

A picture says more than thousand words!





# INOSA

## **Philosophy :**

The operator in focus. Visualisation. Simplification .

Inspired by Toyota PS / Lean.

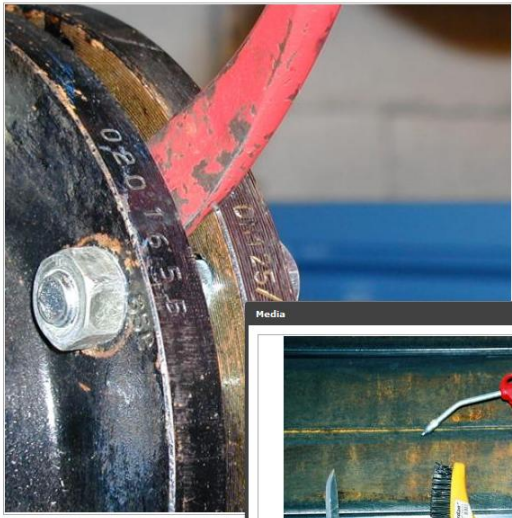
Developed at among others Eramet Norway and Elkem Thamshavn –by  
production people – for production people



# INOSA how

- Production of work descriptions/procedures/instructions by using pictures/video
- Full document control
  - Version control
  - Approval control
  - Access control
- Can also be used for controlling «normal» documents (Word, Excel, .pdf etc.)

**Endringslogg**




**Før arbeidet starter**

Før arbeidet starter skal du:

- Hente arbeidstillatelse som er signert ut av drift.
- Ved arbeidsstedet skal det gjennomføres en [sikker jobb analyse](#).


**HMS Pålagt verneutstyr**



**Åpning av flens**

Åpning av flens:


**Media**



Utskrift  Zoom/Panorerer bilde Steng vindu

...nsen kontrolleres for sal og skader før ny pakning legges på. Når mens en trekkes riktig til, vil forbindelsen nærmest være som en labyrint.

**Endringslogg**




**Deler**

Følgende deler skal brukes for å montere sammen en Flashbeacon:

- xxxx
- yyyy
- xxxdd
- zzz
- www

**Delek kontroll**

Alle deler kontrolleres når de ankommer Technor. Godkjente deler til monteringen har et grønt tusjmerke på seg.




Godkjent i mottakskontrollen

**Montering av yttermantel og lampeskjerm**

Delene monteres som anvist i filmen.

Viktige punkter:

- Husk gummiring mellom yttermantel og lampeskjerm
- Skru strammeringen mellom yttermantel og lampeskjerm godt til
- Etter at delene er skrudd sammen, tettes det med Scotch-Weld DP190.. Denne må tørke **minimum et døgn** før Bunn/Elektronikk og Mantel/Skjerm monteres sammen. [Klikk her for å få HMS datablad for DP190.](#)



0:10 / 0:49



# INOSA who

- **Gives you as a leader full status for:**
  - necessary training for all employees
  - review of new document versions
  - completed documented training in accordance with law enforcement
- **Gives your employees status for:**
  - own training plane
  - new documents and new versions of documents

**INOSA** who INOSAwho v1.1 (Build: 1652)

My page Browse roles Roles - Role requirements - Documents Companies - Personnel - Roles

**My page**

Name: Ole Jakob Ryther  
Company: Produksjonsbedriften

**Shortcut to documents that you need read**  
Here you see a list of documents that need your attention. The documents have either expired or are about to expire. Move your mouse over the status symbol to view the document's status.

Documents	Status
Bedriftsquiz	✘
Kranfærersertifikat	⊖
Praktisk prøve i sikker igjøring av ferdigvareanlegget	✘
Selskapets kurs basisledelse	✘
Sikkerhets-DVD produksjonsenhet 1	⊖
VGnett	✘

**Documents to be signed**  
This is a list of documents you need to sign.

Sign for	Documents
Johansen, Karl Erik	Course in handball

**Your roles**  
Here you will find all roles attached to you. Press on a role to see the underlying role requirements and press on a role requirement to see the underlying documents.

