



**Operations Readiness & Assurance (OR&A®)**



# 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, at Project handover, to realise that errors or omissions have been made during design, that key requirements have been overlooked or that the operator is not **'Ready to Operate'**.

**Assurance**, in this same context, refers to the act of providing assurance to the various stakeholders in a project or venture that both their asset and supporting organisation has achieved that **'Ready to Operate'** status, (or that it will, by the time acceptance/handover occurs).

# OR&A® Solution

As the name suggests, the **OR&A Solution** provides all of the information required to facilitate the deployment of OR&A on a project. Furthermore, it provides the expert knowledge, skills and tools required to deploy the OR&A Process. Users can then and start applying the OR&A process within a matter of minutes.

# Reviews & Audits



The OR&A Solution has a number of 'add-on' tools, used for specific purposes such as OR&A Reviews, Pre-Start-Up Audits and Asset Integrity Reviews.

These tools use standard Risk Based Auditing techniques, based on ISO30001 and the Production Assurance principles outlined in ISO 20815.

Combined with the latest technology, the software reduces the time and effort needed to conduct a robust review, or audit, or to assess Technical Integrity of an existing asset.

The initial page of the Review and Audit tool shows the basic setup for the review/audit/assessment listing the personnel who have access to participate in the activity, their roles and the threshold settings for the evaluation of findings.

The screen also shows the Risk Assessment Matrix (which is user definable during the setup process, to match the Risk Matrix of the client organisation) and is then fixed and applied to all audit/review findings. Alternatively, it can be set to use the default RAM which is a generic, industry standard RAM.

# Risk Assessment Matrix

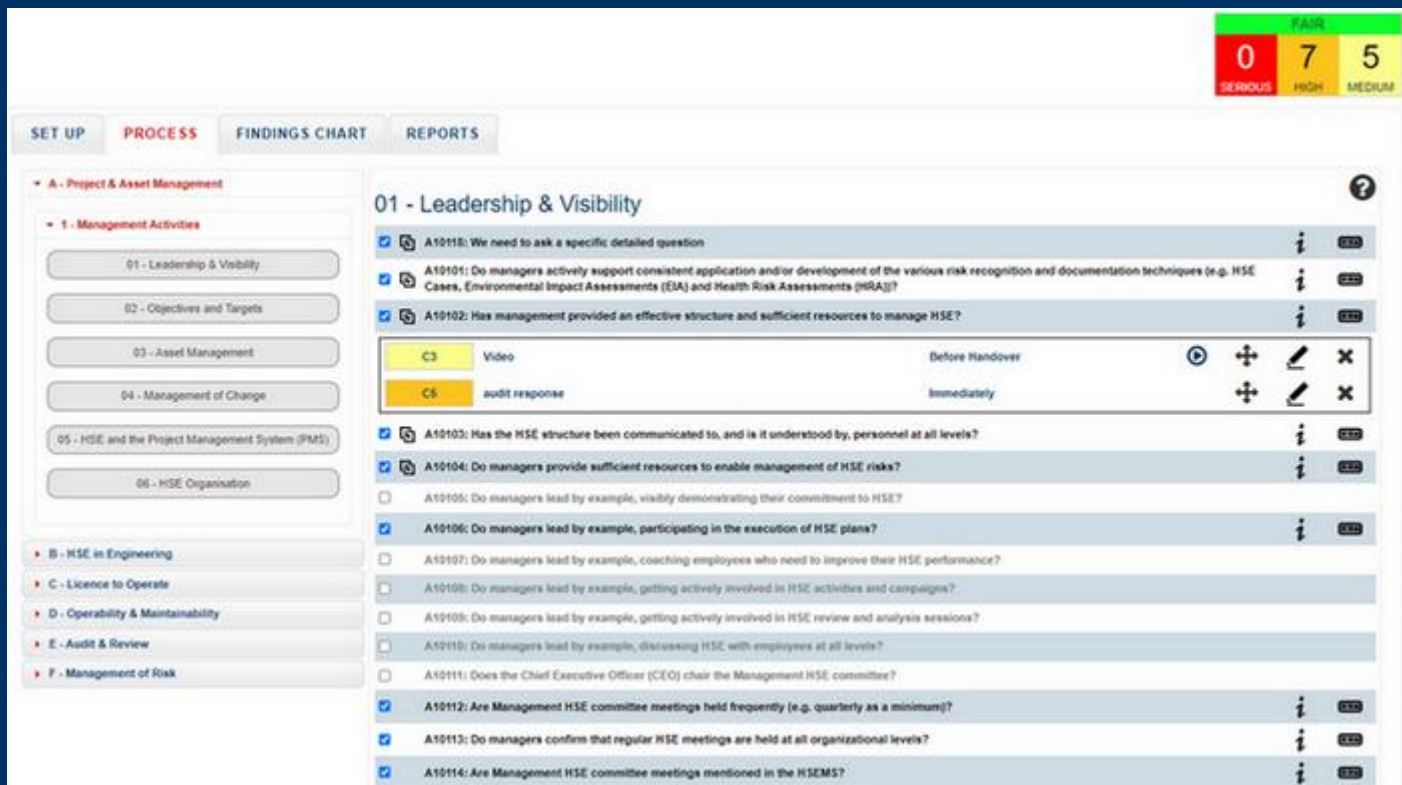
The Review and Audit tool integrated into the OR&A Solution interface is used to conduct and manage an OR&A Review, or Pre-Start-Up Audit (PSUA) or simply to assess the current status of Technical Integrity of an asset.

