

How to Write Effective HP Procedures



This 2-day course is designed to improve the participants' technical procedure writing skills. It consists of guided discussions on effective procedure writing, revision, use and control. Examples are provided of effective and ineffective procedures and an exercise is conducted in revising weak procedures.

Topics

Review of Technical Writing Fundamentals

- Definition of Technical Writing
- Grammar
- Usage
- Mechanics

Procedure Hierarchy

- Administrative Procedure
- Operating Procedure
- Work Instruction
- Operating Aid

Choosing the Proper Vehicle

- When a Procedure Is/Is Not Required
- Decision Methodology

Practical Guidance to HP Procedure Writers

- Outline
- Procedure Steps
- Warnings, Cautions, Notes
- Calculations
- Examples
- Emphasis
- Cross-References
- Component Identification
- Level of Detail
- Procedure Aids
- Visual Aids
- Mechanics of Style
- Procedure Numbering
- Procedure Organization
- Table of Contents
- Page Format
- Section Headings
- Attachments & Records

Evaluating Completed Procedures

- Suggested Methods

Procedure Review

- Who Should Perform
- What Should Be Reviewed
- Frequency of Review

Procedure Issue

- Recommended Process

Procedure Control

- Distribution
- Document Control System

Ineffective HP Procedures

- Common Deficiencies
- Critique of Procedures

Revising HP Procedures

- Identification
- Control of Revised Procedures
- Classroom Exercise

Onsite Training

Looking for a cost effective way to train 5 or more people?



Onsite training is a great solution for many companies.

With training dollars being stretched more than ever, you get maximum value with an onsite course.

Save up to 50% over open enrollment courses...AND each course is customized to your specific needs.

Contact TMS for further details.

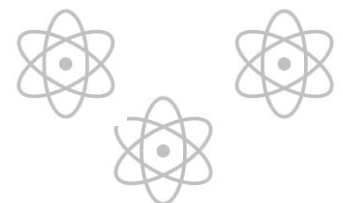


THE AMERICAN ACADEMY OF HEALTH PHYSICS (AAHP) HAS AWARDED THIS COURSE_ CONTINUING EDUCATION CREDITS.

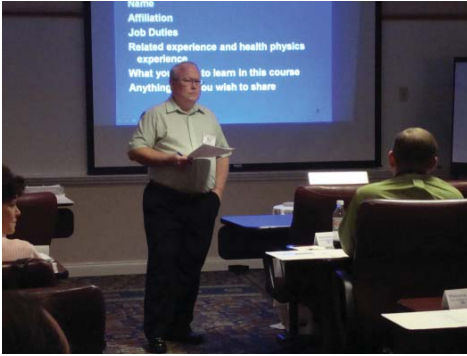
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FOR FURTHER INFORMATION OR ASSISTANCE, PLEASE CONTACT:

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Course Instructor



DR. RODICAN P. REED has over 30 years of experience in health physics. From 1992 to 2007, he was a Senior Health Physicist at the U.S. Nuclear Regulatory Commission (NRC) Technical Training Center. At NRC, he provided health physics training to NRC inspectors, Agreement State inspectors, and other Federal agencies. He was responsible for the uranium fuel cycle technology training curriculum, including uranium mining and milling, health physics, nuclear criticality safety, fire protection, integrated safety analyses (ISA's), and uranium enrichment technologies. He trained fuel facility inspectors and license reviewers as part of the inspector qualification program. He briefed NRC Commissioners, the Office of the Inspector General (OIG), the Atomic Safety and Licensing Board Panel (ASLBP), and the news media, in radiation protection and uranium fuel cycle technology.

He developed post-graduate training in radiation protection for the International Atomic Energy Agency (IAEA), which is now in use world-wide. He trained NRC and Agreement State health physics inspectors in the new 10 CFR Part 20. He developed and presented training on health physics for the proposed high-level waste geologic repository at Yucca Mountain.

He is certified by the American Board of Health Physics (ABHP) and is a member of the American Academy of Health Physics (AAHP). Most recently, he was a member of the History Committee of the Health Physics Society (HPS). He is also a past member of the HPS Continuing Education Committee and the Professional Development Committee of the AAHP. He has published papers in health physics, made numerous technical presentations, and prepared input to environmental impact statements (EIS's) for TVA's nuclear power plants and proposed coal gasification facility. He has a B.S. in Physics (1971), M.S. in Nuclear Engineering (1973), and Ph. D. in Health Physics (1977), all from Georgia Tech.

WRITE MORE EFFECTIVE PROCEDURES....

- Learn the logical steps in writing technical safety procedures from knowledgeable experts!
- Avoid costly regulatory non-compliance with procedures that are easier to understand and follow!
- Manage and control your HP procedures with a logical, time-tested system!
- Practice the skills learned at this training course during actual classroom exercises!
- Learn to evaluate procedures written by others and to identify those that are weak or ineffective!

See What Others Have Said About TMS Courses

“Very effective and practical presentation. The right amount of detail.”

“Excellent instructor. Good examples of situations from instructor’s experiences.”

“This course provided me with practical ideas that I can use on my day-to-day job.”

“Good presentation style. Worked well with class.”

“This was one of the best courses I have ever taken. The instructor was clear and precise. Case studies and job experiences shared with the class were excellent learning tools.”

“Very enjoyable. Helpful course.”

“I consider myself lucky to have been able to take this course.”

“I was very much impressed with the knowledge and quality of the instructor”