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PREPARE TODAY FOR A SUCCESSFUL TOMORROW.

EFFECTIVE MANUALS, PROCEDURES AND TRAINING DRIVE SUSTAINABILITY.

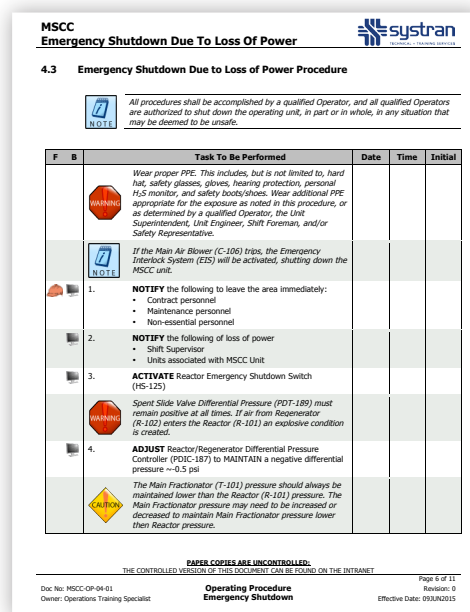
To be competitive, your plant must safely produce quality products in a profitable, efficient manner and be run by competent operators and technicians. A qualified workforce needs accurate manuals, procedures and policies as the foundation for consistent performance.

Systran's team of professionals analyze your plant's specific needs to create customized, fit-for-purpose manuals, procedures and training guides with a flexible approach fit to your workforce. Our team captures the knowledge of your senior employees to incorporate their experience and know-how into the documentation used to train the next generation of operators and technicians. The result is operating manuals containing detailed descriptions of unit operations, operating parameters, equipment and controls.

Concise, effective procedures contain the detail necessary for trained employees to complete their tasks safely and for new employees to use for training. Training is comprehensive and efficient, thereby reducing the time to competency.

Systran delivers value by:

- Delivering materials that reduce training time and improve competency
- Reducing risk and the potential for human error
- Creating materials linked to knowledge and task-performance requirements
- Extracting critical information learners need to perform their jobs safely and efficiently
- Developing procedures that support building employee competency
- Using standardized formats that improve usability and simplify upkeep
- Providing resources to keep manuals, procedures and training current and accurate



Sample of a customized manual created by Systran.

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READY TO MAKE YOUR DOCUMENTATION WORK FOR YOU?

Visit systraninc.com for more information, or contact us at 281.480.8004.



OUR TECHNICAL DOCUMENTATION SERVICES

We offer customized solutions and combinations of our services for your documentation needs including, but not limited to:

FULL SERVICE

Let Systran manage the development and revision of your facility's manuals and procedures. Documentation projects are time consuming and require consistent focus. With so many other competing priorities, it is difficult to complete them and meet the many other critical demands for your time and resources. Free your team to focus on other high-priority tasks with the confidence that your technical documentation will be accurate and completed on schedule.

PRODUCTIVITY TOOLS

We offer a new tool called **TechWriter's Advantage (TW+)** to make developing documents easier and faster. TW+ installs as a ribbon in Microsoft Word and helps you build documentation like procedures and manuals that are consistent, standardized and easy to maintain.

TEMPLATES

Use our pre-built templates to create uniform, standardized documents faster and easier. Our templates are used by clients in upstream, refining, petrochemical and LNG facilities, implementing best practices for compliance, ease-of-use and sustainability. You can customize the templates with your facility information and setup.

CONSULTING

Systran experts will analyze your current documentation and recommend improvements to keep your facility safe and compliant. We can support your internal efforts by sharing our experience developing manuals and procedures. Our consultants provide onsite training and support for using our tools, templates and quality assurance methods, building internal competency in procedure and technical writing as well as project implementation.

QUALITY ASSURANCE TEAM

Let our team review your documentation and provide feedback to help your team identify gaps in grammar, syntax, readability, consistency and technical detail. You have access to our quality assurance experts to ensure your documents provide the support your employees need to do their jobs.

ONGOING DOCUMENT MAINTENANCE

Whether we revise your documentation or you already have a library of your own, Systran can regularly update your manuals and procedures to reflect changes or new information. With resources stretched to meet other demands, you can offload the revision of documents to a team of experienced and dedicated operations and maintenance technical writers. Our team can support your turnaround, new construction, and MOC-driven documentation and training needs.

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READY TO GET STARTED?

Call 281.480.8004 or visit us at systraninc.com.

