

# Writing Effective Health Physics Procedures

July 19-20, 2021 ♦ “Live” Online Instruction ♦ \$895

This 3-day course is designed to improve the participants’ technical procedure writing skills. It consists of guided discussions on effective procedure writing, revision, use and control. Examples are provided of effective and ineffective procedures and an exercise is conducted in revising weak procedures.

- Learn the logical steps in writing technical safety procedures from knowledgeable experts!
- Avoid costly regulatory non-compliance with procedures that are easier to understand and follow!
- Manage and control your HP procedures with a logical, time-tested system!
- Practice the skills learned at this training course during actual classroom exercises!
- Learn to evaluate procedures written by others and to identify those that are weak or ineffective!

### Review of Technical Writing Fundamentals

- ! Definition of Technical Writing
- ! Grammar
- ! Usage
- ! Mechanics

### Procedure Hierarchy

- ! Administrative Procedure
- ! Operating Procedure
- ! Work Instruction
- ! Operating Aid

### Choosing The Proper Vehicle

- ! When a Procedure Is/Is Not Required
- ! Decision Methodology

### Practical Guidance to HP Procedure Writers

- ! Outline
- ! Procedure Steps
- ! Warnings, Cautions, Notes
- ! Calculations
- ! Examples
- ! Emphasis
- ! Cross-References
- ! Component Identification
- ! Level of Detail
- ! Procedure Aids
- ! Visual Aids
- ! Mechanics of Style
- ! Procedure Numbering
- ! Procedure Organization
- ! Table of Contents
- ! Page Format
- ! Section Headings
- ! Attachments & Records

### Evaluating Completed Procedures

- ! Suggested Methods

### Procedure Review

- ! Who Should Perform
- ! What Should Be Reviewed
- ! Frequency of Review

### Procedure Issue

- ! Recommended Process

### Procedure Control

- ! Distribution
- ! Document Control System

### Ineffective HP Procedures

- ! Common Deficiencies
- ! Critique of Procedures

### Revising HP Procedures

- ! Identification
- ! Control of Revised Procedures
- ! Classroom Exercise

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