

Procedure Development

As workforces continue to age it is critical to capture that knowledge prior to it "Walking out of the Door". Many organizations have begun to initiate Knowledge Capture projects which aim to ensure that the employees assigned to replace those which leave can perform at a certain level of competency. The form of this knowledge capture is typically done through the development of written procedures. Procedures may be required for many activities in a process such as operations and



maintenance. As part of knowledge capture initiatives within some organizations. Leadership has asked their staffs to develop procedures for key processes by documenting what they do (i.e. just write down what they do) without providing a structure or standardized format. However, this approach often produces inconsistent and ineffective procedures. There are more effective methods to develop procedures. These improved methods produce procedures which are much more standardized, concise, consistent, effective, and useable.

opX's personnel are experienced in developing procedures as well as assessing existing procedures. Our team has worked with Asset Management, Construction, Operations, Maintenance and various other types of organizations to develop and implement knowledge capture programs and procedure development initiatives.

opX's proven process for development and review of guidelines and procedures is a circular process – it begins with the initial stages of identifying a gap through the implementation of an approved document as well as subsequent reviews to ensure the continued currency of that document.

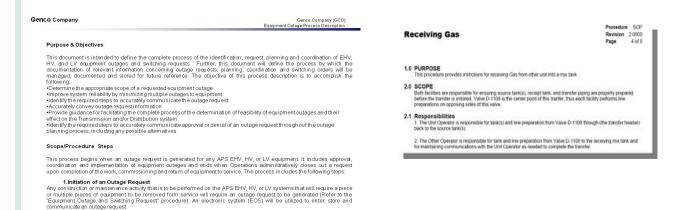
opX will work with your organization to produce controlled documents which will describe and help ensure the sequence of steps to execute a routine activity and or process are adhered to within your organization.

Procedure Benefits

- Repeatability of Process or Task
- Consistency of Process or Task
- Completeness of Work
- Compliance Documentation
- Elimination of Duplicate Activities
- Clear Identification of Owner and Custodian
- Knowledge Retention
- Better Understanding of training needs.

Procedures are best developed with the active participation of those who will utilize them. Information provided by procedure users on the actions required must be cast into a format that helps ensure standardization, readability, adherence, and ease of use.

opX will design and develop procedures according to established principles and best practices to ensure they are customized to meet the needs of your organization.



Additional Information – for your evaluation of our very effective Procedure Development program, more details can be provided on request. In addition, opX engineers are willing to visit your facility to present and discuss further aspects of the Program. Please contact us at our website, or you can call/fax us directly.

Consulting provides a unique combination of operational, organizational and management expertise to deliver improved business management processes, organizational assessments and readiness, operational excellence and future-state performance through the application of industry best practices and technologies. Our firm's services build upon state-of-the-art industry recognized management theories and methods, business processes and technologies, research and developments of leading organizations such as the Project Management Institute, the Balanced Score Card Institute.

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