CONTEGO

Integrated Software Solutions

- Incidents & KPI Reports
- Risk Management
- Workflows and Approvals
- Equipment Management
- Tender & Bid Management
- Engineering & Project Collaboration
- Training & HR Management
- Document Management System
- Corrective Action Tracking
- Email Traceability
- Site Observations & NCR
- Legal & Other Requirements
- Audits Checklists & E Forms
- Resource & Crew Management

What is Contego?

Contego is collaboration platform which drives improved efficiency across the entire organization. The benefits extend to managing personnel, equipment, risk, requirements, operational issues and the associated documentation, on one centralized platform.

The single dataset allows for information to be interpreted at a system level while still having a practical application at the shop level.   This allows management to make informed & proactive decisions which improve overall business outcomes as well as accelerating your organizations continual improvement.

What are the Benefits?

Enhanced accountability and visibility across the organisation results in improved governance at all levels.

A single data source results in less errors and double data entry.

Automated notifications and workflows make the most complex tasks seem rudimentary. No longer are countless hours spent manually performing and following up on these tasks.

The actions of all key decision stakeholders are auditable which adds accountability for any operational delays.

How does it work?

Contego is 14 integrated modules accessing the same dataset. This is the key to operational efficiency, there is no double data entry. Different organizational areas can reference the same data in a way that makes sense to them.

In a project environment, the platform can be opened up to external parties so that collaboration reaches new levels of efficiency. All parties are contributing to the same platform which saves countless hours over the life of a project.

Contego is developed on HTML5 which simply means you are getting a platform that is dynamic and responsive regardless of what device it is accessed from.

The true differentiator between Contego and every other system out there is integration. There is no need to use one system for HR and another for Projects and another for QHSE and audits, everything is integrated so the entire organisation can benefit from a single solution.

Typical Examples where Contego Can Assist

The following is a summary of where Contego has immediately assisted existing clients and further more specific examples can be found in the brochure

Documents & Drawings

The DMS module of Contego will allow your company to meet the ISO 9001/14001 requirements for document management. It is a system that can both manage organizational document requirements as well as project documentation requirements. It also has inbuilt functionality to view and markup over 100 2D and 3D drawing types. Features include;

- Document Management for company procedures
- Sharing of documentation on construction projects where documents need to have workflows
- Markup of drawings with comments so revisions can be made.
- Automatic escalation of events that aren't closed out by deadlines
- Linking of documentation to position and task so that learning packages can be deployed to the appropriate individuals.

Equipment and Inventory

Tracking of equipment certification and test documentation is critical to any project. Contego tracks all of this as well as fixed and mobile assets which is important when trying to manage which vehicles are authorized to be on a site. It is also coupled with the checklist module so equipment checklists can be attached to vehicles and plant to show it is approved for use. Other features include;

- Tracking of Inventory and equipment and querying of inventory levels at different locations
- Linking certificates and documentation to equipment
- Email Alerts of upcoming events such as expiry of training qualification or reinspection on a piece of equipment.
- Automatic generation of examination reports based on preloaded inspection templates. Thousands of inspections can be generated in seconds.
- Track date equipment is put into service

HR & Training
The HR and Training module tracks everything to do with people including personal details, next of kin details, flight details, certification, passport and medical expiry. The key benefit to the system is operational departments also benefit from the data so that it can be used to plan resourcing for upcoming projects. It can also run multiple training matrices which are beneficial when you have client specific training requirements.

Inspections, Checklists, Audits and Corrective Actions

Every organisation has checklists and they can be cumbersome when trying to extract meaningful information from. Through Contego your checklists are digitalized and through workflows outstanding items are immediately transferred across to the corrective actions register with the person responsible for followup immediately notified. Efficiency is improved 10 fold.

- Conducting Site Inspections using a mobile app
- Conducting Site Audits using a mobile app
- Daily Diary Entries
- Tracking Non Conformances

Risk Management

All of the organization's risks and hazards are managed through an intuitive interface where each is linked to tasks performed by individuals. This allows companies to effectively demonstrate how they are organizational risk. The effectiveness of the system allows for onsite personnel to generate Risk Assessments that can be signed on site and submitted back into the system. Contego also has integration with multiple codes of practice such as the Australian Construction Code of Practice so that templates such as the work health safety management plan and safe work method statements can be generated with ease.

Legislative and Other Requirements

All requirements are managed through the requirements register where the requirements can be linked to jobs that your organisation performs. This allows an easy understanding of what your obligations are by position, task, project and organisation.

