

Gavin Rattray FISTC

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Technical Author/Standards Engineer/Editor/Marine Engineer

Skills and Attributes

- Writing, editing, reviewing and illustrating documentation, includes: operation and maintenance manuals, vendor manuals, indexes, health and safety files, reports and engineering standards.
- Developing document styles and structures to meet detailed industries specifications. Planning work within budgets to meet milestones and critical dates. Selecting, and liaising with, translators.
- Experienced user of: Adobe Acrobat Writer, Adobe FrameMaker 5.0 and 7.0, Access 2000, Microsoft Office 2000/3/7, Interleaf 3/4/5, Adobe Photoshop, CorelDraw and Visio.

Career

Contract Technical Author, SBM Offshore (Monaco office) July 2009 to Present
Produced Operations Manuals for the engine rooms and turrets of Floating Production Storage and Offloading (FPSO) Vessels, Turret Mooring Systems and Calm Buoys. SBM Offshore carries out the detailed engineering and supply of most types of offshore terminals and related equipment. Clients include Woodside (Okha project), Pazflor and Petrobras P-57.

Freelance August 2005 to May 2009 working from home:

- **Empure** - Works manuals for water treatment works produced for Scottish Water for their Q&SIII tranche of work.
- **United Utilities** – Editing and compilation of five year business case to meet the regulatory requirements of the water regulator OFWAT.
- **Vital Energi** - Company engineering standards.
- **Balfour Beatty Civil Engineering and Birse Water** - Works manuals for both waste water and clean water pumping stations and treatment works produced for Scottish Water.
- **Unilever Research and Development** - Word templates and developed the documentation style for their corporate machinery purchasing procedure.
- **Siemens Medical Products** - Printer proof checking of medical equipment user manuals in English and foreign languages.
- **Eimco Water Technologies** - Produced a range of instruction manuals for filter systems, used in the water and power industries.
- **Conlan Engineering Solutions** - Produced Word templates, installation check sheets, installation and commissioning instructions and loop check sheets, for a flue gas treatment plant in Singapore.

Contract Package Engineer, Rolls-Royce Industrial Power February 2006 to December 2008
Supervised build of five Avon gas turbine drivers for the Al-Khafji project in Saudi Arabia for CCC. Documented three gas turbine power generation units for Total Usan. Developed maintenance data for Total on the Kashagan project. Rolls-Royce manufacture high power (11 to 60 MW) compact gas turbine drivers that utilise Trent, RB211 and Avon aero-derivative engines, custom compressors, complete power generation units and gas compression units for the UK and overseas. Clients include: Amoco, Agip, BP, British Gas, Conoco, Foster Wheeler, Gazprom, Kellogg Brown and Root, Kvaerner and Shell.

Contract Standards Engineer, Rolls-Royce Industrial Power May 2004 to August 2005

Produced company engineering standards, purchase specifications and work instructions.

Contract Technical Author, Birse Water March 2001 to May 2001 and May 2003 to May 2004

Produced operation and maintenance manuals for clean and wastewater plants for the water industry. Clients included: United Utilities, Severn Trent Water and Yorkshire Water.

Contract Technical Author, Clarke Energy Ltd May 2001 to May 2003

Employed as their sole Technical Author; developed their house style and produced documents to detailed water, construction and other industries specifications. Clarke design, build and maintain small (1 to 15 MW) gas fuelled power and CHP stations. Clarke's clients included: Biffa Waste, Birse, British Energy, Dalkia, Onyx, Severn Trent Water, Scottish and Southern Energy, UK Coal, United Utilities and Yorkshire Water.

Contract Editor and Technical Author, British Nuclear Fuels Ltd March 1999 to March 2001

Maintenance Instruction Editor for the BNFL Sellafield Drypac Project documentation team in Risley. In addition, I produced commissioning, operating and maintenance, and plant recovery instructions for the B215 project at Sellafield, and supervised another technical author who was also working on the same project.

Contract Technical Author, Brite Voice Systems November 1998 to March 1999

Produced customised hardware maintenance documentation for Brite voice services director systems. Brite manufactured bespoke telephony access systems for AT&T, Cellnet, Ericsson and Vodaphone.

Technical Author, Cooper Energy Services (Now Rolls-Royce) August 1991 to November 1998

Sole UK Technical Author for Cooper Energy Services. I introduced Interleaf desktop publishing and developed instruction manuals. Involved: planning, writing and illustrating contract specific operation and maintenance manuals, installation and commissioning manuals, collating vendor equipment manuals and writing company standards. I also trained and supervised a junior technical author.

Technical Author, Mirrlees Blackstone Ltd February 1990 to August 1991

Worked in a medium sized technical publications department, where I produced manual updates, wrote vendor manual indexes and collated vendor manuals. Mirrlees manufactured a range of medium speed, diesel and gas four stroke, industrial and marine engines for power generation, along with locomotive diesel electric power plants, all with power outputs from 3 to 12 MW.

Various Temporary Jobs November 1987 to February 1990

Jobs included: Centre Lathe Operator, Bar Manager and General Labourer.

Marine Engineer Officer, Shell Tankers UK December 1985 to November 1987

Employed as an Engineer Officer, which involved watchkeeping and daywork on large and very large oil and gas tankers. My main duties were, monitoring, operating and maintaining and fault-finding all types of shipboard electrical and mechanical equipment, including:

- Slow and medium speed diesels, boilers and heavy fuel treatment plant.
- Flash evaporators, HP and LP steam turbines, centrifugal and positive displacement pumps, hydraulic pumps and motors, air conditioning and refrigeration equipment, power, heating, lighting and water systems.

Marine Engineer Officer Cadet, Shell Tankers UK January 1981 to December 1985

Successfully completed a four year Cadetship in Marine Engineering during which time I completed both an OND and a HND in Marine Engineering.

Education and Training

HND Marine Engineering 1984 South Shields Marine and Technical College studied: Electrical and Electronic Engineering, Marine Power Plant, Naval Architecture, Marine Electronics, Control Engineering, Thermodynamics, Mechanics and General Studies.

OND Marine Engineering 1981 to 1982 South Shields Marine and Technical College studied: Electrical and Electronic Engineering, Marine Power Plant, Maths, Chemistry, Technical Drawing, Thermodynamics, Mechanics and General Studies.

GCSE O' Levels 1977 to 1980 John Cleveland College, Hinckley, Leicestershire: 8 O' Levels.

Courses

Compressor University Training Course Rolls-Royce Energy, 17/5/07

Fundamentals of Safety Case Writing for Decommissioning Energy Industries Council, 7/3/07

Fellow of the Institute of Scientific and Technical Communicators (FISTC) 20/3/06

Rolls-Royce Product Liability Training, 24/3/05

Swagelok Installation Course, 19/1/05

Robohelp (2 days) 25/11/98

LRQA Internal Auditing (2 days) 15/10/98

Writing for Results Training Seminar, 27/10/94

Designing with Desktop Publishing, 22/11/93

Cooper-Bessemer Power Turbine Seminar, 28/4/93

Gas Turbine Control Systems Seminar, 9/11/92

Seminar on Gas Turbine Noise Levels, 16/9/92

Centrifugal Compressor Design (3 days) 18/5/92

Interleaf Publisher Training Course (5 days) 1991

K Major Diesel Familiarisation (5 days) 1990

Interests

Mountain walking with my family, restoring old cars and keeping fit with circuit training.