About OR&A Ltd.

The **OR&A Solution** and the supporting tools available from OR&A Ltd. are developed, produced, operated and wholly owned by OR&A Ltd.

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OR&A Systems & Services

Operations Readiness & Assurance (OR&A) Ltd. has extensive experience of providing the following OR&A related services to the Oil, Gas and Energy industries:

- ➤ The OR&A Solution is accessible from anywhere with an internet connection;
- ➤ Multiple users, multiple locations using the same information, simultaneously;
- ➤ Implementation of OR&A process on projects;
- ➤ OR&A training and mentoring of client OR&A personnel;
- ➤ Evaluation and Peer review of client OR&A systems;
- ➤ OR&A Reviews and Audits using qualified and experienced auditors;
- ➤ Pre-Start-Up Audits (PSUA) using qualified and experienced auditors;
- ➤ Harvesting of potential Lessons Learned, development of mitigating actions and redeployment of Lessons Learned into OR&A process.

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Operations Readiness & Assurance (OR&A) Ltd.

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OR&A Concept

Operations Readiness is the process of preparing the custodians of an asset under construction (and the supporting organisation) such that, at the point of delivery and handover, the Asset Organisation is fully prepared to assume ownership of the asset, accepts responsibility for, (and is capable of), performing the safe and efficient operation of that asset in a sustainable and environmentally friendly manner.

It is too late, when the Project is handed over, to realise that mistakes have been made during design, that key requirements have been overlooked or that the operator is simply not ready.

Until recently, finding the people, skills and experience to implement OR&A on a project was very difficult because there are very few experienced OR&A practitioners available and no way of quantifying their skills and experience.

OR&A Solution

As the name suggests, the **OR&A Solution** provides all of the necessary information to facilitate the rapid deployment of OR&A on a project.

The OR&A Solution provides the expert knowledge, skills and tools required to deploy the OR&A Process and start applying it within a matter of minutes.
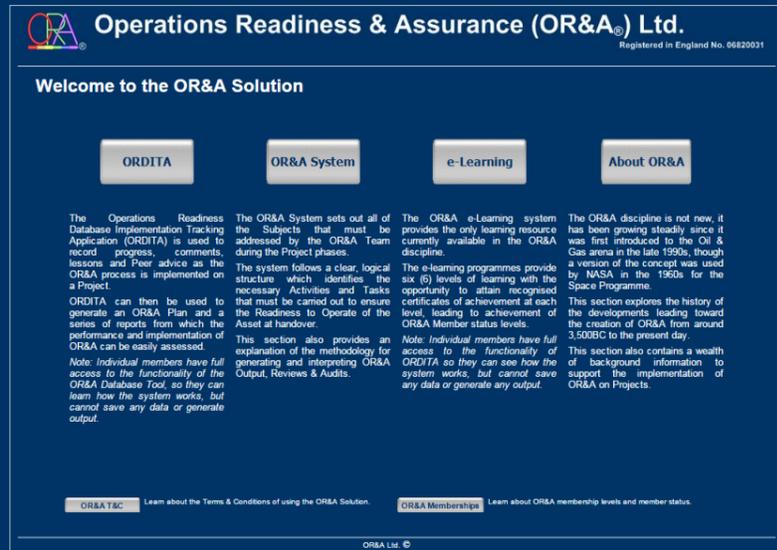
Time is no longer lost in recording progress and repetitive efforts to create/update reports is saved, improving performance and reducing costs.

- ➢ The OR&A Solution is accessible from anywhere with an internet connection;
- ➢ Multiple users, multiple locations using the same information, simultaneously;
- ➢ Deploy, monitor and manage the OR&A process on a project;
- ➢ See an instant Summary Overview of the current project;
- ➢ Generate a fully detailed OR&A Plan;
- ➢ Generate a range of pre-defined OR&A Reports;
- ➢ Review and Audit the implementation of OR&A;
- ➢ Train OR&A personnel using the integral e-Learning system.

E-Learning

The **OR&A Solution** has an integral e-Learning system used to train OR&A practitioners from basic to advanced level. It allows users to study on-line at their own pace and to achieve accreditation from OR&A Ltd. on both the OR&A discipline and how to deploy it on a project.

This is the only training currently available in the OR&A discipline from a recognised expert provider and is supported by over 40 years Operations and Projects experience and over 15 years in the field of Operations Readiness & Assurance.

ORDITA

The **OR&A Solution** includes **ORDITA**, the Operations Readiness Database & Implementation Tracking Application.

It is fully integrated into the OR&A Solution to provide a web based tool that employs a secure SQL database to enable an OR&A Team to follow a step by step process to manage, implement, monitor, measure and record the progress of implementation of OR&A on a project.

The ORDITA summary screen displays a comprehensive and instantaneous overview of the current state of OR&A in the project, updated instantly when any of the users adds information or changes the status of an Activity or Task.

The ORDITA Activity screen is at the core of the system, allowing users to manage the entire OR&A process using a clear and logical interface.

Users are presented with a detailed overview of the status of the selected activity and tasks.
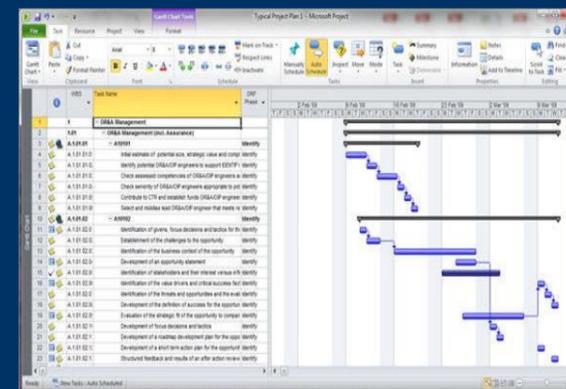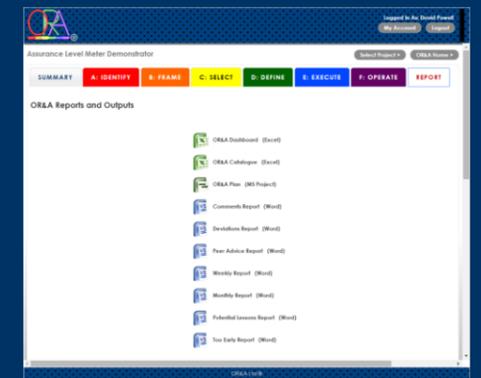
Progress information including context relative comments can be 'attached' to specific tasks to provide and ongoing commentary to support the progression of each task.

From the Activity screen users can also set and control 'deviations', set 'too early' status, record a potential Lesson Learned or add Peer Advice to an Activity or Task.

From the REPORTS menu screen, the data entered is then used to create a number of pre-formatted reports such as Comments, Weekly and Monthly reports generated instantly at the push of a button.

Reports are generated as fully editable MS Word or MS Excel files.

In the case of an OR&A Plan the output takes the form of an XML file which can then be imported directly into a planning tool such as Primavera or MS Project.

The plan then requires only the resource information to be added to complete the plan.