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Integrated Solutions

Contego is an integrated software solution that allows all facets of the company to benefit from the same platform. Operations are looking at the same scheduling system that HR are updating. Compliance teams are pulling Key Performance Indicators from the same system that HSE are updating. It improves efficiency and reduces overall business costs regardless of which way you look at it.

The Modules

Training & HR

Contego training is the central location for all employee details. From this information all the other modules are populated. Details such as work location, business unit and position are all used by the other modules to calculate KPI's, hours worked, resources on site, assign corrective actions and forecast manning numbers for upcoming projects.

Incident Management

Contego Incident tracks all incidents,accidents and Near Misses. It is also designed to track incident associated downtime and the financial impact both direct and indirect as a result of undesired events. It can generate all Incident rates based on manhours of the site and the organisation. It allows the company to identify and trend incident immediate and root causes

Crew Management

Contego crewing adds the functionality to manage the rostering function for your entire organisation. It takes the personnel data from the training module and allows it to be manipulated so that resource levels can be seen right the way from the site level through to the organisation level. It can generate hours worked data from which KPI's can be generated.

Document Management

Contego DMS is a centralised document repository for all company policies, procedures and work instructions. The system through workflows can track document revisions and updates in a manner that meets the requirements of ISO 9001 and 14001. It ensures that every employee is looking at the most current document.

Audits

Contego audit allows users to take their checklists to site and identify any shortcomings and assign the followup on the spot, directly to the person responsible via email. It works both in and outside the organisation which makes it all the easier to manage followup that is the responsibility of third parties. The module also syncs back to Contego Corrective Actions so there is oversight of all outstanding items.

Project & Asset DMS

Contego Project DMS is a collaborative framework that allows all persons working on a project the ability to comment and update any engineering drawings. It has Revit integration which allows companies to meet their BIM requirements. It has fully customisable document workflows so that transmittals can be managed with minimal effort.

Site Observations

Contego Observe incorporates all site requirements including Non Conformance Reports, Observations, Unsafe and Safe Acts and Conditions, Daily Diary entries and much more. It generates multiple KPI reports from the data and all followup actions from the system are assigned to individuals via email and are tracked through Contego Corrective Actions.

Lifting Gear & DROPS

Contego LGI allows any operation to track Lifting Gear Inspections and Manage their Dropped Object prevention Scheme (DROPS) with confidence and simplicity. The system allows for RFID and handheld readers so that inspections can be done in less time as well as less time spent in front of computers as all details are entered on location.

Corrective Actions

Contego Corrective Actions is the central location for all items requiring followup. Gone are the days of tracking multiple outstanding items on different registers. Contego brings all outsatnding items into the one central location where comprehensive oversight can be maintained with items being addressed in a timely manner.

Equipment Management

Contego Equipment allows for any type of inventory to be managed along with RFID tagging and handheld data entry. The system can assist with greatly reducing the time taken to track and consolidate equipment and inventory. It also stores all item certification and inspection documentation so that you can clearly demonstrate regulatory compliance.

Crew Management | Training and Competence|Incident Management |Equipment Management | Corrective Actions Audits | Site Observations | Lifting Gear & DROPS Compliance |Document Management | Project & Asset DMS

For more information contact us at support@contegoforbusiness.com or call +617 31661472

Training and Competence

Contego Training is the cornerstone of the Contego suite. It houses all employee data and solution that integrates with other aspects of the Contego Suite or your existing HR software. It controls the complete crewing process across the organisation. It plans, schedules and monitors work and rest hours.

The Problems

► Inaccurate training records that differ between sites and head office
► Multiple worksites
► The need to track training of 3rd Party personnel
► Financial penalties or downtime if key personnel have expired training
► Training needs to be booked months in advance
► Moving personnel records between work sites or countries.

The Features

► Centralised storage of all personnel data
► A platform to track internal and external training
► Easy to use, highly customisable platform
► A complete employee database with comprehensive records
► Find employees with specific qualification sets
► Manage certificates, licences, qualifications, medicals and travel documents
► Track performance appraisals
► Track training compliance percentages across crews, business units etc.
► Email notification of expiring training
► Customisable training matrix that can be presented to clients.

► **CHALLENGE**

Tracking the training needs of an entire organisation without letting key positions or individuals have their qualifications lapse without anyone knowing.

