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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