



Writing Maintenance Procedures	
Objective	To introduce participants to the basic skills and knowledge necessary to write and implement safe, user friendly and cost effective maintenance procedures.
Benefits	<ul style="list-style-type: none">▪ Enable critical procedures to be written to improve work standards resulting in reduced repair times and increased equipment reliability.▪ Less re-work through better work standards.▪ Reduced chance of work-related injuries through more effective procedures.
Who Should Attend?	Maintenance Planners, Supervisors, Tradespeople and Anyone who uses procedures or should be using procedures to improve the quality and reliability of plant and equipment.
Course Outline	Introduction to theoretical and practical aspects of Writing Maintenance Procedures, Identifying tasks that require procedures, what information is required and where to get it, writing instructions in clear, concise language, use flowcharts to implement a thorough review process ensuring control of your revision and a functional end product.



1.0 WELCOME AND INTRODUCTION

- Welcome and introductions
- Course overview
- Benefits of using procedures
- History and background
- Today's procedure requirements
- Developing a Maintenance Program
- Pre-requisites for procedures

2.0 DEVELOPING A MAINTENANCE PROCEDURE

- Maintenance requirements
- Procedure requirements
- Generating improvements

3.0 FORMAT STYLE AND CONTENT REQUIRED

- Format and style selection approval
- Identifying the job
- Collecting and organising information

4.0 LAYOUT SAMPLES OF PROCEDURES

- Comparison of formats
- Benefits of some examples
- Consideration of fonts used
- Layout consideration



5.0 DEVELOPING A MAINTENANCE PROGRAM

A series of workshops designed to outline content and format for procedures

6.0 WORKSHOPS

- Basic maintenance procedure
- On-Condition monitoring procedure
- Scheduled restoration procedure
- Scheduled discard procedure
- Fault finding task
- Re-Engineering procedure
- Computer output/input requirements

7.0 MAJOR PROJECT FLOWCHART