



# Octave Tempo Operating Procedures

The industry-leading solution for  
optimized operations performance

eBook

# Contents

---

<b>1</b>	Octave Tempo Operating Procedures	03
<b>2</b>	Why the Tempo Operating Procedures CCMS?	09
<b>3</b>	What makes the Tempo Operating Procedures CCMS unique?	09
<b>4</b>	Key benefits of Tempo Operating Procedures	10
<b>5</b>	Powerful digital procedures	11
<b>6</b>	Learn at light speed	12

---

# Octave Tempo Operating Procedures

Octave Tempo Operating Procedures (formerly AcceleratorKMS) is built around a component content management system (CCMS) designed to bring clarity, control and consistency across operations. One connected foundation with multiple capabilities working in sync.




**Procedure life-cycle management (PLCM)** - manage procedure authoring, review activities and field use/feedback in a single connected platform.




**Learner experience platform (LXP)** - onboard and upskill workers faster while in the flow of work and on mobile devices, with self-serve learning options available.




**Quality management system (QMS)** - manage the quality of work, content and personnel while gaining visibility into key metrics and generating reports.




**Connected worker platform (CWP)** - tie all solutions together to share information and allow users to give feedback from the field and collaboratively execute work.






Full Features List			
	Tempo Operating Procedures	Microsoft Word	Acrobat PDF
Single source of truth	✓	✗	✗
Tempo Operating Procedures AI authoring	✓	✗	✗
Content tagging	✓	✗	✗
Change it once change it everywhere single source updater	✓	✗	✗
Component based authoring and content reuse	✓	✗	✗
Link multimedia to procedures	✓	✓	✓
Multi-language procedure writing	✓	✗	✗
Procedure templates	✓	✓	✗
Content cloning	✓	✗	✗
Traditional procedure export	✓	✓	✗
Automated document control	✓	✓	✗

	 Tempo Operating Procedures	 Microsoft Word	 Acrobat PDF
Automated and triggered reviews	✓	✗	✗
Mobile field worker content access application	✓	✗	✗
Automatic formatting	✓	✗	✗
Interactive procedures and reference content	✓	✗	✗
Procedure completion history	✓	✗	✗
Role-based work instruction delivery	✓	✗	✗
Real-time collaboration with colleagues	✓	✗	✗
Digitally capture data in the field	✓	✗	✗
Assign, track, and monitor job progress in real-time	✓	✗	✗
Designed for use with training manuals, company policies and standards, HSSE, equipment specifications, and more	✓	✗	✗
Intermittent wireless connectivity	✓	✗	✗

	 Tempo Operating Procedures	 Microsoft Word	 Acrobat PDF
Instant worker feedback	✓	✗	✗
Learning content integrated into flow of work	✓	✗	✗
Self-serve eLearning	✓	✗	✗
Link learning content to procedures	✓	✗	✗
Improve content through feedback and ranking	✓	✗	✗
Interactive learning modules & quizzes	✓	✗	✗
Scorm compliant export to LMS with quiz questions	✓	✗	✗
Incident “lessons learned”	✓	✗	✗
Training plans	✓	✗	✗
Generate reports to drive continuous improvement	✓	✗	✗
Interactive assessments	✓	✗	✗

	 Tempo Operating Procedures	 Microsoft Word	 Acrobat PDF
SharePoint & SharePoint 365 sync	✓	✓	✗
Domain access control	✓	✓*	✗
Assign, track, and monitor job progress in real-time	✓	✗	✗
Streamline audit reporting	✓	✗	✗
Automated content review cycle	✓	✗	✗
Organic and collaborative reviews	✓	✗	✗
Procedure expiration workflows	✓	✗	✗
Role-based reviews	✓	✗	✗
Version control	✓	✓*	✗
Revision tracking	✓	✗	✗
Procedure completion history	✓	✗	✗

