



City of Broken Arrow
Human Resources Department
P.O. Box 610
Broken Arrow, OK 74013

April 20, 2026

Dear Evaluation Committee Members,

PeopleCore, Inc. is pleased to submit this proposal in response to the City of Broken Arrow's Request for Proposal (RFP 26.149) for Lockout/Tagout (LOTO) Written Procedure Development Services. We appreciate the opportunity to be considered as a partner in supporting the City's commitment to employee safety, regulatory compliance, and operational excellence.

PeopleCore, Inc. is a consulting and training organization specializing in standards, policies, and procedure development, including OSHA-compliant safety and energy control programs. We work collaboratively with public-sector and industrial clients to develop accurate, equipment-specific procedures that reflect real operating conditions and are designed for practical, day-to-day use by maintenance and operations personnel. Our procedures are developed by engineers and safety professionals trained in instructional design and regulatory compliance, ensuring both technical accuracy and ease of understanding.

We understand the importance of full compliance with OSHA 29 CFR 1910.147 and the need for standardized, clearly documented Lockout/Tagout procedures that reduce risk and improve employee confidence during servicing and maintenance activities. If you have any questions or concerns, please feel free to contact me at 856-889-6425 or BCapano@peoplecoreinc.com.

I look forward to the opportunity to support the City of Broken Arrow by delivering compliant, clear, and field-ready Lockout/Tagout procedures that enhance employee safety and operational effectiveness.

Kind Regards,

A handwritten signature in black ink, appearing to read "Benjamin Capano", is written over the typed name and title.

Benjamin Capano
Chief Executive Officer
PeopleCore, Inc.



LOTO Written Procedure Development
Services Proposal
for
City of Broken Arrow,
Oklahoma



*LOTO Written Procedure Development Services
Proposal Broken Arrow 2026-04-20*

Proprietary Information

*By accepting this document, the recipient confirms that all information contained herein shall be kept confidential, and shall not be disclosed to third parties without the prior written agreement of **PeopleCore, Inc.***

Background

This proposal is in response to the RFQ 26.149 issued by the City of Broken Arrow, Oklahoma to address the Business Case described below.

Business Case

The City of Broken Arrow is seeking proposals from qualified contractors to develop equipment-specific Lockout/Tagout (LOTO) procedures for all applicable machinery and equipment located at City Hall, 220 South First Street, and the Field Services Building, 2300 South 1st Place.

Statement of Qualifications

A. Describe your organizational structure and explain how your organization qualifies to be responsive to the requirements of this RFP.

PeopleCore, Inc. is a U.S.-based consulting and training organization specializing in standards, policies and procedure development, technical training, and safety program implementation. Our organizational structure is designed to support projects that require both technical accuracy and clear, usable documentation, particularly in regulated environments.

Our team includes:

- Engineers and technical subject-matter experts
- Safety and compliance professionals with OSHA expertise
- Instructional designers specializing in adult and visual learning
- Project managers experienced in multi-facility rollouts

This multidisciplinary structure enables PeopleCore to deliver OSHA-compliant Lockout/Tagout (LOTO) procedures that are technically sound, consistently formatted, and practical for frontline employees. PeopleCore's experience developing equipment-specific procedures and standardized documentation directly aligns with the requirements outlined in this Request for Proposal.

B. Describe experience providing recent similar services as required in this Request for Proposal.

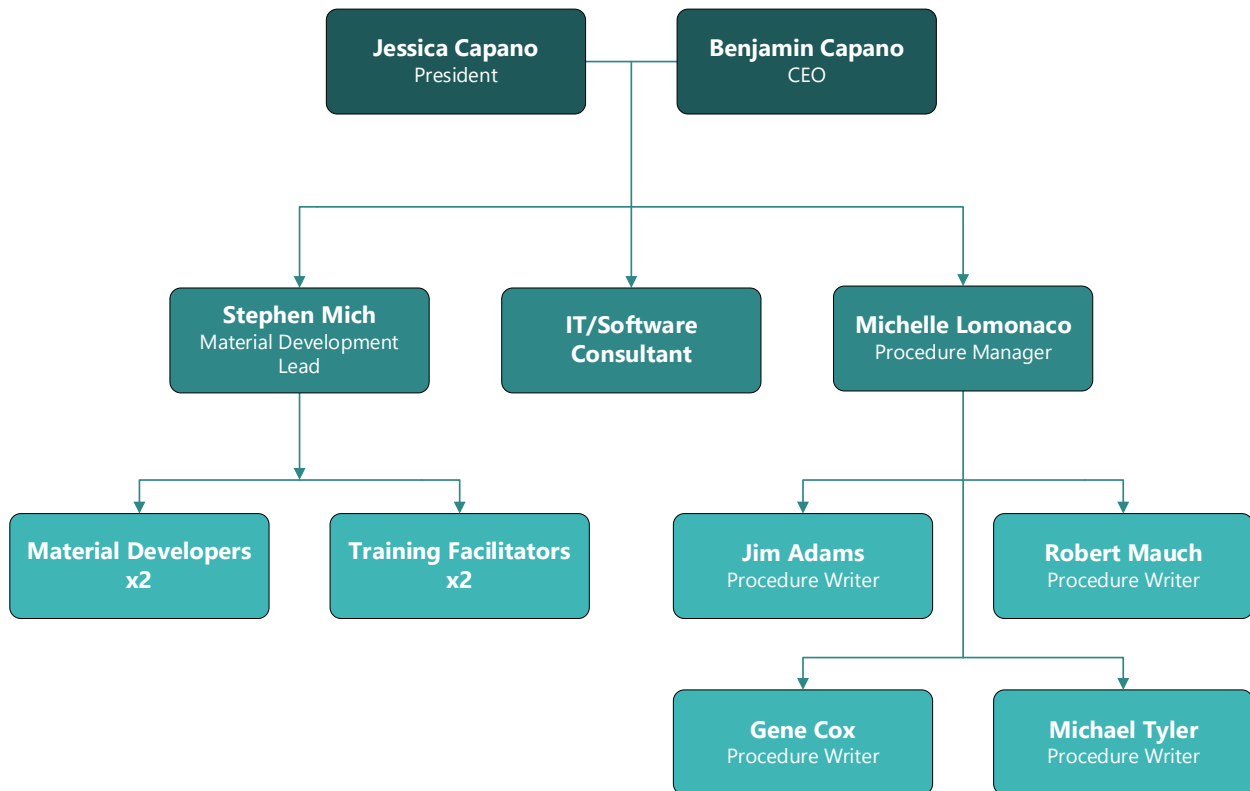
PeopleCore has seasoned procedure writers on staff who have spent decades in operations and maintenance using LOTO. Our procedure writers have vast knowledge of experience working with multiple international corporations, both large and small, developing and enhancing procedures to become Best in Class. PeopleCore has extensive