► **SOLUTION**

Contego training tracks all training and notifies key individuals when that training is approaching expiry. It integrates scheduling so that training can be effectively planned with little thought.

► **RESULT**

An accurate oversight of training company wide that prevents any unnecessary downtime due to uncertified or unqualified personnel being on site.

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Audit and Compliance

Contego Audit is an integrated solution that allows auditors and inspectors to improve the efficiency of their site visits and as a result reduce the costs to the organisation. Audit items can be assigned directly to individuals from the field and closed out just as efficiently.
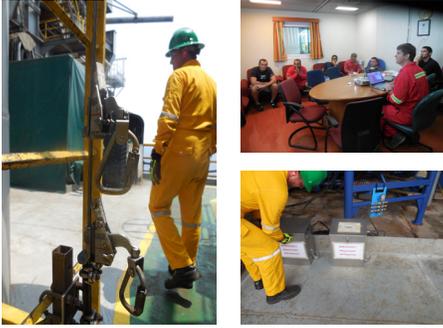
► CHALLENGE

Finding an audit system that incorporates ease of use and efficiency so that audits and inspections are carried out when required without taking up so much time.

► SOLUTION

Contego Audit allows all members of the audit process to collaborate off a single platform. It provides a common reporting platform that tracks all outstanding items without duplication of effort.

► RESULT

An audit system that is integrated with other business models that increases efficiency and reduces cost to the organisation.

The Problems

► Excess hours spent conducting audits and then populating findings into an easy to track register.
► Tracking multiple audits over multiple sites to closure.
► Combining updates from multiple departments into single register
► An easy way for the person responsible to update auditor
► Not being notified once an item passes deadline.

The Features

► A desktop and mobile solution that allows audits and checklists to be completed in the field and then brought back to the office where they can be updated before circulating.
► Audit findings including observations, photos and person responsible are entered once which increases efficiency throughout the audit process.
► Individuals that are responsible for followup are notified via email and can update directly into the system saving the need for double data entry.
► All outstanding items are tracked on a single platform which eliminates confusion with multiple instances of an audit in circulation.
► All outstanding items are synchronised with Contego Corrective Actions which allows for centralised overview of outstanding items from multiple audits.
► Intuitive dashboard and reporting modules allow for accurate oversight of organisational status.

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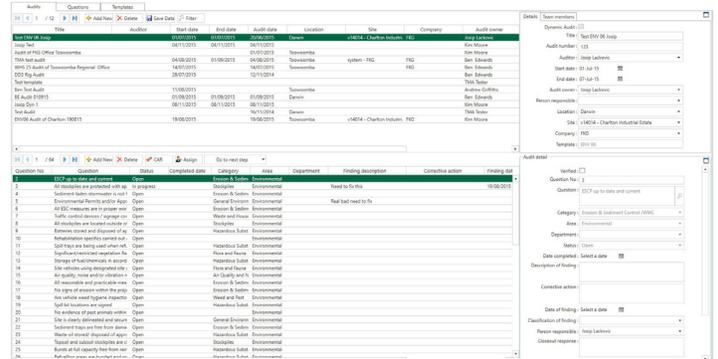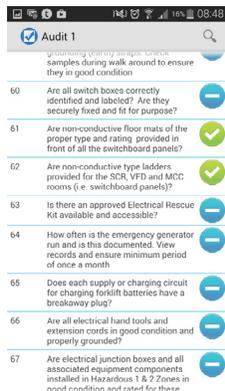
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Crew Management

Contego Crewing is a centralised resourcing solution that integrates with other aspects of the Contego Suite or your existing HR software. It controls the complete crewing process across the organisation. It plans, schedules and monitors work and rest hours.

► **CHALLENGE**

Finding a solution that will meet the requirements of Operations, Compliance, HR and Training. A tool that will allow all people to leverage off one software system without breaking the bank.

► **SOLUTION**

CONTEGO provides the organisation with a single solution to meet all business requirements. This way, the benefit is shared and the return on investment is across the organisation.

► **RESULT**

An integrated approach to crew management that will improve efficiency across the organisation by using a single source of data for all business units.

