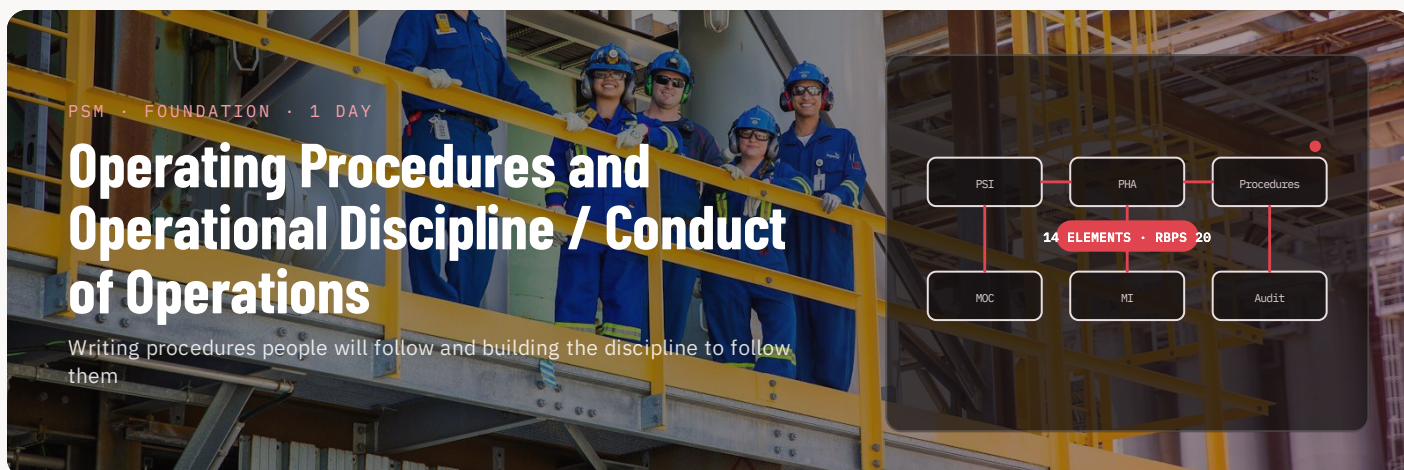




DURATION
1 day

LEVEL
Foundation

FORMAT
On-site classroom · virtual instructor-led

LANGUAGE
English

MAX. PARTICIPANTS
16

2

procedures rewritten in the workshop

1

procedure-quality checklist

6

conduct-of-operations practices

◆ Overview

A procedure that is technically correct but unusable at three in the morning is a hazard. The course covers what 1910.119(f) requires for start-up, normal, temporary, emergency and shutdown operations, how to write steps with the right level of detail, warnings and verification points, and how to keep procedures current through annual certification and MOC. The second half addresses conduct of operations: the practices that turn a written procedure into what actually happens on shift.

◆ Learning outcomes

- Structure a procedure set covering every operating phase required by 1910.119(f)
- Write steps with clear action, expected response, limits and hold points
- Build in critical-step verification and sign-off without making the document unusable
- Manage temporary procedures, deviations and annual certification
- Apply conduct-of-operations practices: shift routines, log-keeping, bypass control, housekeeping
- Measure procedure adherence and use findings to improve the documents, not just the people

◆ Who should attend

Operations supervisors, procedure writers, training coordinators and unit engineers; managers accountable for operational discipline

◆ Course outline

MORNING

Procedure-related incidents · OSHA 1910.119(f) and RBPS operating procedures · procedure hierarchy and formats · writing style, level of detail, warnings and cautions · critical steps and verification · procedure-quality checklist

AFTERNOON

Annual certification and MOC of procedures · temporary procedures and deviations · conduct of operations and operational discipline (CCPS) · shift routines, bypass and override control · rewriting two participants' procedures · adherence measurement

◆ Standards referenced

OSHA 29 CFR 1910.119(f)

CCPS Conduct of Operations and Operational Discipline

CCPS Guidelines for Writing Effective Operating and Maintenance Procedures

EI Human Factors Briefing Note 4 (Procedures)

CCPS Risk Based Process Safety

◆ Tools & exercises

Procedure templates and quality checklist provided; workshop on participants' own procedures

◆ What's included

- ✓ Course manual and slide pack
- ✓ Software access for the course
- ✓ Post-course Q&A with the instructor
- ✓ Exercise and case-study pack
- ✓ Competency quiz and certificate
- ✓ Templates used in the exercises

INSTRUCTORS

Practising engineers — TÜV HAZOP Leader, CCPS and IEC 61511 Functional Safety certified — with 200+ years of cumulative plant experience.

PREREQUISITES
None

CERTIFICATION
Certificate of completion

Book this course or build a custom curriculum

On-site at your plant or virtual · in-house groups · competency assessment included

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