

Introduction

Precise and unambiguous written procedures are essential to the safety management process. Safety audits often identify weaknesses in written procedures, ranging from out of date to incomprehensible or even non-existent.

Aim

To provide delegates with the theoretical and practical skills necessary to prepare effective and coherent written procedures.

Outcomes

Delegates will be able to understand:

- the need for procedures
- how to structure and standardize procedures
- review, amendment and audit
- the impact of change on procedures
- the link with risk assessment
- continuous improvement
- the role of procedures in training and competency

Suitable for: Anyone who may be required to write procedures

Prior Knowledge/training: None

Course Duration: 1 day

Numbers: Minimum 8 maximum 12

