

Site Access Control and Induction

Process Analysis and Harmonisation - Multinational Oil Company

The Challenge

To harmonise processes and systems for gaining access to sites and for inducting new employees across several sites in the South East UK .

Outcome

The new harmonised process will result in faster, cheaper, more efficient and more secure access to all sites in the South East UK property portfolio. SkillSet is continuing to manage the implementation – including development of the new system.

SkillSet Approach

Our client has several sites in the South East UK with over 10,000 employees and contractors. Each site was operating a separate process, with separate systems, for controlling access and for inducting new employees and contractors.

SkillSet was engaged to map existing processes, to define a single new process applicable across all sites and to manage the transition process. The process definitions are being used to define a single system for controlling access to all sites and providing induction.

We began by identifying the sites and key stakeholders and then visited each site in turn to conduct interviews with subject matter experts (SMEs).

Based on the interviews we prepared process charts for the full process at each site. We also captured details of the different supporting systems. This information was re relayed back to the SMEs to gain their agreement that it accurately represented the “as-is” situation.

We then simplified and synthesised the various processes into a single optimised process which we presented back to each site. During this process we had to negotiate with the various stakeholders and adapt the solution to gain the buy-in of all the sites.

The final stage was to prepare an outline specification for a combined workflow, database and e-learning solution to support the new unified process.