

Advanced Procedure Writing for the Process Industries

The development and use of effective and user-friendly operating and maintenance procedures in process facilities is essential for safe and efficient operations.

This course moves beyond the fundamentals of writing effective procedures covered in the course “Principles of Procedure Writing for the Process Industries.” The role of a management system for procedures is explained ranging over procedure design, development, implementation, maintenance and control. You will learn how to decide when procedures are needed. You will also learn how to design procedures to ensure their usability. Guidelines are provided on various matters such as the appropriate use of language, numerical information, graphics, lists and tables. The writing of special types of procedural steps such as non-sequential, continuous and time-dependent is explained. Guidelines for drafting, evaluating and validating procedures are also covered. Procedure maintenance, control and training are explained.

The course concludes with the presentation of guidelines for preparing several specific types of procedures including standard operating procedures, safe work practices, emergency operating procedures, and maintenance procedures. Throughout the course, examples are used to illustrate the guidelines presented.

Objective:

To learn how to design and develop effective and usable operating, maintenance and other procedures for use in any situation. This includes the improvement of existing procedures.

Target Audience:

Operations and Maintenance Personnel, Process Engineers, Process Safety Personnel and others who are responsible for the design and development of procedures.

Course Topics:

- Management Systems
- Selection of Procedures to Develop
- Human Factors in the Design of Procedures
- Use of Syntax, Vocabulary and Punctuation
- Presentation of Numerical Information
- Lists and Tables
- Conditional Statements
- Notes, Cautions and Warnings
- Cross-references
- Use of Graphics
- Special Types of Procedural Steps
- Drafting and Validation of Procedures
- Evaluating Procedures
- Accessibility and Use of Procedures
- Control of Procedures
- Training Personnel Using Procedures
- Guidelines for Preparing Specific Types of Procedures

Duration:

Two days, 1.4 CEUs or 14 PDHs awarded

For more information, contact:

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