The Problems

► No centralised management of staff
► Multiple remote worksites
► Need to schedule training
► Different departments and Business Units need access to same data
► Need to track hours worked by project
► Need to manage emergency response teams
► Need to forecast what personnel you need for upcoming projects
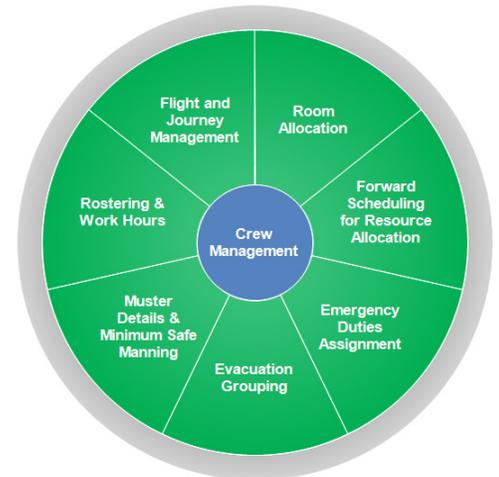
The Features

► A centralised crewing solution with integration
► Control the crewing process across the extended organisation
► Planning, scheduling and monitoring of work and rest hours
► Easy to use, highly customisable platform
► Optimization of crew deployment in line with safe manning requirements
► A complete employee database with comprehensive records
► Find employees with specific qualification sets
► Manage certificates, licences, qualifications, medicals and travel documents
► Track performance appraisals
► Monitor work, rest and travelling hours
► Manage room assignments on location
► Assign crew to emergency roles, lifesaving equipment and evacuation groups.
► Prepare flight manifests
► Run POB reports
► Mange rostering

Crew Management | **Training and Competence**|**Incident Management** |**Equipment Management** | **Corrective Actions** **Audits** | **Site Observations** | **Lifting Gear & DROPS Compliance** |**Document Management** | **Project & Asset DMS**

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Corrective Actions

Contego Correct is a centralised repository for all items that require followup within your organisation. It integrates with all other Contego modules and checklists so gone are the days of trying to manage 50 different registers.
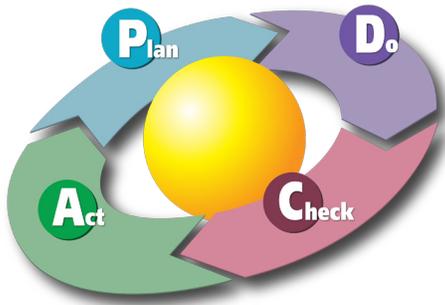
▶ CHALLENGE

Consolidating and centralising corrective actions from across the organisation in a way that allows corporate oversite while still having a system that is user friendly for those who have to use it on a daily basis.

▶ SOLUTION

Contego Correct is an integrated and centralised solution that keeps all corrective actions in the one place while not requiring double data entry which improves the efficiency of tracking outstanding items from all work sites.

▶ RESULT

Centralisation of corrective actions in a system that reduces the time spent trying to manage these items in multiple independent platforms. Improved efficiency which results in improved cost savings to the organization.

The Problems

- ▶ No centralised solution to track corrective actions.
- ▶ Multiple registers
- ▶ No followup mechanism
- ▶ Poor oversight of corrective action status
- ▶ No verification to confirm actions have been closed effectively
- ▶ No reporting mechanism to
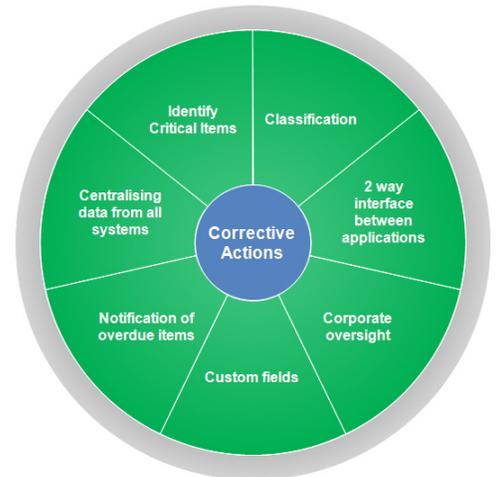
The Features

- ▶ A centralised system that brings in outstanding items from all areas of the organization into one interface so that oversight can be maintained.
- ▶ An effective platform to manage Non-conformances and the required management of change protocols.
- ▶ Interaction with Contego Audit and Observe modules so that all Non Conformances can be generated at the site and synchronised into the system.
- ▶ Each outstanding item is assigned a level of criticality so that followup can be prioritised.
- ▶ Email notifications when items are approaching overdue date
- ▶ Powerful dashboard and reporting functions so that trends can be identified.
- ▶ Export and import to and from excel so that legacy data can be incorporated.
- ▶ Two way synchronization of actions between other systems so that the updates that are made are seen across the board.

