DAY 1

Introduction

- Why written procedures are necessary?
- The Types of Maintenance Procedures and Documentation
- Current Trends in Procedures and Documentation
- Regulatory and Safety Considerations

DAY 2

Maintenance and Operating Procedure Management System Design

- Determine the System and CMMS Requirements
- Procedure Users Needs Analysis
- Criteria that Determines the Need
- The Sections and Layout of Each Type of Procedure
- Procedure RASCI

DAY 3

Procedure Writing Efficiency

- Information Sources for Procedure Writing
- Software Tools for Writing Efficiently
- Fonts, Paragraph Formatting that Enhances Readability
- The Use of Templates, Boilerplate, Autotext
- Practical: Use Tools and Techniques to Enhance Efficiency

DAY 4

Procedure Writing

- Language, Grammar and Vocabulary
- Use OEM Information Sources
- Use Subject Matter Experts
- Practical: Write a Draft Procedure

DAY 5

Procedure Control

- Review and Approval
- Procedure Repository for Soft Copies
- Distribution Matrix for Hard Copies
- Update and Revision Process
- Techniques to Improve Usage by End-users
- Conclusion