

Procedures Audit Tool (Style / Layout / Language)

	Established Good Practice (e.g. HSG 48)	Comments and Actions
Layout & Text	Make good use of open space; avoid clutter; remove unnecessary information.	
	Use margins; justify text to the left.	
	Ensure font size is appropriate for all users and conditions (e.g. users with impaired eyesight; poor lighting; PPE with restricted visibility).	
	Check that the use of colour is appropriate (availability & reliability of suitable printers; colour-blind personnel; contrast of text under artificial lighting etc.).	
	Use consistent type-face and spacing.	
	Use page-breaks to ensure steps are not split across pages.	
Actions	Number all steps (e.g. 1.1, 1.2, 1.2.1 ...).	
	Differentiate clearly between steps (e.g. use a different tabular cell for each step).	
	Have one action per procedural step.	
	State <u>who</u> does <u>what</u> and <u>when</u> .	

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Language	Use the present tense and the active voice (starting with a verb can help).	
	Use short, simple sentences. Avoid the use of 'run-on's (e.g. over-using 'and').	
	Use conventional terms and vocabulary. Avoid acronyms and abbreviations.	
	Avoid double-negatives.	
	Include key words such as 'a' or 'the'.	
Technical Information	Give quantitative values and limits. Specify explicit control settings.	
	Ensure quantities/dimensions correspond to those on displays and control panels.	
	Refer to specific items of plant and equipment / spares and parts (and ensure they are adequately labelled in the real world).	
	Indicate what feedback needs to be monitored to ensure the action is successful (e.g. describe what happens next, if it is not obvious).	
	Include clear pass/fail criteria for inspection and testing activities.	

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Embedded Warnings	Place warnings immediately <u>before</u> the step they refer to.	
	Highlight warnings (e.g. place in a text-box; underline; use bold text) but avoid excessive use of CAPITAL LETTERS.	
	Differentiate between different types of warning (safety-critical for major hazards; personal health and safety; environmental etc.)	
	Include explanatory information in warnings, <u>not</u> actions.	
Job-Aids	Include simplified schematics, line-diagrams, photographs etc. where appropriate.	
	Use flow-charts and decision-tables to help problem-solving and decision-making.	
General	Include running headers and footers (description of procedure; reference number; revision number and date; page X of Y etc.)	
	Use tick boxes to keep place in a sequence and ensure key steps are not missed.	
	State when the end of the procedure is reached.	