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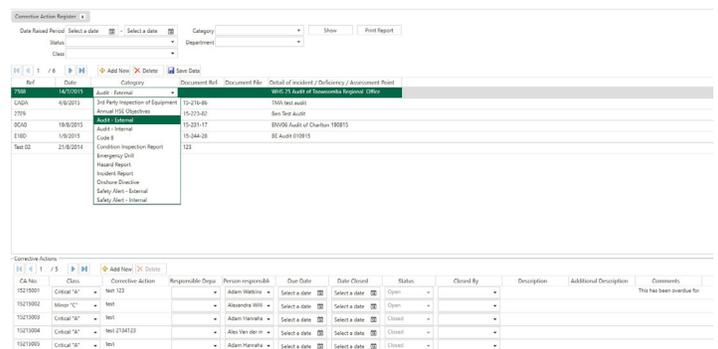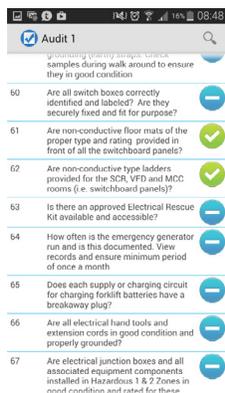
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DMS for Engineering & Projects

Contego Project DMS manages all drawings, BIM Models, tender bids, contracts, transmittals, schedules and final project documentation so that everyone from contractors to asset owner will benefit from the platform. Manage Information and flows for the entire project and further.

The Features

► DOCUMENT MANAGEMENT

Documents can shared throughout the project with both employees, subcontractors and third parties external to the organization. Documents can be viewed at the site on smartphones and tablets. You work in real time with all the people who need to see what you see.

► BIM & CAD COLLABORATION

BIM on the Contego platform allows all users to access and manage multidimensional model right at the worksite. 3D models can be loaded and with markups and comments synced back to Revit. All decisions and modifications form part of the auditable document trail.
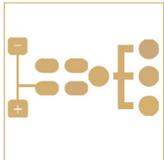
► VISUAL WORKFLOWS

Setting up workflow templates has never been easier with contego improving your efficiency. The workflow process is a simple drag and drop operation and once setup can handle design reviews, document transmittals, bid packages and handover of final documentation.

► EMAIL INTEGRATION

With Contego email integration, correspondence can be classified by project or discipline or many other configurable categories. It reduces the risk of future disputes as all correspondence can be logged giving you the assurance that we have you covered.

► SITE INSPECTIONS & CHECKLISTS

Any issues either on or off site can be logged through the Contego Observe mobile application and followup is assigned on the spot to the required party. All issues are brought into a central register with all parties having access to applicable items.

► DASHBOARDS & REPORTING

With a highly customisable dashboard you can see where the potential bottlenecks are in the project. Seeing the big picture makes it easier to determine if change needs to be implemented to keep the project on schedule.

► HANDOVER & AIM

As Contego is a collaborative platform it allows many parties to assist with the assembly of final documentation portfolios. It standardises the format so that all contractors follow the same guidelines and allows the project responsible to easily monitor the progress on percentages.

Contego Project Document Management System (DMS) is a cost effective and feature rich platform which allows for project wide collaboration on projects.

The system can be used to view any number of engineering drawings by different departments. The cad viewer works on mobile devices so that the people on site can see the information they need, when they need.

Project documentation is managed from pretender stage right through to post handover where the system functions equally impressive as a Asset Information Management system where drawings can be linked to certification, OEM manuals and inspection routines.

Contego Project DMS links with other modules of the contego suite to allow on site nonconformances to entered against part numbers from the CAD drawings so when the followup request is emailed to the respective party, there is no confusion to which item is being referred to.

Contego is a cost effective solution that will improve your organisation's efficiency through being better organised when it comes to managing projects.

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Equipment Management

Contego Equipment is setup to track any inventory along a centralised resourcing solution that integrates with other aspects of the Contego Suite or your existing HR software. It controls the complete crewing process across the organisation. It plans, schedules and monitors work and rest hours.