Roles	Status	Role requirements
Ansatt i Produksjonsbedriften	✘	
Leder nivå 1	✘	
Prosessoperatør ferdigvarer	✘	
Prosessoperatør produksjonsenhet 1	⊖	
Prosessoperatør produksjonsenhet 2	✔	
Prosessoperatør råvarer	✔	



**INOSA** who

**Report**

Company/Department: **Internal**  Show all in the underlying departments Printable version

Role: **Prosessoperatør produksjonsenhet 1**

**Role status**

Personnel	Status	✔	⊖	!	!	✘
Johansen, Karl Erik	⊖	3	1	0	0	0
Nilsen, Magnus Hildershavn	✘	0	0	0	0	4
Ryther, Ole Jakob	⊖	3	1	0	0	0



# INOSA when

- Advanced calendar for ensuring that tasks are carried out on time

# Why?

- A quality system based on needs – all documents are linked to roles in the company
- Improved efficiency in the learning process
  - All training linked to company roles
  - Simple and accessible overview for the individual
  - Simple and accessible overview for managers
- Better HES and quality performance
  - Better understanding of the work process
    - Better quality – fewer mistakes
    - Better safety
- In accordance with law regarding documented safety training
- Reduced need for administration – cost efficient

# Some of our customers:



- Alcoa Norway Lista
- Alcoa Norway Mosjøen
- BJ Services
- Elkem Solar
- Elkem Thamshavn
- Elkem Iceland
- Elkem Bremanger
- Eramet Marietta, USA
- Eramet Norway as Porsgrunn
- Eramet Norway as Sauda
- Eramet Norway as Kvinesdal
- Finnfjord as
- REC Wafer Glomfjord
- HyCore ANS
- Hydro Aluminium Høyanger
- Hydro Aluminium Karmøy
- Hydro Aluminium Holmestrand
- Hydro Aluminium Oslo
- Hydro Aluminium Sunndalsøra
- Hydro Aluminium Årdal
- Hydro Aluminium Kurri Kurri, Australia
- Hydro Aluminium Neuss, Germany
- Ineos Noretyl
- Ineos (Polymers)
- Norsk Stein as
- Qatalum Aluminium, Qatar
- Scana Steel
- Store Norske
- Sauda Vekst
- Sauda Vidaregåande Skule





## **A picture says more than thousand words!**

Visualisation makes it easier to do the job correct.

We learn better by seeing someone demonstrat, than reading thousand pages of instructions!

# 30% of your employees have reading difficulties.



Photo: Getty Images, Statistics: The Reading Centre, University of Stavanger, proconet

**In INOSAhow you use images and video to easily create instructions and work descriptions. Training through simplification, availability and visualization results in fewer injuries, fewer mistakes, content employees and satisfied customers.**

Your customers expect the end quality of your product to always be homogenous. Trials show that different employees carry out the same tasks differently, often with varying results. This can affect both quality and profit, and the result may vary, depending on who is manning the production. The reason is usually inadequate training or too complicated instructions.

### **Visualization makes it easier to learn the job correctly**

INOSAhow uses visualization to clarify tasks and processes. Misunderstandings are avoided, and the production process is streamlined. INOSAhow makes the instructions understandable to all, and is particularly an advantage for people who lack language skills or have reading difficulties.

### **Easy to get started – easy to use**

INOSAhow is strikingly easy to use – for both those creating the instructions and for those using them. INOSAhow is also a complete document management system with version and approval control. INOSAhow requires no installation, only a web browser.



- Web based – no installation
- Flash required
- Many templates to choose from
- Images and video
- Instructions are very simple to produce
- Document control, version control, approval control, access control
- Compatible with file types like Word, Excel etc.
- Media library

