

cFlow - MOC



How does your company deal with the requirement for a management of change process? To meet the agency requirements, you must detail your plan and then follow it. If you are still accomplishing this with a paper system or using spreadsheets, word documents, or some other manual process then you need to consider cFlow, CSoft Technologies' workflow management system, as your company's solution.

In business today, activities may be divided into tasks handled by several different areas. Using workflow management systems can often control the relationship between tasks and their execution requirements. CFlow, CSoft Technologies' workflow management system, helps your company define its workflow processes and related tasks, implements the defined processes, and gives your company the flexibility it needs to change processes as business needs and information systems change.

CFlow provides the following benefits:

- ❖ Connects person-to-person e-communications with business process automation.
- ❖ Provides a mechanism to ensure that all parties who should be "in the know" are presented information in a timely fashion.
- ❖ Enhances capability to manage business processes
- ❖ Mimics the organizational structure
- ❖ Provides for collaboration and shared knowledge
- ❖ Facilitates quick process improvements
- ❖ Provides a centralized mechanism to assign tasks and confirm when they are completed by electronically requiring responses to the assignments
- ❖ Minimizes the flow of paperwork to complete a process and the possibility of lost paperwork causing the process to fail
- ❖ Provides the capability to electronically note any questions regarding assignments
- ❖ Assign multiple backups for the workflows to ensure that an absence does not cause the workflow to halt.
- ❖ Powerful Ad Hoc reporting to be able to extract any data that is contained in the system.

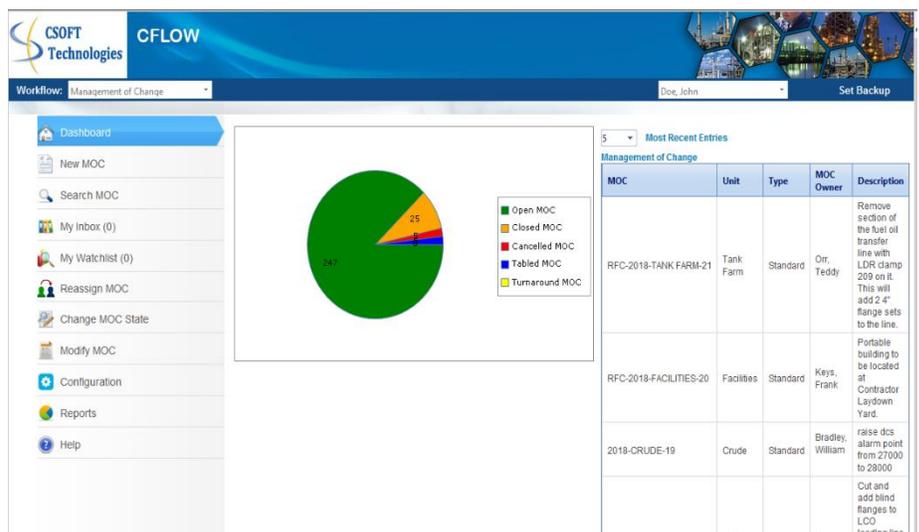
The CSoft Work Flow System (cFlow) is designed to handle all the requirements for managing change within a chemical plant or refinery. cFlow-MOC will allow you to set up technical review committees to ensure that any change has been given all the possible attention. cFlow-MOC will track the change process from initiation all the way through PSSR items and then ensures that all the documentation is complete. cFlow-MOC has been developed in a general fashion to meet the needs of most sites but it can also be easily customized to meet any other needs.

Management of Change

CFlow tracks the MOC process using a web-based workflow. Data entered into the workflow is stored in a database and is passed to the next user as the MOC progresses through all its various stages.

MOC workflow provides the following basic steps:

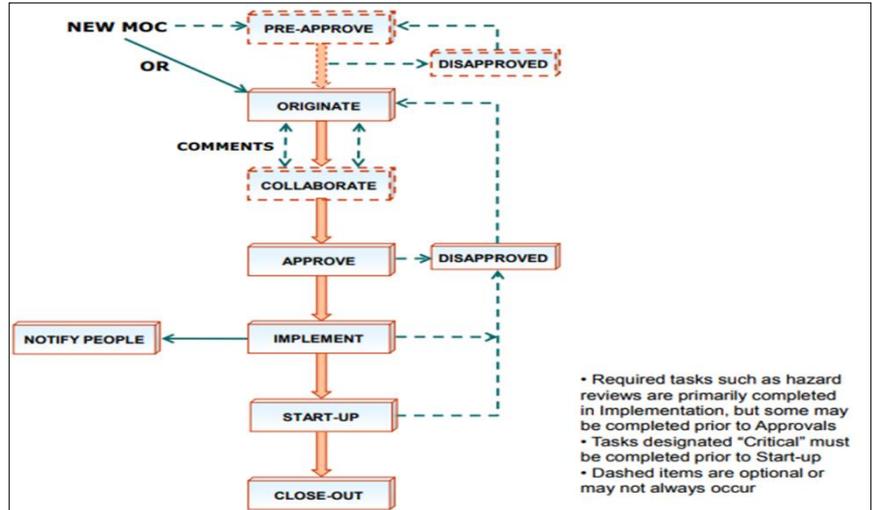
- ❖ Initiation. The system can be configured to allow anyone to open MOC or requires user to be in a role
- ❖ MOC Gatekeeper agrees that a change requires an MOC
- ❖ Superintendent assigns a Responsible Person
- ❖ An MOC package is created including the attachment of any supporting documents



- ❖ Responsible Person sets up a Technical Review Committee to respond to a series of established an Ad Hoc question that must be responded to
- ❖ Technical Review Committee member can either approve or not approve
- ❖ PSSR items can be assigned. These can either be items required for startup or just required for closure
- ❖ Once the items required for startup have been completed then the Superintendent can give the approval to start
- ❖ After all the PSSR items have been completed then the MOC can be closed

cFlow-MOC provides a graphic representation of the workflow so that at any time a user can see in which state is the MOC. There is also a dashboard that shows MOCs waiting for action by the user logged on. There is a similar dashboard that shows all MOCs that met specific criteria.

Every action made to an MOC is recorded by user name and with a date/time stamp to ensure proper accountability.



Reports

- ❖ Summary Report showing the number of MOCs entered over a period of the time
- ❖ Ad Hoc Report to extract any information that is stored in the MOC database
- ❖ At a Glance to quickly see the MOCs and the number in each of the different states



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