The Problems

- Equipment certificates are lost
- Reinspections lapse
- No idea where equipment is located
- Takes days to do a stocktake
- Serial numbers are unreadable
- No central oversight of equipment status
- Records are only kept at one location with no disaster recovery
- certificates kept at HQ which causes issues during an audit.
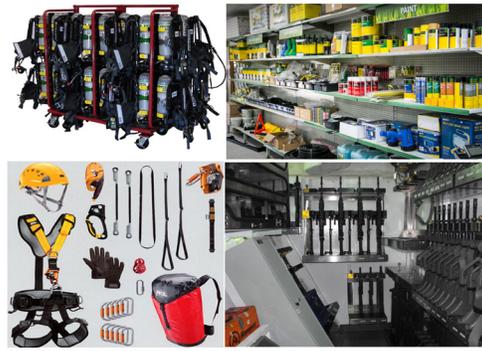
► CHALLENGE

Finding a solution that will track equipment and the associated paperwork to maintain legal compliance.

► SOLUTION

CONTEGO provides the organisation with a single solution to meet all business requirements. It is both a centralized and mobile solution that incorporates RFID to maintain accurate records.
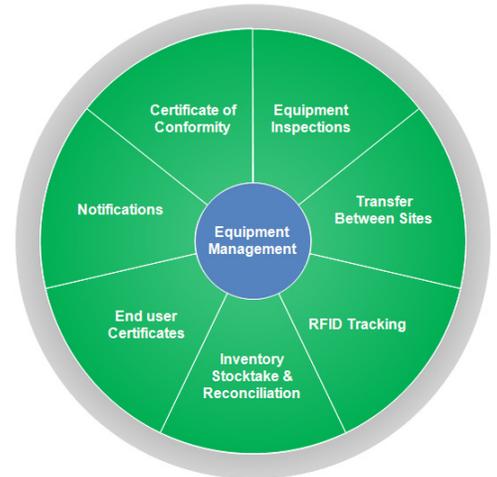
The Features

- A centralised solution that allows multiple user access
- Replication of databases between sites which allows for oversight and assistance with maintaining records.
- Notification when equipment reinspection is required
- Certificates and Examinations are stored with each items for its operational life
- RFID solution which allows equipment to be tagged and tracked with accuracy
- Mobile app which allows the solution to be taken out to the equipment which increases efficiency.
- Powerful inventory search features which allows items to be located with speed.
- Simple and intuitive interface which allows anyone to pick up quickly
- Highly customisable which makes it just as suitable to equipment on an oil rig, a construction site or a police armoury.

► RESULT

A detailed overview of all equipment with accurate tracking along with certification and examination management which will result in improved efficiency across the organisation.

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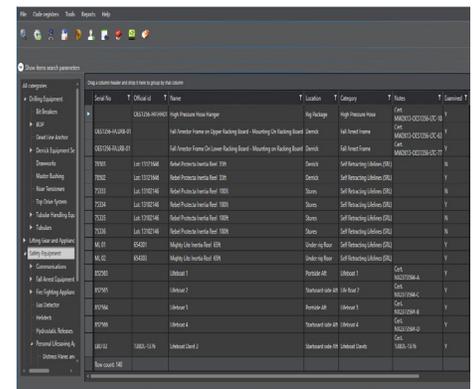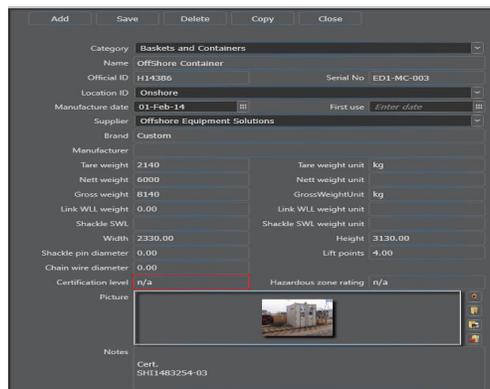
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Site Observations

Contego Observe is an integrated solution that allows you to manage site observations including acts, conditions, non-conformances, and diary entries. It is a powerful desktop and site based mobile application which makes the job of managing site based risk all that much easier.
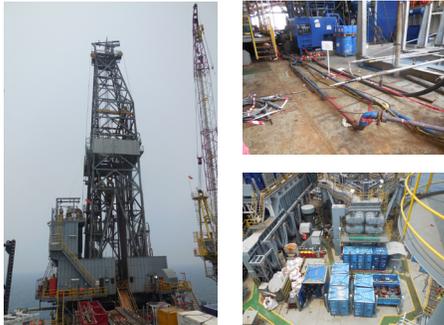
► CHALLENGE

Finding an observation system that allows observations and followup on the spot. Having an observation system that isn't standalone so that the data can assist in forewarning if unsafe trends are identified.

