

Principles of 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.

Written procedures are a requirement of OSHA's Process Safety Management (PSM) Standard, CFR 1910.119. Procedures can have as much impact on process safety as the process equipment. It should also be noted that the Operating Procedures element of the PSM Standard is one of the most frequently cited elements by OSHA year-after-year.

Many companies assume their employees can write procedures simply by documenting what they do. However, this approach often produces ineffective procedures.

There are much better approaches that can be used to write procedures that do not require any more work than the traditional "write what you do" approach. These methods produce procedures that are much more effective and usable.

This course covers the fundamentals of writing effective procedures. You will learn how to design and develop procedures according to established principles and best practices and how to write procedures for their users. The regulatory requirements for procedures are explained together with clarifications and interpretations from OSHA. Throughout the course, examples are used to illustrate properly (and improperly) designed procedures.

Objective:

To learn the basics of the design and development of effective and usable operating, maintenance and other procedures such as those for safe work and emergency response. 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:

- Overview
- Regulatory Requirements
- Design of Effective Procedures
- Organizational Structure
- Deciding on the Contents
- Formatting Procedures
- Writing Procedural Steps

Duration:

Two days, 1.4 CEUs or 14 PDHs awarded