

# Procedure Writing

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Instructor-Led Training

## PART I – OVERVIEW

1. Definitions
2. Why have procedures

## PART II – POLICIES AND PROCEDURES

3. Policy format
4. Style
5. Procedures
6. Other work instructions

## PART III – BEFORE YOU WRITE

7. Set up a project
8. Gather relevant stakeholders
9. Work out purpose
10. Map process flow diagram
11. Set up structure
12. Develop naming conventions
13. Develop formatting
14. Identify compliance considerations
15. Know your audience
16. Keep the purpose in mind
17. Identify procedure elements

## PART IV – LET'S WRITE

18. Cover sheet
19. Task steps
20. The procedure
21. Writing a process risk assessment

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### About SOS Intl:

Headquartered in Charlotte, N.C., SOS Intl is a leading provider of training and advisory services to the power industry. Founded by CEO Rocky Sease, SOS rigorously tracks and interprets NERC Reliability Standards and expertly translates them into customized education and advisory services, helping to manage risk and ensure reliability for the North American power grid.

SOS offers NERC system operator certification, classroom and online courses, accompanied by sophisticated computer simulation. Since 2002, SOS has provided NERC-approved continuing education and advisory services to thousands of employees of the Bulk Electric System across the United States and Canada. All training is designed using the latest systematic approach to training, as required by NERC.



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## **PART V – WRITING THAT’S EASY TO READ**

- 22. Writing style
- 23. Design and layout
- 24. Error traps
- 25. Training
- 26. Testing

## **PART VI – SUMMARY**