experience developing customized, equipment-specific operating, maintenance, and safety procedures. Our work includes:

- Development of energy control and Lockout/Tagout procedures aligned with OSHA 29 CFR 1910.147
- On-site equipment assessments across multiple facilities
- Identification of hazardous energy sources (electrical, hydraulic, pneumatic, mechanical, and thermal)
- Creation of standardized procedure sets used by maintenance and operations personnel

Our recent projects include work for refineries and chemical plants where worker safety, regulatory compliance, and documentation clarity are critical.

C. Provide a project staffing organizational chart listing proposed personnel assigned to this project. Include assigned duties, and comprehensive resumes for each individual listed. Resumes must list education, training, professional work experience, and a listing of work performed comparable to that described within this Request for Proposal.



D. Describe any unique tools or services your company provides and how you rise above your competitors.

PeopleCore has developed its own proprietary procedure generator that ensures documents are structured and formatted in accordance with industry best practices. PeopleCore's reach spans across multiple industries, allowing us to apply proven strategies.

E. Describe the methodology for identifying equipment and developing procedures

PeopleCore employs a structured methodology that includes:

1. On-site facility walkthroughs and equipment inventories
2. Identification of all equipment requiring LOTO procedures
3. Documentation of all hazardous energy sources for each machine
4. Observation and verification of actual shutdown and isolation methods
5. Development of individual, equipment-specific LOTO procedures
6. Inclusion of photos and visual aids where applicable
7. Quality assurance review prior to delivery

This process ensures procedures accurately reflect site-specific conditions and real operating practices.

F. Describe the approach to ensure accuracy and compliance

Accuracy and compliance are ensured through:

- Alignment with OSHA 29 CFR 1910.147 and recognized industry best practices
- Review of each procedure by a qualified safety/compliance professional
- Cross-checking procedures against equipment configurations observed on-site
- Consistent document control and version management

This structured review process minimizes risk and ensures defensible, audit-ready documentation.

G. References: Provide a list of at least four (4) clients for whom you have conducted business. Indicate the client organization name, contact person, phone number, and how long you have provided them services.

Shell Polymers Monaca
 Ryan Moyer
 Phone: (717) 994-1244
 Project Duration – 6 months

Shell Polymers Monaca
 Murali Ariyapadi
 Phone: (832) 337-1338
 Project Duration – 2 years

Shell Bukom
 Bhagwan Kalamkar
 Phone: +6562634689
 Project Duration – 3 years

Freeport LNG
 Mike Lonneke
 Phone: 832-334-2812
 Project Duration – 6 month

H. Provide an overview of the cost and fee structure associated with your solution offerings, which may include the total project cost, cost per piece of equipment (if applicable), and any separate pricing for optional services.

FEES AND EXPENSES		
1. Development of LOTO Procedures • 60 Procedures	\$	51,000
2. Project Management	\$	2,550
3. On-Site Data Collection • 1 trip, 2 man-day, \$2000 per day • 2 travel day, \$1000 per day • Expenses, \$2,500 per trip	\$ \$ \$	4,000 2,000 2,500
TOTAL	\$	\$62,050

I. Estimated project duration and milestones.

The estimated and anticipated timeframe to accomplish the LOTO scope of work is two (2) months.

J. Provide any fees/training/documentation costs, if any, which may be associated with your services.

N/A

K. Please list any service(s) that must be purchased separately.

N/A

Terms, Conditions & Approval

The following terms and conditions are applicable to and incorporated into this proposal:

1. Invoices and Payment

All invoices submitted by PeopleCore will be in a form acceptable to Client and accompanied by supporting data as necessary. Client shall review invoice within five (5) business days of receipt and provide to PeopleCore: a) approval of invoice, reasonable approval of invoice shall not be withheld, or b) rationale for rejection of invoice and correct response for approval of invoice. If no response is provided by Client within five (5) business days of receipt, invoice shall be approved. Payments for approved invoices shall be made within thirty (30) days of approval by Client.

2. Intellectual Property

Intellectual property which PeopleCore or Client can conclusively document and prove was developed independently of the scope of work in this proposal will remain the property of the respective party. PeopleCore intellectual property includes, but is not limited to: this proposal; material development design, know-how and work processes; coaching and consulting know-how and work processes, material development, and coaching and consulting software; and other know-how, trade secrets, inventions, trademarks, copyrights, patents, database rights, and design rights marked as proprietary or intellectual property of PeopleCore.

PeopleCore grants Client a limited right and license to use PeopleCore intellectual property contained in work product. License is limited to the site(s) specified in this proposal and to Client employees only. Modifications to this license must be mutually agreeable between the parties in writing. This license does not allow Client to use PeopleCore software (including templates or other coding developed in third party software for use by PeopleCore), whether or not such software was used to fulfill the scope of work described in this proposal. A separate agreement is required for use of PeopleCore software.

In the event that performance of the scope of work in this proposal requires PeopleCore to access Client's technical information, information technology, or resources, PeopleCore will sign and comply with Client's standard terms and conditions for access and security, unless other terms are agreed on by the parties in writing.