The functionality of the Review/Audit tool imposes a robust and rigorous process, it also provides a range of functions, displays and reports which significantly improve the efficiency of a review or audit, yet reduce the effort (time, manpower and cost) required.

# Review & Audit Tool

Although the Audit and Review tool is hosted on the cloud based **OR&A Solution** software platform, it is a stand-alone program which automates much of the repetitive and time consuming effort expended in managing audit/review findings and reporting.

The Review & Audit tool provides different levels of access, depending on user privileges assigned, to personnel with varying roles and responsibilities in the specific Audit/Review.



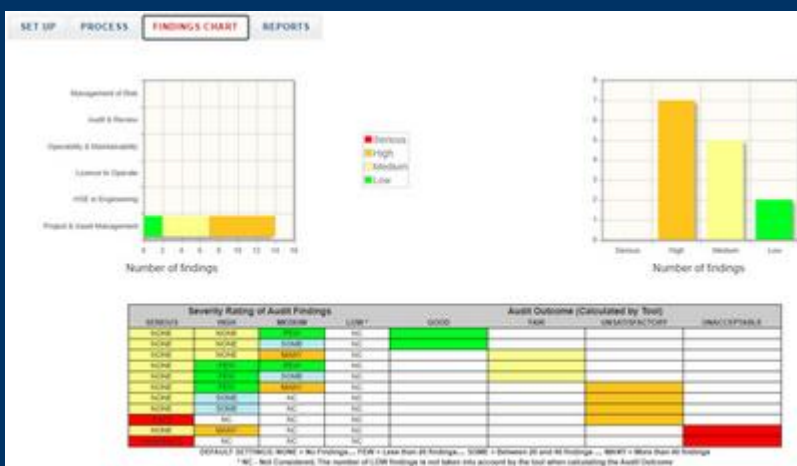
The above screenshot, taken from an actual Review/Audit, shows the structure of the tool, listing the Disciplines, Subject Matter and Questions in a clear and logical hierarchy. The standard tool includes some 2,400 pre-populated questions, collated over 40 years of experience in hundreds of audits and reviews.

It also shows how questions can be selected or discounted, depending on their relevance. Additional questions can also be added to further investigate a particular finding. Findings are assessed, based on the RAM criteria and detail entered by the reviewer/auditor.

The Findings Dashboard presents an instantaneous logical view of the findings recorded in real-time, showing their number, severity and location.