\*A competitor has the feature but with exceptions

	 Tempo Operating Procedures	 Microsoft Word	 Acrobat PDF
Completion data API	✓	✗	✗
Human and machine readable data output	✓	✓	✗
Dynamic tables	✓	✓*	✓*
Dynamic single-select and multi-select lists	✓	✓	✓
Document import API	✓	✗	✗

\*A competitor has the feature but with exceptions

**7.1%**  
**Wrench time improvement**  
 due to easy-to-access single source of knowledge

**99%**  
**Increase**  
 in procedure adherence to compliance through real-time tracking and integrated operator feedback

**68%**  
**reduction**  
 in SME time due to field operators taking ownership of procedure feedback

## Why the Tempo Operating Procedures CCMS?

Tempo Operating Procedures was built from the ground up with the process industries in mind. It can manage components like a component content management system (CCMS), manage publishing to end users like a web content management system (WCMS), manage digital assets like a digital asset manager (DAM) and can push out top-level documents to end users like a document management system (DMS). This solution doesn't only store your documents, it lets you easily manage and govern the critical operational content your field workers use every day.

## What makes the Tempo Operating Procedures CCMS unique?

- No reliance on third-party publishing tools or customized end user interfaces
- Content can be filtered and tagged by relationships, usage, update status and equipment association
- Tracks stored content, letting users see details related to job status, review status and captured data
- Designed for publishing operational material such as procedures, checklists and in-field reference materials
- Allows components to be updated once and published to multiple facilities or locations
- Allows all operational content to be viewed and used on a mobile device anywhere in the field
- One system to author, edit, manage, review, govern and publish



# Key benefits of Tempo Operating Procedures

**Be guided through work or learning.** Workers can complete procedures or learning content while in the flow of work on a mobile device.

**Track everything.** Every action by every worker is tracked for later reporting, auditing and reskilling.

**Collaborate anywhere.** Workers can collaboratively perform work, learning and complicated processes together - wherever they operate

**Digital Data Capture.** Capture data anywhere in the field with specific parameters to ensure consistent collection that can be analyzed.

**Analyze everything.** All information tracked in Tempo Operating Procedures can be used to generate reports, which can assist organizations in regulatory compliance.

**Information personalized.** All information in Tempo Operating Procedures can be curated and assigned to workers based on role, competency and more.



# Powerful digital procedures

Turning your paper-based procedures into the Tempo Operating Procedures digital ecosystem brings powerful new capabilities and efficiencies to your organization.

**Reuse content at scale.** Never write a procedure from scratch again. Reuse content across all of your procedures and learning manuals from multiple sites to expedite the process from inception to publish.

**A choice for every scenario.** Build branching statements into your digital procedures to guide your workers through unexpected occurrences.

**Capture data.** Never manually collect data or question a temperature reading again. Simply go to the site, scan the QR or piece of equipment, and Tempo Operating Procedures handles the rest.

**Track and trend.** Track worker progress in a digital procedure or digital learning content. Understand why things go wrong and see trends related to usage with external business analytics programs.

**Stay current.** Workers can immediately alert management to errors in procedures initiating a content review process. When the content is updated, the worker is immediately notified.

**Build safety into every step.** Alerts, warnings and PPE requirements within digital procedures ensure workers are equipped to act.

**Always prepared.** Role-based delivery and curation in Tempo Operating Procedures ensures workers never have access to procedures or content that is outside their knowledge and always have what they need for efficient work.



## Learn at light speed

The learning capabilities of Tempo Operating Procedures enable your organization to train and upskill faster while seeing multiple additional operational efficiencies.

**Learn in the flow.** Workers can complete procedures or learning content while in the flow of work on a mobile device. Safety warnings and PPE requirements keep workers on track within procedures.

**QMS in tandem.** After tracking actions in Tempo Operating Procedures, use the QMS to find trends, deficiencies and errors.

**Scorm-compliant and quiz compatible.** Workers can complete assessments and their competency is tracked for integration with LMS systems.

