

## **Gavin Rattray Technical Author**

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<http://www.fullstopltd.co.uk>

- Technical Author, Editor and Standards Engineer working in the oil and gas, power, renewable energy, water and nuclear industries
- Over 25 years experience writing, editing, proofreading and illustrating documentation. Developing document styles and structures to meet detailed industries specifications. Planning work within budgets to meet milestones and critical dates
- Experienced user of: Microsoft Office, Adobe Acrobat Writer, Adobe FrameMaker 5.0 and 7.0, Access 2000, Interleaf 3/4/5 and Visio

## **Work Experience (Director Full Stop Ltd)**

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### **Technical Author, Lloyds Register** October 2015 to December 2015

Worked with a team of collaborating engineers, writing and editing an industry guideline to the certification of metal parts created by additive manufacturing.

### **Technical Author, SBM Offshore** October 2011 to October 2015 **Technical Author, SBM Offshore** (Monaco based) July 2009 to October 2011

Produced operation and maintenance manuals for the mooring system, turret, engine room, topsides power generation systems and accommodation of Floating Production Storage and Offloading (FPSO) vessels and instruction manuals for CALM buoy tanker mooring systems. SBM Offshore carries out the detailed engineering and supply of most types of offshore terminals and related equipment. FPSO projects included: Shell Stones Turritella, BP QUAD 204, Petrobras Cidade de Saquarema, Marica, Ihabella and Anchietta FPSOs, ENI N'Goma, Woodside Okha, Xian Huizhou FPSO, Noble Aseng, Grupo EBX OSX 2, Shell BC10 and Statoil Asgard A.

### **Technical Author, National Grid Carbon** April 2012 to April 2013 and July 2015 to September 2015

Formatted and created full chain health and safety report from National Grid Carbon (NGC) source documents for White Rose (consisting of Capture Power Ltd (CPL) Drax, NGC and BOC) carbon capture and storage project. Created a document style guide along with standard templates for NGC; then formatted management procedures, management policies, guidance documents, specifications and project requirements to those standards.

### **Technical Author, National Grid Gas** March 2012 to March 2013

Worked closely with British Gas engineers to produce and refine their templates, style guides then edit a suite of new engineering specifications for compressor stations and Above Ground Installations (AGI) produced to meet the requirements of the Industrial Emissions Directive (IED).

### **Technical Author, Tidal Energy Ltd** September 2012 to January 2013

Developed DeltaStream patent technical paper and white paper for Tidal Energy's renewable power generation tidal energy solution.

### **Technical Author, Enpure** December 2008 to May 2009

Produced works manuals for Water Treatment Works (WTW) for Scottish Water for the Q&SIII tranche of work. Projects included: Sanna WTW and Marchbank WTW.

### **Technical Author, United Utilities** April to May 2009

Worked with a team of editors to carry out final editing of UU's five year business case to meet the regulatory requirements of the water regulator OFWAT.

### **Technical Author, Vital Energi** September to November 2008

Produced company engineering standards for: piping calculations, piping hydrostatic test procedure, piping leak test procedure, piping material design specification and an overview of the Pressure Equipment Directive (PED).

**Technical Author, Balfour Beatty Civil Engineering and Birse Water** November 2007 to January 2009  
Produced entire works manuals for Waste Water Treatment Works (WWTW) and pumping stations for Scottish Water. Projects included: Dumfermline WWTW, Alloa WWTW Odour Control Plant, Broomvale Drive Storm Screen, Cairneyhill Sewage Pumping Station (SPS), East Wemyss WWTW, Eyemoth and Jedburgh WWTW, Galashiels WWTW, Newmachar Craigie Treated Water Pumping Station (TWPS), Newmachar Kinmundy TWPS, Peterhead Grange TWPS and Polbeth SPS.

**Technical Author, Unilever Research and Development** November and December 2007  
Developed word templates and style guides for corporate machinery purchasing procedures.

**Proof Reader, Siemens Medical Products** June 2007 to December 2008  
Printer proof checked medical equipment user manuals in English and foreign languages.

