

MOP Writing & Comprehension

The ability to read, understand and develop Technical Procedures is an indispensable skill for people working in critical environments. A well written procedure greatly assists in the execution of a project by organizing the efforts in a step by step as necessary execution and reduces the likelihood of unexpected problem during the execution of a project. This course breaks procedures down into their component parts and analyzes the goals of each section to improve the ability of personal to both use and develop technical procedures. Additionally, students will reinforce the concepts covered through interactive class exercises. This course has the ability to be customized to use the standards and formats of a particular facility or industry.

Course Duration: 8 hours

INTRODUCTION

Purpose
Presentation Methods
Course Goals

BACKGROUND

Purpose of Written Procedures
Factors Affecting Procedural Detail
General Procedural Template

PROCEDURAL COMPONENTS

Title and Scope
Responsibilities
Risk Assessment and Mitigation
Initial Conditions
Precautions
Sequential Steps
Critical Points
Completion and Check-Offs
Review and Approval
Attachments

DEVELOPMENT TECHNIQUES

Clarity and Conciseness
Understanding the End-User
Use of Jargon
Use of Phases and Tasks
Contingency Planning
Using Experts
Incorporating Pre-existing Procedures
Walk-throughs and Revisions

PRACTICAL EXERCISES

Review and Critique Procedures
Perform a Risk Assessment
Develop a Sequential Procedure
Develop a Contingent Procedure

CONCLUSION