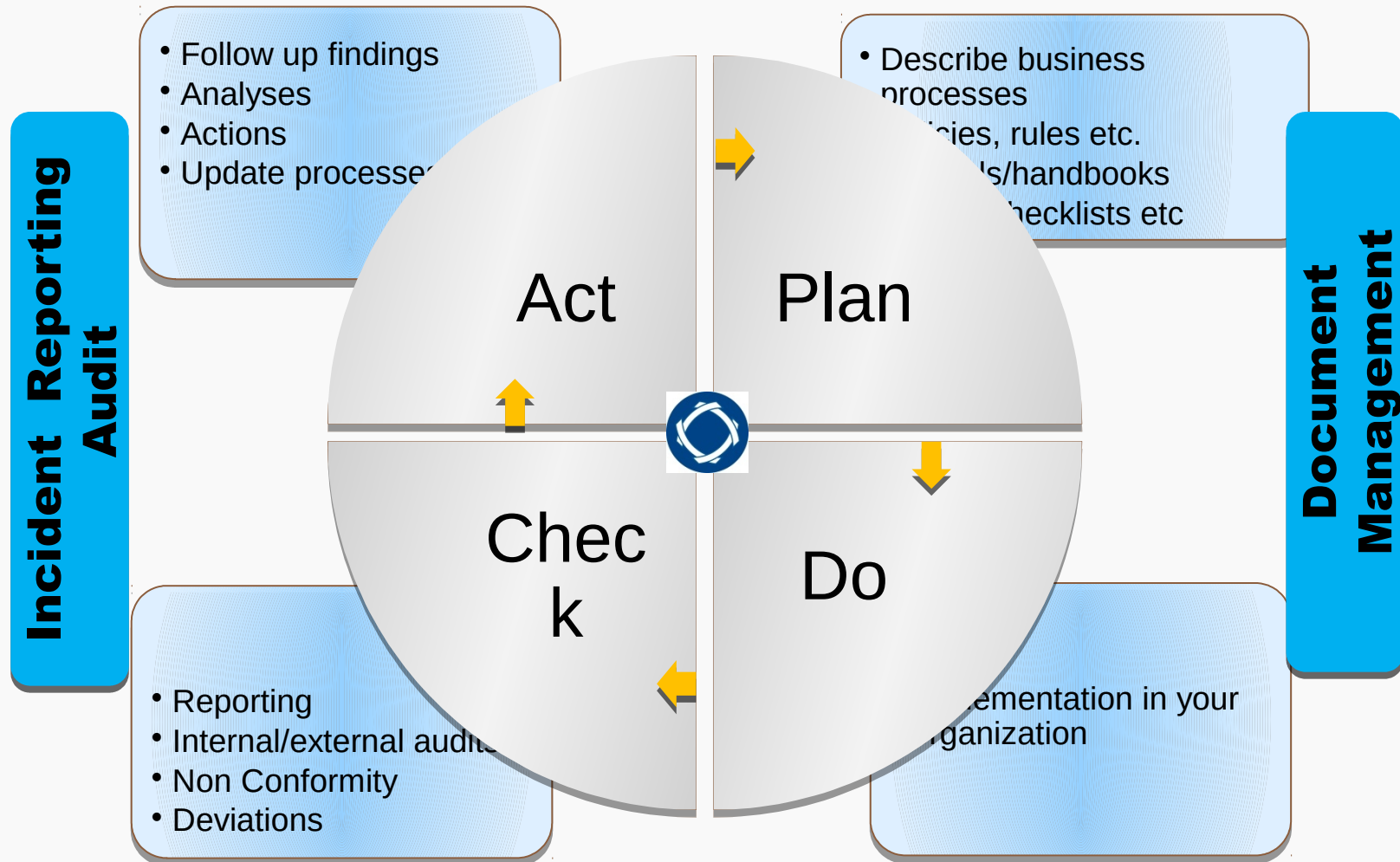
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- ▶ by adopting appropriate principles of management,
- ▶ organizations can increase quality and simultaneously reduce costs
 - ▶ by reducing number of errors, rework, staff attrition etc.
 - ▶ while increasing customer loyalty

APPROPRIATE PRINCIPLES

- ▶ Continuous improvement
- ▶ Think of your business (services) as a system, not as bits and pieces

CONTINUOUS IMPROVEMENT



INCREASED EFFICIENCY

- ▶ **Finding documents**
 - ▶ Relevant to the user and his:
 - ▶ Department
 - ▶ Vessel
 - ▶ Project
 - ▶ Manuals/handbooks
 - ▶

AUTHENTIC STATEMENT FROM USER OF D...

- ▶ Previously, I used to spend 15-20 hours per week just to find documents.
- ▶ Now, with D..., I have them in a flash

YOU NEED A TOOL!

- ▶ Search engine (Google like)
- ▶ Important documents should be easy to find
 - ▶ Industry standards
 - ▶ Emergency procedures
 - ▶ Manuals/handbooks
- ▶ Live and interactive system

CONTINUOUS IMPROVEMENTS

- ▶ **Collect ideas**
 - ▶ Good or bad
- ▶ **Comments to document**
 - ▶ Procedure description
- ▶ **Subject to improvement**

COMMENT TO A DOCUMENT

- ▶ **All users can use Comments**
 - ▶ Simple and quick way to report a deviation
 - ▶ General feedback
 - ▶ Suggestions for improvement
- ▶ **Useful way to collect all ideas in the company**

WHAT HAPPENS TO THE COMMENT

- ▶ Comment must be handled by the document owner
- ▶ Can be taken into account or rejected
- ▶ No new version of a document without handling all comments

THANK YOU