PeopleCore retains its rights to use any generic knowledge, skills, and expertise retained by PeopleCore, and any programming tools, problem-solving methodologies, or associated checklists, templates, or forms developed during the performance of the scope of work in this proposal which may have general application in the fields of consulting services. However, PeopleCore hereby agrees that under no circumstances

will that authorization extend to the use or disclosure of Client intellectual property, confidential information, or information identifiable with Client unless approved in writing by Client.

3. Mutual Confidentiality

Client and PeopleCore shall execute a separate, mutually applicable, confidentiality agreement specifying rights and requirements for the disclosing and receiving parties when using confidential information.

4. Technical Content in Work Product

Client shall review, and is responsible for, the accuracy of technical content contained in materials produced by PeopleCore to fulfill the scope of work in this proposal.

5. Client Relationship

Unless prohibited by Client, PeopleCore may list Client and use Client logo on PeopleCore website or other promotional items.

6. Indemnification

Client and PeopleCore shall execute a separate, mutually agreeable indemnification agreement for any third-party claim against Client or PeopleCore related to or arising from the scope of work in this proposal.

This Proposal *LOTO Written Procedure Development Services Proposal Broken Arrow 2026-04-20* is agreed upon on April 20, 2026 between **City of Broken Arrow**, with an office in Broken Arrow, OK 74012 (Client) and **PeopleCore, Inc.**[®], with an office in Chadds Ford, PA 19317, USA (Consultant).

Signatures for and on behalf of

PEOPLECORE, INC.[®]

By: _____
Name: _____
Title: _____
Date: _____

CITY OF BROKEN ARROW

By: _____
Name: _____
Title: _____
Date: _____

James K. Adams
30 Poplar Hill Pl
The Woodlands, Texas 77381
713.689.4279
adamsj7625@gmail.com

Experience

2017 to Present - Using my business for contract work on procedures for commissioning and startup as a contractor. Contracted for PeopleCore, GP Strategies, Wood, and Ops Tech Solutions.

2012 – March 2017 – Senior Operations Consultant – The Wood Group

Senior role on projects to maintain quality, budget and schedule.

Full time reviewer of SOPs and SOMs.

Coach new writers on writing styles and template use.

Set up new projects by analyzing source material and develop pilots for projects.

Manage projects to completion.

Supply bids for projects and train others to obtain new work that will be profitable to the company.

Set up projects, track progress and expectations on personnel needs and use of other departments resources.

Review and edit documents before sending to client for technical content, accuracy and formatting.

2007 - 2012 – Senior Training Analyst – General Physics

Work face to face with client to update procedures and training documentation along with process description manuals.

Senior role on projects to maintain quality, budget and schedule.

Projects were on time and budget and requested for future projects.

Completed courses towards project manager certification.

Team of quarter and in finals for client award.

2001-2006 - Duke Energy Field Services Houston, TX Pipeline Controller

Worked with marketers and traders to obtain maximum volume and profitability throughout the systems.

Used modeling techniques to determine maximum efficiencies in systems.

Calculated batch time and required flow rates to meet targets.

Wrote procedures and training guides for controllers.

Maintaining specified pressure/flow rates according to contract stipulation.

Worked with traders on how different trends could impact business.

Train new Controllers

Maintain daily log of all unusual and noteworthy events and reporting equipment malfunctions.

Coordinated a team to find common ground in operating methods: reinforced collaboration/cooperation within the group and emphasized a "safety-first" approach.

Continuous monitoring of systems for proper flow, pressure, and product quality and take actions when necessary.

1995- 2001 - Mitchell Energy The Woodlands, TX

Pipeline Controller

Worked with marketers and traders to obtain maximum volume and profitability throughout the systems.

Wrote startup procedures for new plants and pipelines.

Conducting nomination procedures with Company and customers

Worked with traders on how different trends could impact business.

Verification of nominations of gas markets.

Maintain accurate daily volume and imbalance report.

Continuous monitoring of systems for proper flow, pressure and product quality and act when necessary.

1981 - 1993 DuPont/Oxy Chem. Victoria, TX

Production Accountant and Production Technician

Accounting for raw material inventories, consumption, production accounting and document control for ISO 9002 program coordination.

Implemented the system to substantiate quality of incoming raw materials.

Implemented real time inventory system

Cut month end closing from three days to eight hours.

Chemical process operator and control room operator for 11 years

Modeling data to find problems and determine solutions.

Wrote and modified operating procedures and training guides to reflect the changes made to the process.

Education

1973 - 1977 University of Texas Austin, TX B.A., Government

1992 - 1995 University of Houston Victoria, TX MBA, Business Administration

Lloyd E. (Gene) Cox
2231 Neyland Road
Silsbee, Texas 77656
Phone: 409-344-0463
Email: lloydcoxon@gmail.com

PROFILE

Forty Seven years of increasing responsibility in unit operations and supervision. I am noted for innovative forward thinking, meeting operating goals and cost control. Dependable, hard worker who can adapt to changing conditions in unit operations, or personnel situations, and accomplishes assigned duties. I am experienced in Supervision, Commissioning/Startup, Process Operations, Distributive Control Systems, Management of Change, Training, and Coordination of Turnaround activities.

OBJECTIVE:

To continue in Project Execution and training others with the knowledge I have acquired, and allow the overall process to reach a higher level of organization.

EXPERIENCE:

Present – 1977

Technical Writer Wood Group/ Chevron Renewable Energy Group (November 2023 – Present)

Support the Chevron Renewable Energy Group, providing and/or performing Procedure Writer Services. Contribute to the material and content required to develop Pre-commission and Commissioning Procedures for the REG expansion project.

Interpret complex vendor data in a manner that its use is consistent with the requirement to produce Procedures that are suitable for new equipment as directed by the client.

Procedure Writer Strategic Contract Resources/ConocoPhillips Delaware Basin Project (March 2021 – November 2021)

Support the ConocoPhillips Delaware Basin Project, providing and/or performing Procedure Writer Services.

Contribute to the material and content required to develop Operating Procedures.

Interpret complex vendor data in a manner that its use is consistent with the requirement to produce Procedures that are suitable for two (2) year experienced Operations staff as directed by the client.