**Enable self-serve learning.** Workers can view on-demand learning courses, videos and multimedia for in-work assistance and upskilling.

**Connect to your ecosystem.** Data and competencies in Tempo Operating Procedures can be sent to and integrated with HR systems to create worker profiles.

**Focus on what matters most.** With curation, workers can be sent learning content which aligns to their learning and performance goals.



Content must be truly digital to gain data for human predictions.



- Stored in a file sharing or document management system
- Printed out and stored in a binder or cabinet
- Metadata must be manually assigned
- Content is not related

This is not truly digital.

### TYPICAL PROCEDURE

**Centrifugal Pump Start Up Procedure**  
Version 0.65.0

**Description:** Centrifugal pumps convert energy generated from an electric motor or turbine into velocity into pressure to pump fluid.

**Warning:** Powered equipment. Risk of shock and personal injury.

**Before pump start-up you must perform these tasks:**

1. Open the suction valve.
2. Open any recirculation or cooling lines.
3. Fully close or partially open the discharge valve, depending on system conditions.
4. Start the driver.
5. Slowly open the discharge valve until the pump reaches the desired flow.
6. Check the pressure gauge to ensure that the pump quickly reaches the correct discharge pressure.
7. If the pump fails to reach the correct pressure of 200°F, perform these steps:
  - a. Stop the driver.
  - b. Prime the pump again.
  - c. Restart the driver.
8. Monitor the pump while it is operating.
  - a. Check the pump for bearing temperature, vibration, and noise.
  - b. If the pumps exceed normal levels, then shut down the pump immediately and correct the problem.
9. Repeat steps 7 and 6 until the pump runs properly.
10. Once pump is running properly, notify Control Room.
11. Clean work area and return tools.
12. Verify that steps were followed per procedure requirements.

- Made of paper
- No human factors support
- No human-focused warnings
- No way to provide immediate feedback
- Easy to lost track of progress

### DIGITAL PROCEDURE

**Centrifugal Pump - Start** DRAFT  
Version 0.66.0

Centrifugal pump start to provide service to system (i.e. cooling system) for normal operations.  
Company > Site > Facility > Unit > Subunit > Startup

**Requirements**

- System is aligned to support starting pump.

**HSE Requirements**

**WARNING** Powered equipment. Risk of electrocution when pump is **not** disconnected from the power source before performing installation or maintenance tasks.

**Preparation**

1.	FO	VERIFY permission to start pump has been obtained.
2.	FO	IF starting pump after maintenance: • THEN select Yes and perform sub steps. • OTHERWISE, select No and continue main steps.
2.1.	FO	FLUSH system thoroughly. To remove dirt or debris in the pipe system.
<b>CAUTION</b> Temperature imbalance. Variances between the heat of the fluid being pumped and the casing can cause thermal shock to the liner and impeller, causing damage to the mechanical seal.		
3.	FO	IF temperature of pumped fluid will exceed 200°F (93°C), • THEN select Yes and perform sub steps. • OTHERWISE, select No and continue main steps.
3.1.	FO	ALLOW small amount of fluid to circulate through pump UNTIL casing temperature is within 100°F (38°C) of fluid temperature.
4.	FO	VERIFY discharge valve is closed.

- Chunked
- Tagged
- Web-enabled
- Interactive
- Future-proof
- Human factors support
- Human-focused, in-procedure warnings and PPE requirements
- Can be exported to several formats
- Available on mobile devices

## About Octave

eBook

Octave is a leader in enterprise software, turning data into decisive action and intelligence into your edge. Our software solves for and simplifies complexity, from the design and build to operations and protection of people, property, and assets – for any scope, at any scale. For decades, we’ve partnered with customers to sharpen performance, elevate efficiency, and amplify results. From factory floors to entire cities, our solutions are tuned to scale up what’s possible from day one onward.

©2026 Intergraph Corporation and/or its affiliates. All rights reserved.