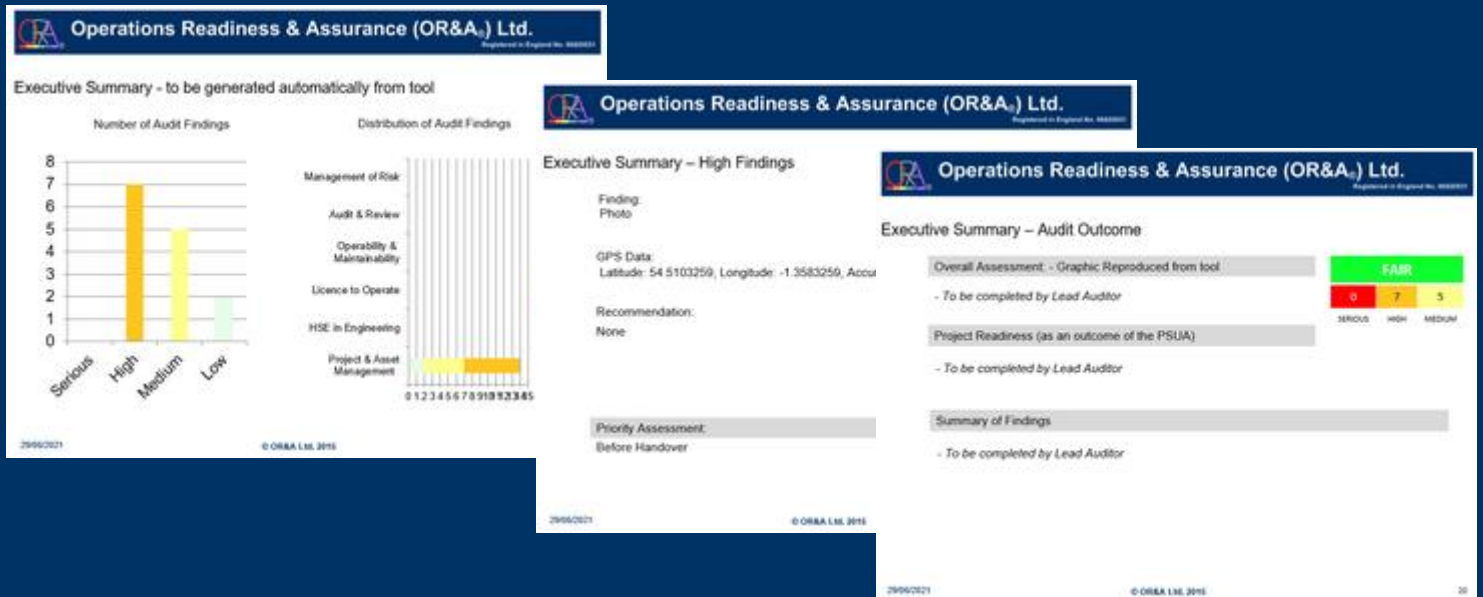
The dashboard also displays a widget (visible only to the Audit Leader) which calculates the likely outcome of the Review or Audit, based on the findings so far.

A table on this screen also shows how the tool ascertains the difference between the values used to quantify 'Few', 'Some' and 'Many' findings.



# Review & Audit Outcome & Reports

When the audit is concluded, the Audit Leader is able to use the tool to manage the audit findings and generate a fully detailed review or audit spreadsheet. The tool will also generate the final audit report presentation, in PowerPoint, which includes the detailed findings of the audit and the Audit Leader's summary.

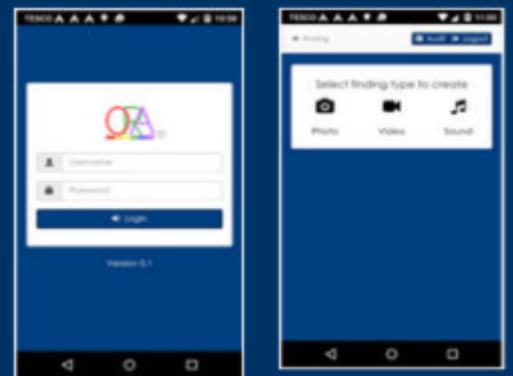


The functionality of the Review and Audit tool has been found to significantly reduce the time spent on recording, monitoring and managing Audit/Review findings, due to the multi-user capability where a number of reviewers in different geographical locations is able to enter data simultaneously, whereupon it is instantly available to the Lead Auditor and other users.

## Mobile App - CARE

The Audit/Review Tool also includes the ORA CARE mobile app (CARE - Collection of Audit and Review Evidence) which allows audit team members to upload photographic, video and/or audio evidence to the audit/review tool and assign it to the relevant finding.

The mobile app will also record the GPS co-ordinates of the device used to record such evidence, both to validate that evidence and to allow a precise location to be provided to the team responsible for implementing the relevant mitigating action.



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## About OR&A® Ltd.

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