Procedure Writer PeopleCore/Shell Polymer Monaca (August 2018 – May 2020)

Support the Shell Polymer Monaca project by producing appropriate procedures to commission, initial start-up, start-up, shutdown, prepare for maintenance and return to service after maintenance for the new Polyethylene Plant.

Senior Commissioning Specialist III CB&I Cameron LNG Project (December 2015 – May 2016)

Provide specific Operations Subject Matter expertise (SME) in support of the CB&I Cameron LNG Project Manual and Procedure development process.

Bring specific Operations expertise in an advisory role within an integrated project context team. Develop and produce appropriate 'narratives' in support of the Operating Manual & Procedure development process.

Technical Construction and Commissioning Support Services Westlake Chemical (August 2015 – October 2015)

Write commissioning procedures for air, steam blows of expansion piping.

Performed field walk downs of unit systems to ensure they were constructed to specifications, field verified as built P&IDs, and performed Pre-Startup Safety Reviews to ensure facility is ready for startup.

Subject Matter Expert Operations Petrofac/Chevron Wheatstone Project (June 2013 – July 2015)

Provide specific Operations Subject Matter expertise (SME) in support of the Petrofac Wheatstone Manual and Procedure development process.

Bring specific Operations expertise in an advisory role within an integrated project context team. Develop and produce appropriate 'narratives' in support of the Operating Manual & Procedure development process.

Develop and produce appropriate technical drawings and diagrams of a nature appropriate to the M&P scope.

Contribute to the material and content required to develop Operating Manuals.

Contribute to the material and content required to develop Operating Procedures.

Contribute to the material and content required to develop Emergency Procedures.

Review documents as necessary for technical accuracy.

Advise Technical Writers in their role when developing both Manuals and Procedures.

Assimilate and communicate complex, detailed, technical principles and information in a manner that ensures a Technical Writer can translate such information to be consistent with the M&P scope and content requirements.

Interpret complex vendor data and communicate such in a manner as required by the Technical Writers during the document development cycle.

Interpret complex vendor data in a manner that its use is consistent with the requirement to produce Manuals & Procedures that are suitable for two (2) year experienced Operations staff as directed by the client.

Commissioning and Startup of Dominion Natrium Gas Plant (February 2013 – May 2013)

Performed field walk downs of unit systems to ensure they were constructed to specifications, field verified as built P&IDs, and performed Pre-Startup Safety Reviews to ensure facility is ready for start-up. Supervised Personnel, and operated the Delta V Distributive Control System during startup of Gas Plant.

Commissioning HCU Expansion Valero Refinery Port Arthur, Texas (July 2012 – November 2012)

Performed field walk downs of unit systems to ensure they were constructed to specifications, field verified as built P&IDs, and performed Pre-Startup Safety Reviews to ensure units are ready for start-up. The units constructed were a Hydro Cracker, Sat Gas, Amine Unit, Cooling Tower, and a Flare System.

MOC Specialist BP/Husky Refinery Toledo, Ohio (June 2011 – July 2012)

Initiate the Management of Change (MOC) process to ensure that all additions, demolitions, changes, and revisions to equipment, procedures, personnel, piping, vessels, and electrical service are documented.

Retired from ExxonMobil (March 2011)

Retired from ExxonMobil Refinery Beaumont Texas with 34 years of service.

Complex Shift Supervisor (June 2010 – March 2011)

I was assigned as the Process Planner/Lead for the CHD/SRU Area.

This covers all turnarounds and squats for CHD-1, CHD-2, Treater-3, H2S Unit, South Amine Regenerator, North Amine Regenerator, DEA-3 Amine Regenerator, Sour Water Stripper, and Sulfur Recovery Units 1, 2, and 3. Responsible to develop the following:

- Develop Hazard Recognition Control Assessment (HRCA) for T/A activities
- Equipment Isolation Logs (EILs)
- Equipment Chemical Clean plans and procedures
- Staffing and scheduling of Union Represented personnel
- Coordinates between Mechanical and Process

Complex Shift Supervisor (September 2007 – June 2010)

I was assigned to the Beaumont Refinery Flare Gas Project as Process Lead for CHD-1 / H2S Unit, CHD2, Amine Regens, and Sulfur Recovery Unit area tie-in work. Commissioned and started-up above mentioned units plus North and South Vent Gas Recovery Headers, North Vent Gas Compressor C-10, South Vent Gas Compressor C-1, and Crude Unit A. I also was a Contractor Rep and the Management of Change (MOC) Coordinator for project.

Complex Shift Supervisor (August 2005 - September 2007) I was recalled to Beaumont Refinery due to shortage of CSS personnel. I resumed all duties associated with the CSS/OCSS Position.

Lead Operator Jade Platform (August 2003 - August 2005)

I was assigned as MEGI Lead Operator Jade Platform Equatorial Guinea.

I was responsible for the safe operation of the Wonder-Ware Distributive Control System plus the supervision of 8 multi-national contract operators and the training/mentoring of 5 Equatorial Guinea national employees.

- Optimized Platform Operations on a day-to-day basis to meet production targets.
- Coordinates between production and drilling during SIMOPS.
- Provides mentorship to new employees to ensure they develop a well-rounded knowledge of Platform operations.
- Provides coverage for regular Production Superintendent in his absence.
- Coordinates Platform shut-downs and start-ups for maintenance or unit upset conditions.

Complex Shift Supervisor III (November 1999- August 2003)

I returned to the Beaumont Refinery as a Complex Shift Supervisor III performing all duties as CSS I and II position upon completion of the NSO Project

Startup Specialist NSO Project (March - November 1999)

I was assigned to the NSO Project as a Start-up Specialist for Sulfur Recovery Unit PT Arun Indonesia. I and the other expatriates were responsible to performed final inspection and acceptance of unit construction, initial start-up of unit, and training of nationals.

Complex Shift Supervisor II (1996-1999)

Promoted to Complex Shift Supervisor II (CSS), performing the same duties as the CSS I position.