► SOLUTION

Contego Observe is an integrated solution that allows users to document and photograph observations in the field and send any followup to the correct person on the spot. It integrates with Contego correct so oversight is never lost.

► RESULT

An observation solution that allows users to identify and record issues on the spot. A system that improves the efficiency of your workforce and improves the level of oversight you have which shows you are managing your risks.

The Problems

- ▶ No way to trend unsafe acts and conditions.
- ▶ Having to fill out checklists or forms on site and then take back to office to enter into computer.
- ▶ Hours spent entering observations
- ▶ No way to automatically generate reports from data.
- ▶ No way to identify which individuals are proactive or engaged in the reporting of unsafe observations.

The Features

- ▶ A desktop and mobile solution that allows the reporting of unsafe acts and conditions across the organization.
- ▶ Powerful dashboard and reporting features so that KPI's can be analysed.
- ▶ Non Conformance report generation with customisable workflows.
- ▶ Integration with the Contego HR and training module so individuals don't have to be added to separate systems.
- ▶ Fully customisable fields to accommodate any observation and reporting requirement.
- ▶ Track daily diary entries for multiple sites and multiple persons across the organization.
- ▶ Mobile app can work on and offline.

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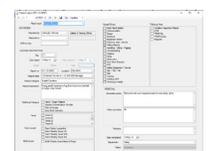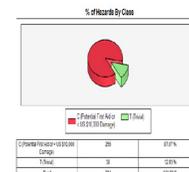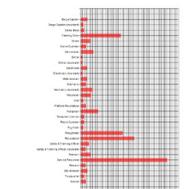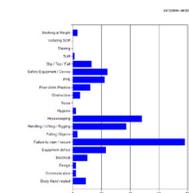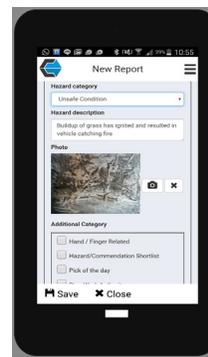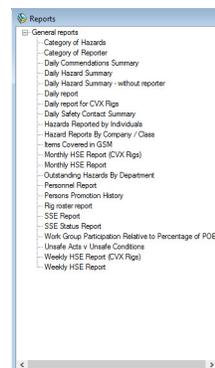
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Document Management Solution

Contego DMS manages all company documentation including automating workflows and incorporating digital signatures which will save your company thousands within the first year with improved efficiencies.

The Benefits

- Reduced printing costs.
- Faster turnaround on document approvals.
- Better management of versioning and revisions.
- Multiple user single document collaboration.
- Commenting and notification functions for quicker reviews.
- More efficient tendering process
- View Drawings (CAD, RVT etc.) and Technical Documents
- Create complex workflows with a simple visual interface
- Electronic signatures
- Scanned document OCR functionality

Contego DMS has saved companies thousands of dollars by improving workflow efficiency and reducing printing costs by up to 80%.

The ripple flow effect of having an electronic DMS also means that documents can be moved off location to archive sooner which results in less floor space wasted in filing hard copies of documents.

Contego DMS has RFID integration which means that it can manage both hard copy and soft copy documentation which is important if any documents need to be retrieved as part of legal proceedings.

The solution is fully indexed along with enterprise metadata so that documents can be found in no time.

The platform can be setup as a cloud or on premise solution with a centralised or dispersed replication mode.

The Features

▶ DOCUMENT MANAGEMENT

Documents are stored in a centralised location with specific user rights assigned so people see only what they are meant to. Versioning and approvals are managed effortlessly by the systems inbuilt functionality.
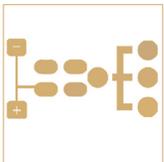
▶ VISUAL WORKFLOWS

Setting up workflow templates has never been easier with contego improving your efficiency. The workflow process is a simple drag and drop operation and once setup can handle document approvals, document transmittals, bid packages and handover of final documentation.

▶ EMAIL INTEGRATION

With Contego email integration, correspondence can shared between team members and valuable information that was once stuck in personal inboxes is now available to increase efficiency across the team.

▶ FORMS & CHECKLISTS

Any document or form that is made up of checklists or requires approval can be developed in an electronic format and incorporated with digital signatures. This greatly improves the approval and filing time of any document.

▶ DIGITAL SIGNATURES

By using Contego's digital approval functionality approval workflows are kept moving, no longer do documents have to be printed just for the purpose of signing a page .

