



## **BEFORE** the task PROCEDURE FOLLOWING



### *Procedure Writer's Commitment Checklist:*

- ☐ I understand that failure to follow procedures is the #1 industry challenge.
- ☐ I know that good procedures are more likely to be followed.
- ☐ I will write to the reading and technical level of the user.
- ☐ I will comply with all approved writing guidelines.
- ☐ I will strive to write self-contained procedures.
- ☐ I will strive to validate each procedure.
- ☐ I will act quickly on suggestions for changes in procedures.

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## **AFTER** the task PROCEDURE FOLLOWING



### *Procedure Writer's Commitment Checklist:*

- ☐ I made the change process easy for the user.
- ☐ I responded rapidly to change orders.
- ☐ I communicated action/progress on suggested changes.
- ☐ I validated each procedure.
- ☐ I eliminated redundant information.
- ☐ I acknowledged the importance of quality in every procedure.

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