Complex Shift Supervisor I (1990-1996)

Promoted to CSS 1 to perform all duties necessary for the operation of the Honeywell TDC 3000 Distributive Control System and the supervision of eight Union Represented hourly roll employees at Catalytic Hydrodesulfurization Units (CHD) 1 and 2, Bender Treater-3, Amine Regenerators, Sulfur Recovery Units 1, 2, and 3 and the Sour Water Stripper. At times it is required to also oversee ten hourly roll employees in the Complex area which includes Continuous Catalyst Regenerator (CCR) 3 and 4, Hydrocracker, H₂ Unit, and Dualayers.

- Ensure safe operating conditions of units, all safety procedures were understood and followed, and that units operated within all environmental parameters.
- Conducts weekly Safety Meetings, Daily Safety Toolbox Meetings, and Job Safety Analysis (JSAs)
- Optimizes unit operations on a day-to-day basis to meet refinery strategy and minimize cost.
- Responsible that operating parameters, unit limitations, unit test, corrosion trending, and chemical injection are properly implemented.
- Provides coverage for regular Production Zone Supervisor in his absence.
- Writes shutdown and isolation procedures, and updates manuals when needed to be up to date with unit conditions.
- Coordinates shut-downs and start-ups of units for turnarounds or unit upset conditions.
- Developed and taught an Operator Refresher Training course for recertification of CHD-1 Operating personnel.
- CHD/SRU Yearly Objectives Setting Meeting
- Provides mentorship to new employees to ensure they develop a well-rounded knowledge of unit operations.
- Participated in setting Operating Objectives and Goals for the CHD-1, CHD-2, Sulfur Plant-1, 2, 3, and Sour Water Stripper area.

Upgrade Shift Foreman (1988-1990)

Assigned as an Upgrade Shift Foreman to be evaluated for promotion to CSS 1. Responsible for the Light Oils area overseeing PTR-1, 2, 3, Hydrocracker, H₂ Unit, CHD-1, 2, Treater-3, Amine Regenerators, Isomerization Unit, and SRU 1.

Unit Operator (1977-1988)

Began career with Mobil Oil Beaumont February 7, 1977 at an entry level position and then assigned as an Operator Trainee to CHD-1 May 1977. Progressed through Operator Training Program, promoted to Assistant Operator, and to Operator A.

CURRENT TRAINING

- Peer Training
- First Aid / CPR / Confined Space and S.C.B.A Certified
- Empowerment
- Sexual Harassment Training □ Frontline Leadership School
- ExxonMobil Contractor Rep Training
- Contract Interpretation
- Tap Root Training
- ExxonMobil Fundamentals of Safety (EMFOS) Training

COMPUTER SKILLS

- Word
- Excel
- Access 97
- Lotus Notes
- Lotus Notes based MOC Process
- Microsoft Office
- Windows XP Professional
- Power Point
- Adobe Professional 8.0
- Knowledge Management System (KMS) MOC Process
- ATR Smart Procedures

References upon request.

Michael A. Tyler
1263 County Road 348
Brazoria, TX 77422
Cell: 979.480.8483
Email: michael-tyler@att.net

Technical Writer / Developer

Career Overview

Commissioning/Start-Up/Document management, Technical Writer, Overview operating procedure document development using Procedure Accelerator for Shell Polyethylene. Technical Writer for development of global hydrocarbon cracking furnace maintenance manuals for best practice, best use methods and references for Chevron-Phillips. Technical Writer/Process Operations Trainer for TRIG (Transport Integrated Gasification) Lignite Gasifiers, Synthesis gas cooling systems, CO/CO₂ Reactors, Carbonyl Sulfide (COS) hydrolysis reactors, Mercury removal absorbers. Hydrocarbon scrubber columns, Ammonia scrubber columns, Ethylene cracking furnace operations, Hydrocarbon quench water and quench oil operations. Development of Process Operations/Training manuals for hydrocarbon cracking, quench oil/water, low/high pressure steam systems. Advanced process control automation logic development, Advanced process control automation simulation trainer for hydrocarbon cracking furnace/quench operating functions. Development of operating procedures for Steam Turbines, Gas Turbines, High pressure steam generation systems, Crude Oil, Fractionation, Desulphurization, Distillation tower operations, Ethylene Di-Chloride (EDC) Boiling bed reactors. Display proactive and positive work ethic displayed through specialized facilitated training and technical writing development, Experience in generating and overviewing projects, Ideas that motivate and support brainstorming, Ideas and methods that provide improvement in process operations, Experience working with and assisting others in the design of projects and processes.

Qualifications

- ✓ Microsoft Excel
- ✓ Microsoft Word
- ✓ Microsoft PowerPoint
- ✓ Microsoft Outlook
- ✓ Microsoft Visio
- ✓ Microsoft OneNote
- ✓ Procedure Accelerator
- ✓ Strong Presentation / Development Skills
- ✓ Process Operations Trainer
- ✓ Procedure Development
- ✓ Operations Manuals Development
- ✓ Training Manuals Development
- ✓ INCOSE document development guidelines
- ✓ Adobe Acrobat

Technical Skills

Skills

Experience

Technical Writer/Developer

- Steam Turbine operations procedures
- Auxiliary Boiler operations procedures
- Ground Flare operations procedures
- Gas Turbine operations procedures
- High Pressure Steam system procedures
- Hydrocarbon Multi Cracker Furnace operations/training manual
- Hydrocarbon Vapor Cracker Furnace operations/training manual
- Process Operations Maintenance procedures
- Process Operations system shut-down procedures
- Confine Space Entry procedures
- Process Operations system clearing procedures
- Process Operations system air-free procedures
- Process Operations system start-up procedures

Technical Skills (cont.)

