MERCURY

Writing Effective Maintenance Procedures Course

23 – 27 November 2026
Boston (USA)



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Ref: 9279_310854 **Date:** 23 – 27 November 2026 **Location:** Boston (USA) **Fees:** 9500 Euro

Introduction:

As equipment and processes have become more complex, so has the work of maintainers and operators, increasing the need for written procedures. Sound management practices encourage written procedures; most regulations now demand them for many processes.

The International Organization for Standardization considers procedure control and use as a critical element of a company's safety and quality management system. This effective maintenance procedure writing course aims to make your procedure-writing efforts as efficient as possible and to help you create, update, and maintain accurate and effective procedures.

Targeted Groups:

- Maintenance and Operations Team Leaders.
- Engineers.
- Process Controllers.
- Maintenance Supervisors.
- Maintenance Planners.
- Reliability Engineers.

Course Objectives:

At the end of this maintenance procedure writing course, the participants will be able to:

- Understand the purpose of documented procedures and documented information.
- Understand safety, environmental, and quality requirements.
- Design a procedure management system.
- Write maintenance and operating procedures.
- Control the distribution documentation and procedures.

Targeted Competencies:

By the end of this maintenance procedure writing training, the participant's competencies will:

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- Documented procedure needs analysis, policies, and standards.
- Subject matter research includes OEMs, internal and external authorities, and end-users.
- Pitching the narrative and vocabulary at the correct level, sentence structure, and quantified values.
- Tools and technology to create procedures that are easy to maintain and control.
- Control the distribution and revision of procedures.
- Linking procedures to work orders and job instructions.

Effective Maintenance Procedure Writing:

Enroll in our comprehensive "Writing Effective Maintenance Procedures" course to master creating clear, concise, and actionable maintenance documentation. This maintenance procedure writing training delves into what maintenance procedures entail, defining them as systematic steps to ensure equipment longevity and safety. Learn to develop preventive maintenance procedures that enhance equipment reliability and reduce downtime.

Our expert-led sessions cover the essentials of procedure writing and explore the significance of effective maintenance programs and management. Gain practical skills in crafting maintenance reports and operating procedures that optimize maintenance effectiveness. By the end of this maintenance procedure writing course, you'll have the expertise to draft impactful maintenance procedures, leading you to certification in procedure writing for maintenance excellence. Start refining your skills today with our procedure writing training course.

Course Content:

Unit 1: Introduction:

- Why written procedures are necessary.
- The types of maintenance procedures and documentation.
- Current trends in procedures and documentation.
- Regulatory and safety considerations.

Unit 2: Maintenance and Operating Procedure Management System Design:

- Determine the system and CMMS requirements.
- Procedure users need analysis.
- Criteria that determine what is Needed.
- The sections and layout of each type of procedure.
- Procedure RASCI.

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Unit 3: Procedure Writing Efficiency:

- Information sources for procedure writing.
- Software tools for writing efficiently.
- Fonts Paragraph Formatting that Enhances Readability.
- The use of templates, boilerplate, and automatic text.
- Practical: Use tools and techniques to enhance efficiency.

Unit 4: Procedure Writing:

- Language, grammar, and vocabulary.
- Use OEM information sources.
- Use subject matter experts.
- Practical: Write a draft procedure.

Unit 5: Procedure Control:

- Review and approval.
- Procedure repository for softcopies.
- Distribution matrix for hard copies.
- Update and revision process.
- Techniques to improve usage by end-users.