**Technical Author, Eimco Water Technologies** October to December 2006  
Produced a range of instruction manuals for filter systems, used in the water and power industries.

**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 field development 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.

**Technical Author, Conlan Engineering Solutions** August 2005 to December 2005  
Produced Word templates, commissioning check sheets, installation and commissioning instructions and commissioning loop check sheets for a large flue gas treatment plant in Singapore for Keppel.

**Standards Engineer, Rolls-Royce Industrial Power** May 2004 to August 2005  
Produced company engineering standards, purchase specifications and work instructions.

**Technical Author, Birse Water** (Manchester Cheadle based) March 2001 to May 2001 and **Technical Author, Birse Water/Balfour Beatty** (Home based) 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 from scratch and produced documents to detailed water, construction and other industries specifications. Clarke design, build and maintain small (1 to 15 MW) gas fuelled power generation and CHP stations. Clarke's clients included: BNFL, Biffa Waste, Birse, British Energy, Dalkia, Onyx, Severn Trent Water, Scottish and Southern Energy, UK Coal, United Utilities and Yorkshire Water.

**Editor, 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 a technical author on the project.

**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.

## **Work Experience (Staff Positions)**

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**Technical Author, Cooper Energy Services (Now Rolls-Royce)** August 1991 to November 1998  
Sole UK Technical Author for Cooper Energy Services. Introduced Interleaf desktop publishing and developed the instruction manuals for the Coberra, Avon and RB211 gas turbine Power Generation (PG) and gas compression units. The work 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 training and supervision of a junior Technical Author. Projects included: BP Easington, Bruce Phase II, Harding, Bruce Topsides, Agip Tiffany, British Gas (BG) Aylesbury, Alrewas, Warrington, Easington, Armada, Amethyst, Cambridge, North Morecambe, Rough, Huntingdon, Carnforth II, Shell, Leman, Brent, Nelson, Gasunie Ravenstein, Conoc CMS II, Heidrun, Metragaz Maghreb, Arco Thames, Parsons Samarinda, Total ABK, Britannia Operator, Ruhrgas AG, NIOC Kupal, Parsi, Snamprogetti SpA, SPP Slovtransgaz I,II&III, Westinghouse Ertisa Cogeneration, Unocal Pailin I&II, Gazprom, Lyulka Cooper Mostransgas Dologoe, Elf Elgin, Franklin, RRIPS Bilkent University CHP, Arco Thames and ADMA OPCO Zakum.

**Technical Author, Mirrlees Blackstone Ltd (Hawker Siddeley)** 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, 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, 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 compressors, air conditioning, HVAC and refrigeration equipment, power, heating, lighting and water systems.

## Education

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HND Marine Engineering 1984 South Shields Marine and Technical College

Subjects studied were: electrical and electronic engineering, marine power plant (distinction), naval architecture, marine electronics, control engineering, thermodynamics, mechanics and general studies

OND Marine Engineering 1981 to 1982 South Shields Marine and Technical College

Subjects studied were: electrical and electronic engineering, marine power plant, maths, chemistry, technical drawing, thermodynamics, mechanics and general studies

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

## Training

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Made 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

LRQA Internal Auditing (2 days) 15/10/98, Robohelp Course (2 days), 25/11/98

Compressor University Training Course Rolls-Royce Energy, 17/5/97

Fundamentals of Safety Case Writing for Decommissioning Energy Industries Council, 7/3/97

Multimedia Technology Course Liverpool John Moores University, 15/1/97

Law for Technical Communicators Seminar Coventry University, 15/11/96

Writing for Results Training Seminar, 27/10/94, Designing with Desktop Publishing, 22/11/93

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

Gas Turbine Control Systems, 9/11/92, Gas Turbine Noise Levels, 16/9/92

Centrifugal Compressor Design (3 days), 18/5/92, Interleaf Publisher Training Course (5 days), 1991

Mirrlees K Major Diesel Familiarisation (5 days), 1990

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

## Hobbies

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Running and restoring classic cars, mountain walking, swimming and circuit training.