# 25,000 work-related injuries occur every year.

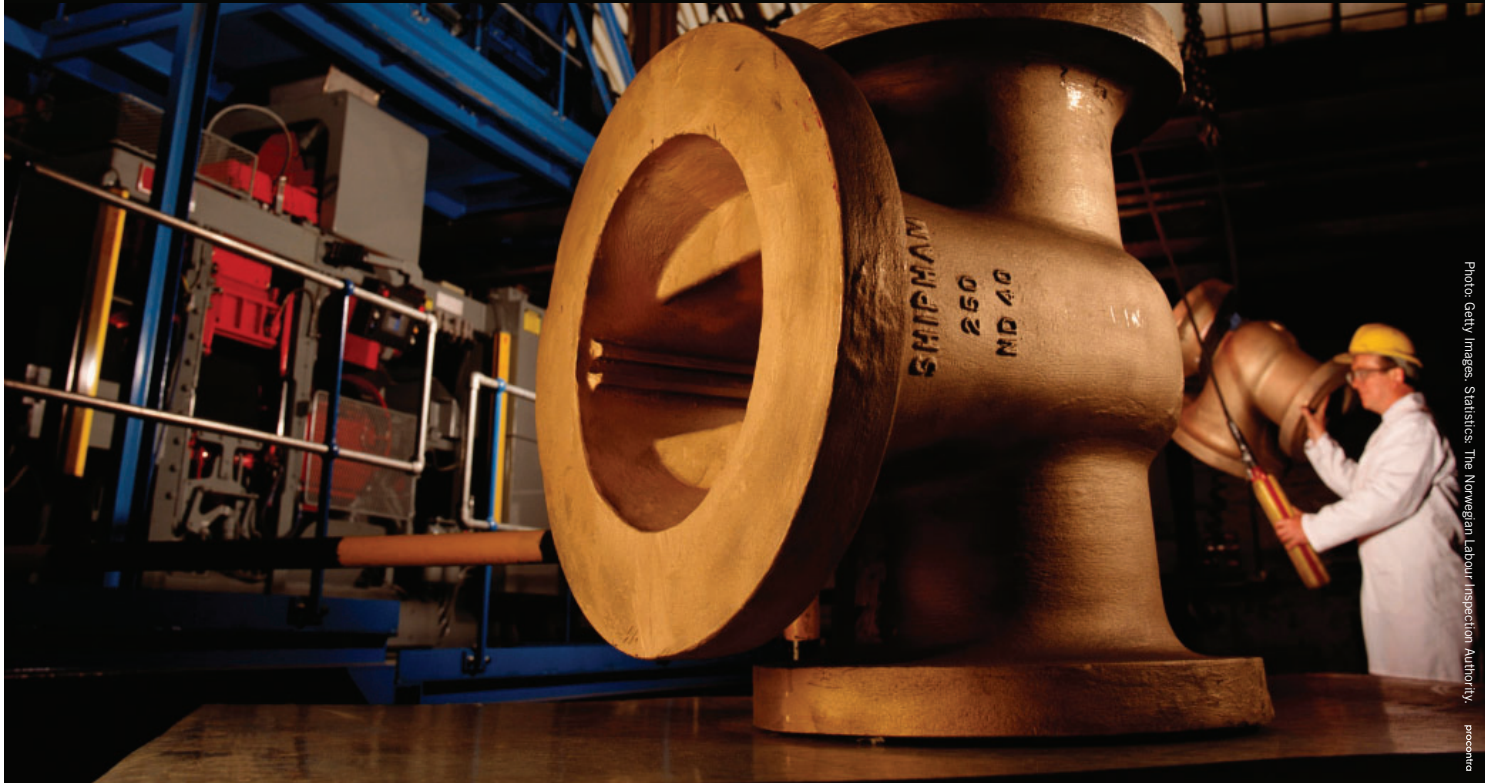


Photo: Getty Images. Statistics: The Norwegian Labour Inspection Authority

**Most work-related injuries are caused by human error. If all employees are given thorough and coordinated instructions, the risk of accidents can be significantly reduced. INOSAhow makes training simple to quality assure. Full overview and full control!**

How many of your employees have read the instructions? Businesses are obliged to manage safety training for all employees. However, control and confirmation of who has read what, is often lacking. Instead, businesses spend time and energy producing instructions and documentation that are left unread.

Control over skills development of each and every employee gives the management peace of mind and the business a competitive advantage.

## **Full control of who has read what!**

INOSAwho makes safety training simple and easy to follow. In addition to the management having full control and updated documentation, each employee can supervise their own training and skills development progress.

INOSAwho is closely integrated with INOSAhow. When new versions of documentation are implemented in INOSAhow, users are automatically notified in INOSAwho. The application requires no installation, only a web browser.



- Web based – no installation
- Flash required
- Based on Roller
- Integrated with INOSAhow
- Overview of the entire business unit, departments and individuals