



Regulatory Compliance Service Offering

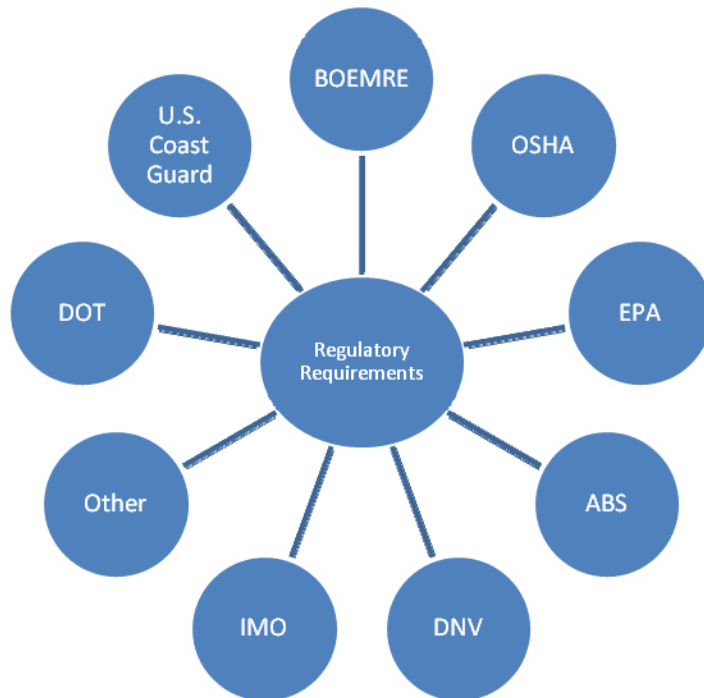
Shea Writing and Training Solutions
Boxley Group
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Working in a New Regulatory Environment



The new regulatory landscape has created a dynamic and uncertain working environment. Processes that were formerly background or considered “non-core” are now in the spotlight. Companies must confirm that their operations and equipment are in compliance of regulations, ensure their personnel are trained, and be ready to prove their state of compliance.



Are your documents up-to-date and accessible?

Are your workforce, contractors, and vendors aware and/or trained on these standards and requirements?

How quickly can you prove it?



Sample Services for Regulatory Compliance



Shea Writing and Training Solutions and Boxley Group have partnered to provide appropriate services to address new regulatory processes and documentation management needs.

Potential Issue	Our Services
Documents inappropriate or incomplete	Document development, formatting, editing, and control
Documents not controlled and inaccessible	Document inventory, change control, document management in variety of systems/portals; workflow design/management
Reliance on contractor compliance	Supply chain management strategy and tactical processes; communication
Organizational issues with new roles and required sign-offs	Organization strategy and design; change management; communication strategy and plans
Cross-functional work plans and deliverables required	Project management design and processes, fit for purpose for optimal organizational integration
Status reporting “up, down, and out”	Issue and risk management; dashboard creation and management; executive and external reporting processes
New training requirements	Training curriculum development and execution



Working with Shea Writing and Training and Boxley Group



Shea
Writing & Training Solutions
Technology Into Words!

Shea Writing & Training Solutions, established in 1997, is a technical writing and training service provider. Our professional writers and trainers allow your technical experts to provide valuable input to your documents and materials without requiring their full time commitment.

We provide:

- Technical Writing and Editing
- Subject Matter Experts
- Instructional Design and Training
- User Process, Procedure Design
- Gap Analysis

Contact: Evalyn Shea, President

Evalyn.shea@sheaws.com

www.sheaws.com

BOXLEY GROUP, LLC

Boxley Group is a global management consulting firm based in Houston, Texas. Boxley Group's experienced consultants help energy companies address difficult business challenges with our ability to Bridge the Gaps between Business, Strategy, Operations, and Technology.

We provide:

- Project Management
- Process Optimization
- Knowledge and Document Management
- IT Management
- Strategy Advisory

Contact: Katherine Warren, Partner

Katherine.warren@boxleygroup.com

www.boxleygroup.com