Crew Management | Training and Competence|Incident Management |Equipment Management
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CONTEGO

Compliance Management

Every organisation has legal obligations that need to be met. If you aren't aware of these legal obligations then you are leaving your organisation wide open to serious repercussions when someone knowingly or unknowingly breaches these obligations. Let Contego help you with systematically identifying and linking these requirements to people and jobs.

The Problems

▶ No idea what legal obligations your organization has.
▶ Legal requirements are in an xls sheet and are not dynamically linked to jobs, controls or people.
▶ Requirements aren't linked to audit questions so difficult to show compliance.
▶ No way to manipulate data or run reports on current compliance gaps.
▶ No way to demonstrate how ISO14001 impacts and aspects link to legal requirements.
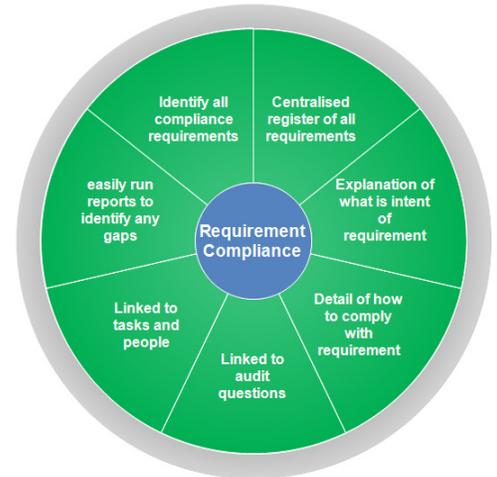
▶ CHALLENGE

Finding a solution that integrates legal and other requirements into your daily operations. Having a system that can demonstrate that you are on top of your legal obligations across different business units.

▶ SOLUTION

CONTEGO compliance management links legal requirements to your day to day operations and to audit questions so that periodic assessment of compliance can be demonstrated.

The Features

▶ A centralised solution that allows multiple user access.
▶ A master repository of all requirements that apply to the organisation.
▶ Filterable by location, country, applicable standard etc.
▶ Link requirements to tasks and people within the organisation.
▶ Link requirements to procedures to demonstrate procedural compliance
▶ Link requirements to audit questions so that evidence can be presented to demonstrate compliance.
▶ Run reports to show how ISO requirements are being met by the organisation.
▶ Identify gaps and track these as action items in the Corrective Actions Register.

▶ RESULT

A solution that has a central library of all legal and other requirements that are linked to the task register and audit questions. An interactive result that makes compliance a simple task.

Crew Management | Training and Competence|Incident Management | Compliance Management | Corrective Actions
Audits | Site Observations | Lifting Gear & DROPS Compliance |Document Management | Project & Asset DMS

For more information contact us at support@contegoforbusiness.com or call +617 31661472

CONTEGO

Risk Management

Risk Management is key to every organization's corporate strategy. If a company isn't managing risk it can do untold damage to the organisation's reputation and in the worst case scenario can result in the loss of a life.

The Problems

▶ No idea what risk is present in the organisation.

▶ Risk Assessments are a cumbersome process that aren't used because they take so long and aren't linked to other areas of the organisation.

▶ No idea if risk is being managed to an ALARP level or no way to demonstrate this.

▶ Risk is not linked to person, position or business unit making reporting very time consuming.

▶ CHALLENGE

Integrating risk management into the organisation so that it becomes a user friendly process that makes an actual difference on the front line while at the same time having a system that can clearly demonstrate the organisation is successfully managing risk

The Features

▶ A centralised solution that allows multiple user access.

▶ A master repository of all tasks, hazards and risks that apply to the

▶ organisation.

▶ Filterable by location, project, position, task etc.

▶ Link hazards, risks and controls to tasks and people within the organisation.

▶ Generate risk assessments from a mobile device that can be used and signed on site.

▶ Link controls to audit system so that compliance can be assessed.

▶ Run reports to show how ISO requirements are being met by the organisation.

▶ Identify gaps and track these as action items in the Corrective Actions Register.

▶ SOLUTION

CONTEGO Risk Management effectively links risk to tasks and individuals which is an ISO / OSHAS and OSHA requirement. Through the integrated approach it makes manging risk a simple process

▶ RESULT

A system that makes life easier for all parties by making the risk management process an integrated part of daily operations. By having a tool that can improve the safety and efficiency of those people who need it the most.

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Risk Management

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