

What is ActionBase

The Oil & Gas industry operates in a very complex environment – a highly distributed workforce, stringent and dynamic health safety and environmental regulations, and an on-going need for operational excellence. To be effective, the head office needs a consistent view across the organization of the status of business critical processes, while still enabling a collaborative approach to corporate accountability and responsibility across different business areas.

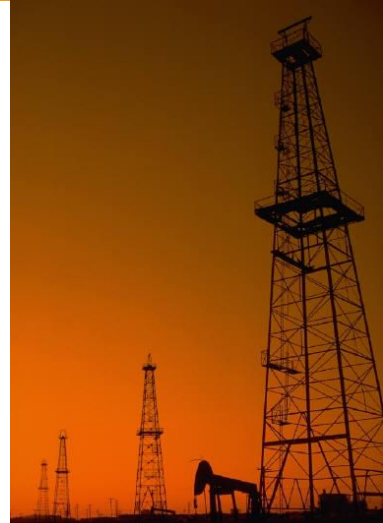
ActionBase is a pioneering solution for achieving operational excellence in the Oil & Gas industry by ensuring that business critical actions are tracked through to completion and that the appropriate data is available to management in order to provide adequate levels of scrutiny. ActionBase is simple to use, requiring no changes to existing processes, while adding the dimension of management and control. ActionBase supports existing processes in the Oil & Gas industry – e.g. HSE actions, audit trails of contract management, compliance audits. ActionBase ensures that:

- Business critical actions are tracked through to completion.
- Accountability is clear for actions spanning multiple business units.
- Risk of business loss due to actions being late, lost or forgotten is reduced to minimum.
- Parties are always up-to-date and synced as to the status and progress of actions.
- Management has full visibility, a "bird's eye view", on the critical processes within the organization.
- A standard for tracking and managing action items is fostered by the organization.
- Processes maintain full auditability.
- Enhances the adoption of both internal and industry best practices.

Human Processes in Oil & Gas

The Oil & Gas industry has a large number of existing, unmonitored human processes that are critical to the business. ActionBase enables the management, monitoring and tracking of these business critical processes, without the need to program or modify the existing process. Below are examples of some of the processes which are managed by our customers:

- **Audit Management** – HSE, ISO and environmental audits – managing findings and recommendations as part of the audit process. Supplying visibility, issue and risk awareness and ensuring follow-up on non-compliant areas across different business units.
- **Safety Inspections** – Follow up on corrective and preventive actions (CAPA).
- **DTI and Environmental Agency audit findings** - to ensure compliance.



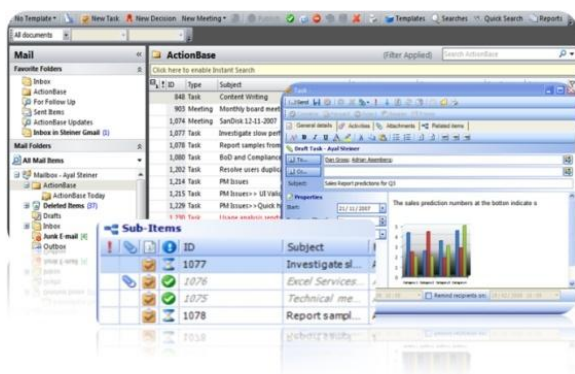
- **Incident Reports** – Reporting, investigation and recommending immediate corrective action and preventative ones and following up on these actions till completion.
- **Readiness Review** - Recommendations & Actions follow up.
- **Management Meetings** - Summarizing decisions and tracking action items needed to be carried out in order to meet the strategic goals of the company.
- **Hazard Assessment & Management**
- **Committee Governance** – Summarizing the review, decisions, changes and recommendations and ensuring follow-up for those recommendations.
- **Radiological Protection** – comply with regulations as to man-made radiation.

ActionBase driven value

ActionBase is a leader provider of Action Tracking and Human Process Management Systems (HPMS). ActionBase allows organizations to effectively manage human processes and human interactions in an innovative way. ActionBase is simple to install and use, requiring no programming or changes to existing processes.

ActionBase is completely integrated into Microsoft-Office™ allowing users to retain their familiar user experience and avoid unnecessary application switching. Users initiate, follow up and collaborate with peers on ongoing processes and related activities in their familiar Outlook™ environment. This synergetic unified working environment guarantees users stay on top of their work and remain productive and responsive during the process lifecycle.

ActionBase drives breakthrough productivity and throughput in the organization, while ensuring management visibility and control into the status of business critical human processes that were, until ActionBase, unmanaged and unmonitored.



For more information see our website www.actionbase.com, or contact us directly at info@actionbase.com

