

## COURSE SNAPSHOT

# WRITING GOOD MAINTENANCE WORK INSTRUCTIONS & PROCEDURES

**DURATION** 4 hours

**PREREQUISITES** None

## COURSE OVERVIEW

Successfully translating your Asset Management Plans and Equipment Maintenance Strategies into action requires great work instructions, balancing the knowledge of your maintainers with requirements for quality in execution.

## WHO SHOULD ATTEND

Designed for Maintenance leaders who wish to improve the Maintainers who author procedures and work instructions.

## PREREQUISITES

There are no prerequisites for this course.

## YOUR OPTIONS

This course can be delivered at a client's site, and practical activities can be customised to reflect the client's own electrical equipment.

Please contact us for information and pricing on this option.

## COURSE OUTLINE

### Work Instructions

- The difference between a work instruction and a procedure
- Tasks versus steps, it's all in the details

### Work Instruction Formats

- What are the different forms that good work instructions take
- Why have just one
- When should each be applied

### Developing Asset Management Plans

- What is the right amount of detail:
  - » Writing for your audience
  - » Writing for competency
  - » Writing for assurance / risk exposure
- Key elements of good work instructions
  - » Do's
  - » Don'ts

## LED BY EXPERTS

Creating whole-of-life equipment strategies through to detailed maintenance plans, you can have line-of-sight of your total cost of ownership.

Asset Integrity

Materials & Inventory

Operational Readiness

Strategic Advisory

Specialist Asset Management Training

Maintenance & Reliability Engineering

Shutdowns & Turnarounds

Data Science & Master Data

For further information on your education and training options, or for possible corporate or volume discount offers, please contact us.



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