Skills

Experience

Training Specialist

- TRIG - Gasification Gasifier operations
- Water Gas Shift Conversion Reactor operations (CO/CO₂)
- Carbonyl Sulfide Reactor operations
- Ammonia Scrubber Column operations
- Hydrocarbon Stripper Column operations
- Hydrocarbon Scrubber Column operations
- Hydrocarbon Quench System Process operations (*Quench Oil / Quench Water*)
- Hydrocarbon Multi Cracker Furnace operations (*HSLR, SCORE*)
- Hydrocarbon Vapor Cracker Furnace operations (*SMK*)
- System/Equipment Lock-out/Tag-out
- Process Operations Simulator procedure development
- Low-Pressure Steam systems
- Phase Separation Drums/Tanks.
- Hydrocarbon Heavies Removal systems.
- Ethylene Di-Chloride Boiling Bed Reactor Operations procedures

Accomplishments

- Documentation Commissioning/Start-Up Coordinator (Shell – Polyethylene)
- Development of operating/commissioning procedures (Shell – Polyethylene)
- Development of Global Maintenance, Best Practice Manuals– (Chevron-Phillips– Global furnace standardization)
- Development of Maintenance Manuals for hydrocarbon Vapor/Multi cracker furnaces – (Dow Chemical)
- Development of operating/training manuals - SCORE (Selective Cracking Optimum Recovery) hydrocarbon multi cracker furnace – (Dow Chemical)
- Procedures and operating/training manual development - SMK (Shorten Metric Coil) hydrocarbon vapor cracker furnace – (Dow Chemical)
- Procedure and operating/training manual development - SCORE hydrocarbon multi cracker furnace operations
- Procedure development - automation simulator testing for SCORE, SMK, HSLR hydrocarbon cracking furnace, hydrocarbon quench oil/water system, hydrocarbon stripper columns, low/high-pressure steam generation
- Development of emergency operating procedures –SCORE, SMK hydrocarbon cracking furnace
- Simulator testing for process automation logic - HSLR (High Selectivity Low Resistance) cracking furnaces
- Patent design for Ferric Chloride addition system to (EDC) Ethylene Di-Chloride boiling bed reactor – (Dow)
- Redesign/implementation of hydrocarbon liquid feed controllers for HSLR multi cracker furnaces (Increased control on liquid feeds, Increased feed rates on vapor feeds) – (Dow Chemical)
- Implementation of electronic logbook for daily process operation logs, maintenance/instrumentation work order generation – (Dow Chemical)
- Re-development of HSLR operations manual – Dow Chemical)
- Development fuel gas operation training manual – (Dow Chemical)
- Development of automated process control logic, and simulator logic – (Dow Chemical)

Work Experience

PeopleCore Inc.

Technical Writer/Developer

Remote Based

8/2021 – 10/2021

- Procedure development for hydrocarbon operations
- Procedure development for maintenance operations
- Catalyst Removal and Installation procedures
- Nitrogen & High-Pressure Steam Procedure development, start-up, operation, maintenance
- Catalyst induction and Polypropylene Slurry operating procedures, start-up, operation, maintenance

NES Global

Shell Commissioning/Start-Up Coordinator

Monaca, PA/Remote/Onsite

8/2020 – 8/2021

- Overview development of commissioning, initial start-up, operations procedures
- Track procedure development of procedures for start-up, operations
- Develop Haz-Op documents
- Develop various/multiple operating procedures for slurry phase Polyethylene/Gas phase Polyethylene
- Develop chemical cleaning process for loop reactors

Brookwood Group

Technical Writer/Developer

Remote Based

6/2020 – 7/2020

- Global hydrocarbon cracking furnace maintenance manuals development for Chevron-Phillips various type furnaces (7)
- Detailed maintenance analysis of individual cracking furnaces failure points and accepted practice for corrections
- Development of Training manuals with operating perimeters of hydrocarbon multi-cracker, vapor-cracker furnaces
- Standardized Operating manuals for the various type furnaces (7)

PeopleCore Inc.

Technical Writer/Developer

Remote Based

7/2018 – 7/2020

- Procedure development for Shell Polyethylene (Commissioning, Initial Start-Up)
- Procedure development for various liquid phase polyethylene operations, (Clearing, Start-up, Shutdown)
- Procedure development for gas phase polyethylene operations, (Clearing, Start-Up, Shutdown)
- Procedure development for Low pressure steam system #50, #150 (Clearing, Start-Up, Operation)
- Procedure development for High pressure steam system #300, #600 # 1500, #2500 (Clearing, Start-Up, Operation)

Systran

Technical Writer/Developer

Houston, TX

2/2018 – 7/2018

- Procedures development for Crude Oil storage and incoming (Startup, Shutdown, Emergency Operations, System Clearing)
- Procedures development for Desulfurization (Startup, Shutdown, Emergency Operations, System Clearing)
- Procedures development for Factorization (Startup, Shutdown, Emergency Operations, System Clearing)
- Procedures development for Gas Compressors, Steam Turbine Operation (Startup, Shutdown, Emergency Operations, System Clearing)
- Procedures development for Crude Heaters, Vacuum System (Startup, Shutdown, Emergency Operations, System Clearing)

Work Experience (cont.)

NES Global

Contract to IHI-E&C

Technical Writer/Developer

Houston, TX

6/2015 – 1/2016

- Procedure development - Auxiliary Boilers, Startup, Run, Shutdown, Emergency procedures
- Procedure development - HRSG HP steam generators, Startup, Run, Shutdown, Emergency procedures
- Procedure development - Steam Turbines, Startup, Run, Shutdown, Emergency procedures
- Procedure development - Thermal Oxidizers, Startup, Run, Shutdown, Emergency procedure
- Procedure development - Gas Turbines, Startup, Run, Shutdown, Emergency procedure
- Procedure development - Steam Turbine, Startup, Run, Shutdown, Emergency procedures
- Development Auxiliary - Boiler training manual, with SCR system. (Selective Catalytic Reduction)

