THE SCIENCE AND ART OF DESIGNING GOOD PROCEDURES AND CHECKLISTS

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Within many safety audits and investigations lies a common perception - **'procedures not being followed'.** A typical response is to create even more procedures and checklists leading to an overburdening safety management systems (SMS) that becomes resource and cost intensive. If you are concerned about the ever-increasing size of your SMS, you may wish to rethink the design of your procedures and checklists.

This workshop is aimed at:
• understanding the problems with procedures and checklists;
• understanding the types of procedures and checklists suitable for various situations and operations;
• understanding how and when feedback from SMS should be used in reviewing procedures and checklists;
• acquiring the art of designing good procedures and checklists (formatting, styling, and the correct text for ease of understanding);
• designing procedures and checklists that are task-oriented, user-friendly, risk focused and above all practical.

What are the benefits of this workshop?
Procedures and checklists that are realistic, user-friendly and practical would gain an easy buy-in from end-users and result in lesser deviations and non-conformances. This is an opportunity to rethink and streamline your SMS.

What are the key features of the workshop?
• Cutting edge thinking
• Case studies with interactive group exercises
• Practical exercises for designing procedures and checklists
• Reflective learning

Bringing imagination closer to reality

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