



CAPABILITY STATEMENT

Why Us

Companies hire us to increase compliance, reduce safety incidents, and to better hold employees and contractors accountable.

Companies improve their ability to pass regulatory and internal audits by relying on Shea's Technical Writing team and procedure development process. We have a proven record in compliance and procedure projects resulting in audits with no findings related to procedures.

You can reduce your incident rate by using our intuitively-designed documents, which have been adopted by eight of the largest international fully-integrated oil and gas companies and resulted in safer, more sustainable operations.

Certifications

- NAICS Codes 561410, 611430, 611420, 611710, 541430, 541611
- Cage Code 3BNH1
- Federal ID 76-0528392
- Dunn and Bradstreet 01-545-0844
- Disadvantaged Business Enterprise Certified 18-12-10140
- State of Texas HUB Certified 1760528392200
- Women's Business Enterprise National Council 236014
- Women Owned Small Business WOSB230014

Awards and Recognition

- Society for Technical Communication Awards of Excellence and Merit (multiple)
- WBE Supplier of the Year
- 100 Fastest Growing Businesses (multiple)
- Enterprise Champion

Contact Us

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Our niche is creating user-centered technical communications and training that support performance on the job.

Core Competencies

We have provided technical writing, editing, proofreading, instructional design, and scribing services for energy and manufacturing industries for more than 24 years.

We develop user focused policies and procedures that document and standardize procedures for complex, high-risk, high-hazard, and high-consequence operations.

Document types include:

- Procedures and manuals
- Health, Safety, and Environment (HSE) and quality documents
- Technical meeting reports and procedures
- User guides
- Regulatory-required reports, plans, and permits
- Proposals, white papers, and thought leadership
- Meeting minutes, risk assessments, HAZOPs

Differentiators

What sets us apart is how we do our work:

- Rigorous review and analysis of existing documentation
- Evidence-based best practices, including:
 - Usability Engineering for comprehension
 - Cognitive Linking
- Science-based document layout and formatting for improved understanding
- Triple-layered Quality Assurance Process
- Relentless focus on schedule and budget

Past Performance

Arena Offshore

Re-engineered Safe Work Practices (SWP) to separate policy, standard, and procedures, making their SWPs an easy-to-use, one-stop approach with relevant forms.

JAX LNG

Developed user-focused, system-specific procedures based on analysis of an existing manual that identified significant issues causing non-compliance.

Shintech Incorporated

Re-designed Safe Work Permit and related documents and training, resulting in increased compliance and reduced safety incidents.