Experis Manpower

Consultant to GP Strategies

Training Specialist / Technical Writer

Houston, TX

3/2014 to 5/2015

- Operations trainer - TRIG lignite feed gasifier
- Operations trainer - lignite feed system for gasification
- Operations trainer - Synthesis gas cooling process for lignite gasification
- Operations trainer - High pressure steam generation
- Operations trainer - (PCD) particulate control device/backpulse systems
- Operations trainer – Hydrocarbon phase separation/Particulate removal systems
- Operations trainer - Hydrocarbon scrubber column, synthesis gas saturation
- Operations trainer - Ammonia Scrubber columns, ammonia separation/removal
- Operations trainer - water gas shift CO/CO₂ conversion reactors
- Operations trainer - Mercury removal absorbers
- Operations trainer - COS (Carbonyl Sulfide) conversion reactors
- Procedure development - particulate control systems, coarse ash, fine ash removal system
- Procedure development - particulate control device backpulse operations
- Procedure development - Ammonia transfers, tank truck loading

Dow Chemical

Process Operations

Freeport, TX

1979 – 2011

- Hydrocarbons cracking operations console operator / lead trainer
- Operations trainer - Heavy quench oil system
- Operations trainer - Low / High pressure steam system
- Operations trainer - Quench water phase separation system
- Operations trainer - hydrocarbon cracking furnaces. (HSLR, SMK, SCORE)
- Operations trainer - Ethylene Di-Chloride boiling bed reactor
- Operations trainer - Ethylene Di-Chloride (EDC) drying/recycle process
- Development of training / operating manuals - HSLR, SMK and SCORE hydrocarbon cracking furnace
- Development of training / operating manuals for Quench oil & Quench water, Phase separation
- Development of high-pressure steam generation operations training manuals
- Development of operating procedures - SMK and SCORE hydrocarbon cracking furnace
- Development of emergency procedures - SMK and SCORE hydrocarbon cracking furnace
- Re-development of decoking procedures - HSLR hydrocarbon cracking furnace
- Development of decoking procedures – SMK vapor hydrocarbon cracking furnace

- Development of decoking procedures – SCORE multi cracker hydrocarbon furnace
- Logic development for advanced process control operation
- Trainer for confine space entry, lock-out/tag-out, burner management
- Hydrocarbons Cracking Technical Advisor day to day operations
- Unit Training coordinator

Education and Training

GED:

General Studies
Wonderview High School
Morrilton, AR
GPA: 3.0

Vocational School:

Arkansas University Technical Morrilton
Diesel Mechanics
Morrilton, AR
GPA: 3.2

College:

Arkansas Tech University
Mathematics
Russellville, AR
GPA: 4.0
Non-Degree

Colorado Technical University
Business Administration/Information Technology
GPA: 3.7
Bachelor's Degree

Certification Classes:

- | | |
|---|--|
| <ul style="list-style-type: none"> • Apollo Cause and Effect Skills Training • Facilitative Leadership and Development • Presentation Skills and Development • Train the Trainer – Operations Trainer • Fired Equipment Burner Management • JMP - Statistical Data Analysis • Process Control Automation Logic Development • Programming C++ • INCOSE development guidelines | <ul style="list-style-type: none"> • Facilitating for Results • Situational Self Leadership • Time Management • Handling Conflict Resolution • Six Sigma Green Belt Certification • Haz-op Operations • Process Simulator Operations • Project Development Coordination • Procedure Accelerator |
|---|--|

ROBERT D. MAUCH

4701 Bush RD # 4
Baytown, Texas 77521
979-373-7438

**Professional
Experience**

GP Strategies Procedure Development Lead on two separate projects
Jan 2023 – Mar 2024

- Developed operating procedures including the following procedures for a Nylon production facility and its utilities department
- Initial Startup procedures
- Hot Startup procedures
- Cold Startup Procedures
- Normal Operating Procedures
- Normal Shutdown Procedures
- Emergency Operating Procedures
- Startup after Emergency Shutdown Procedures
- Shut down for Maintenance Procedures.
- Startup after Maintenance Procedures

Shell Chemical Corporation Direct Hire Procedure Writer Developer
Jan 2021 – Nov 2022

- Worked with shell operators and process engineers to complete commissioning and startup procedures on a major Greenfield Ethylene plant
- Assisted SME's and process engineering with development of and refinement of commissioning and startup procedures
- Assisted in writing additional required procedures, needed for initial startup

PeopleCore Inc. Procedure Writer
Jan 2018 – Dec 2020

- Worked with SME's on development of commissioning and operating procedures, including:
 - Cleaning procedures of piping and systems following construction turn over
 - Pressurization and leak detection procedures following cleaning procedures
 - Air free and inert procedures following leak testing
 - Fill and circulation procedures, following the leak testing
 - Initial Startup Procedures for utilities and process systems
 - Initial Startup Procedures for utilities and process systems
 - Startup After Maintenance Procedures
 - Shut down for Maintenance Procedures
 - Normal Operation Procedures
 - Hot Startup procedures
 - Hot Standby procedures
 - Normal Shutdown
 - Startup After Maintenance Procedures

- Shut down for Maintenance Procedures
- Normal Operation Procedures
- Hot Startup procedures
- Hot Standby procedures
- Normal Shutdown

GP Strategies Corporation Senior Training Specialist; Process Operations
 Procedure Developer and Reviewer
Feb. 2013 – Nov. 2017

- Develop Table of Contents for procedures to be developed
- Assign tasks to developers and review finished developed procedures
- Maintain client driven procedure development schedules
- Develop Procedure Sequence Flow Diagrams (PSFD)
 - Develop and review Operating Procedures per PSM requirements
- Develop and present procedure development classes
- Perform client site audits of procedure requirements per Process Safety Management requirements
- Assist in development of Large Control Diagrams (LCD)
- Assist management requests to review procedure development software

Kybba, Inc. Contract Procedure Development
Aug 2012 – Jan 2013

- Develop NOP procedures for tank field and interconnecting pipe racks in oil sands in Canada
- Developed Normal Startup, Normal Shutdown, Shut down For Maintenance procedures
- Developed Training "What if Drills"
- Developed NOP for batch chemical plant in Dover Ohio
- Develop Visio drawings of process

Saudi Chevron Phillips Commissioning Coordinator/Shift Superintendent
Feb 2010 – Feb 2012

