

# OpenText Document Control Solutions

Secure collaboration and control of your key documentation and deliverables

To remain competitive in today's economic landscape, achieving technological leadership and operational excellence are essential for owner-operators and Engineering, Procurement and Construction (EPC) contractors. Companies must find new ways to deliver large capital projects, manage shutdown-turnaround activities and process improvements in a quick and efficient manner. To further complicate matters, there is an imperative need for collaboration amongst multiple subcontractors and parties who are simultaneously designing, engineering, procuring, constructing, and making revisions to assets, products or industrial processes.

The constant and concurrent design and review of documentation needs to be managed in order to ensure optimal efficiency. Historically, organizations have relied on the discipline and manual reconciliation efforts of Document Controllers to manage the flow of information and ensure a single point of truth. The number of documents exchanged today, however, calls for a more automated and streamlined solution that eliminates timely, manual and error-prone processes.

With the enormous investment placed in construction projects, companies cannot afford to risk the proper management of their most valuable assets. Companies need to invest in a solution that is easily

integrated to provide a single point of truth of important assets, provides regulatory compliance to manage risks, and offers reporting mechanisms and transparency for stakeholders. Additionally, automated processes and secure collaboration tools can streamline your Document Control function and bring it into the new millennium.

## Concurrent Design and Review around a single point of truth

On capital projects and throughout the operations and maintenance of assets, various stakeholders, such as project teams, EPC contractors and suppliers need to communicate and collaborate in order to be proactive and efficient in their

## THE BENEFITS OF A DOCUMENT CONTROL SOLUTION

### With a comprehensive document control solution, companies can:

- Support concurrent design and review around a single point of truth
- Encourage secure collaboration with external parties – “beyond the company firewall”
- Enforce consistent document numbering and naming conventions, including pre-allocation of blocks of documents or drawings
- Manage and distribute large volumes of highly specialized and unstructured documentation (e.g. CAD drawings, specifications, inspection reports, contracts, tender packages, etc.)
- Automate the transmittals and document control processes to increase productivity, quality and consistency
- Ensure that all transmittals and revisions are properly documented, retaining and protecting information for compliance purposes

decision-making. Efficient collaboration begins in the early feasibility and design stages, to ensure the large volumes of design documents are maintained in their latest control revision, automatically numbered, cross-referenced and stored in a single location, ready for access at any time. Managing all document changes in a collaborative and integrated environment is critical to ensuring a smooth transition from any phase within the life of an asset.

A robust document control solution can integrate all documents, in all file formats, into your organization's established work processes and make these documents available whenever they are required. Engineering and construction professionals can have a single, authoritative repository for storing and organizing electronic documents and leverage powerful tools that support the concurrent design and review activities that are commonplace in large projects. Easy recall of documents will ensure timely response to issues, and will also increase the reuse of information from one project to another.

### Transparent and auditable processes to ensure compliance

Because of the many teams, both internal and external, involved in capital projects, secure collaboration is absolutely necessary to ensure that information shared between various parties is easily tracked and audited. More often than not, architects, engineers, contractors, and manufacturers must coordinate their efforts across disparate locations and diverse technologies. Therefore, an audit trail of creation, receipt, approval/revisions is required to manage risks, while ensuring accurate and current information. Transparent and auditable processes manage a single-point-of-truth, while permitting information to be concurrently edited and reviewed.

Stakeholders must also be able to prove due diligence, maintaining an audit trail of all reviews, approvals and modifications - in the event that conflicts, claims or disputes arise. Poor information management can create health, safety, environmental and business risks. In the complex and evolving world of operations and maintenance,

companies must accurately document, transmit and report their complete history of asset maintenance, inspections and changes in order to remain compliant.

With a capable document control solution, being compliant can be transparent, consistent and automated. Risks are reduced when you are able to track, capture and manage the flow of information. Having the correct information at the right time is critical to making informed decisions, and mitigating risks.

### The OpenText Approach: OpenText Document Control Solutions

Document Control solutions from OpenText are integrated with the industry leading OpenText Enterprise Content Management (ECM) Suite to increase productivity; reduce risk with transparent processes, reporting and auditing, enhance document management with concurrent version management, and extend secure collaboration with external stakeholders.

The OpenText Document Control solution can manage all types of information, including CAD drawings and technical specifications, schedules, contracts, and email—all integrated with the business tools that users are already familiar with (e.g. Autodesk®, AutoCAD®, Bentley® MicroStation®, Microsoft® Outlook, Microsoft Office, IBM® Lotus Notes, etc.)

ECM is a core business system for managing a single-point-of-truth across Total Lifecycle Asset Management (TLAM)—from capital projects, through operations and maintenance, and to decommissioning. OpenText Document Control leverages an organization's key investment in an ECM platform, with increased functionality to reduce risk and increase productivity for transmittals and supporting concurrent design and review.

OpenText is the largest independent ECM vendor, providing a single platform for managing your Enterprise Content. Our strong partnerships and integration with SAP®, Oracle® and Microsoft extend our ECM capabilities, managing both the structured and unstructured information about your assets—through their entire lifecycle. ■

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