- Clean, pressure test and introduce feed into interconnecting pipelines between Brownfield and Greenfield projects
- Perform and lead Pre-Startup Safety Reviews (PSSR)
- Follow up and insure completion of all Pre-Startup Safety Reviews (PSSR) punch listed items

Saudi Chevron Phillips Senior Field Supervisor
Aug 2007 – Feb-2010

- Verify operating positions were filled during shift
- Communicated with plant management as first line supervisor
- Maintained safety awareness of area operating personnel
- Performed Safety audits
- Maintained Daily production rates

Phillips Petroleum/Conoco Phillips Process Operator Shift Lead

Jan 2000 – Feb 2007

- Assigned unit operator daily duties
- Assured operator safety
- Coordinated between Maintenance and Operation
- Ensured all operator positions were filled with qualified operators throughout shift hours
- Verified units were within safe operating limits while maintaining daily operating plans
- Develop and verify accuracy of unit operating procedures

Phillips Petroleum Co Process Operator

Aug 1978 – Jan 2000

- Provide a sellable chemical product by maintaining levels, temperature, flows and pressures per required material specifications
- Perform operating responsibilities in safe and controlled atmosphere
- Aid as required for new unit and area projects and upgrades
- Verify unit operating procedure accuracy

**Summary of
Qualifications**

- 28 years as Chemical Process Operator and Shift Leader
- 4 years as Subject Matter Expert/Commissioning Coordinator on new chemical processing plants in Saudi Arabia
- 2 years as Commissioning Coordinator and Shift Superintendent on chemical processing plants for Jubail Chevron Chemical and Saudi Chevron in Saudi Arabia
- 12 years as process and utilities procedure writer and developer

Michelle L. Lomonaco
(856) 905-8892
mlomonaco@peoplecoreinc.com

Skills

- Microsoft Excel
- Microsoft Word
- Microsoft Visio
- SharePoint
- Adobe InDesign
- Articulate Captivate
- Classroom Instruction

Employment History:

PeopleCore, Inc., Chadds Ford, PA January 2016-Present

Dec. 2019-Present

Procedure Manager

- Manage multimillion dollar procedure projects for multibillion dollar companies
- Develop/maintain Project Plans
- Point of contact for projects/Lead client calls and meetings
- Develop project status reports
- Manage Procedure Writers
- Manage Technical Editors
- Hire and Onboard Procedure Writers and Technical Editors
- Manage Procedure Deliverables
- Perform weekly/bi-weekly procedure audits
- Oversee Client Interface and review/disseminate revisions

Sept. 2018-Present

Assistant SharePoint Lead

- Create Internal and Client Interface pages
- Manage the permissions of all PeopleCore SharePoint pages
- Train clients on how to access and use external pages
- Assist with monthly audits of permissions and activities
- Maintain document naming structure and SharePoint libraries for document control purposes
- Set-up automatic emails to route documents according to work process

Jun. 2017-Dec. 2019

Assistant Procedure Manager

- Assisted Manager on all procedure projects
- Developed project status reports
- Managed Procedure Writers
- Managed Technical Editors

Jun. 2016-Jun. 2017

Procedure Document Control/Lead Editor

- Document control for all procedure projects
- Liaison between PeopleCore and client Document Control Officers
- Managed Technical Editors

Jan. 2016-Jun. 2016

Lead Technical Editor

- Managed Technical Editors
- Reviewed all PeopleCore business Documents
- Reviewed all Training Materials and Procedures developed by PeopleCore

Sept. 1999-Aug. 2006

Teacher

Grade 6, Seventh Avenue School

Haddon Heights, NJ

- Building Safety Advisor/Coordinator
- Highly Qualified Teacher
- Planned and presented daily lesson plans to sixth grade students
- Prepared weekly lesson plans based on state and district curriculum
- Collaboratively developed and implemented IEP and 504 Plans
- Administered state standardized testing

Certification

New Jersey Pre-K thru 8
Pennsylvania K thru 6

Education

Bachelor of Science, Elementary Education, Minor English
St. Joseph's University
Philadelphia, PA

Stephen J. Mich
Cell: (215) 400-1152
Smich47@gmail.com

EDUCATION

Bachelor of Science, Mechanical Engineering, 2014

Drexel University
Philadelphia, PA

EMPLOYMENT HISTORY

Material Development Lead, June 2020 – Present

PeopleCore, Inc, Chadds Ford, PA

- Managed over \$1 million project for an international client
- Coordinated training material needs of client to ensure satisfaction
- Develop project scope, estimates, and proposals
- Analyze client data to create a set of deliverables at the start of a project
- Research and analyze refinery and chemical plant processes for system breakdowns
- Lead a team of developers through the development process
- Managed timelines to ensure deadlines were met
- Communicate with client and project SMEs to ensure accuracy of product
- Interact with clients to address project issues and concerns
- Lead monthly status calls with client
- Perform project billing

Material Developer, September 2014 – August 2021

Senior Material Developer, August 2021 – Present

PeopleCore, Inc, Chadds Ford, PA

- Develop graphics depicting process flows, equipment internals, and other components of facilities
- Create illustrations that aid in the training materials such as diagrams and flow charts
- Develop operating procedures with images and graphics for ease of understanding
- Manage training material animation projects
- Develop operator training material for various units including utilities and ethylene cracker units
- Use client specific data and technical knowledge to create easy to understand and visual training material for systems, equipment, process control, and plant overviews
- Analyze P&IDs for errors and recommended corrections during projects
- Coordinate with other staff members to complete projects on time and under budget
- Travel to client site for data collection and collaboration

Basic Operator Training Development Lead, December 2019 – Present

PeopleCore, Inc, Chadds Ford, PA

- Lead the development of a Basic Operator Training program
- Created easy to understand graphics for training
- Coordinated schedules with developers to ensure project completion
- Develop training modules using Adobe InDesign

SKILLS

Computer Software

Microsoft Word, Excel, PowerPoint, Outlook, Visio, AutoCAD, Creo, Adobe Captivate, Adobe InDesign
High proficiency in reading P&IDs and technical drawings