MAWA EVENTS

Address: No. 857, Block A2. Leisure Commerce Square - No 9., 46150 Petaling Jaya, Selangor, Malaysia

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TOTAL INDUSTRIAL PROCEDURES MANAGEMENT FOR EFFECTIVE OPERATION & CONTROL

""Establishing Robust Industrial Procedures to Improve Efficiency, Compliance & Operational Discipline""

Schedule

Date	Venue	Fees (Face-to-Face)
03 – 06 Mar 2026	Dubai, UAE	USD 2995 per delegate

► **Available delivery methods:** Face-to-Face & Online Training

Introduction

In complex industrial environments, clearly defined and effectively managed procedures are critical for safety, consistency, compliance, and efficiency. Poorly documented or inadequately followed procedures can lead to operational errors, safety incidents, and reduced productivity.

This 4-day course provides participants with a comprehensive framework for developing, standardizing, implementing, and auditing industrial procedures. The training emphasizes alignment with international best practices, regulatory requirements, and continuous improvement principles to ensure procedures are reliable, efficient, and adaptable.

Objectives

By the end of this course, participants will be able to:

- Design and document industrial procedures that are clear, efficient, and compliant
- Standardize operational processes to reduce variability and risk
- Implement control mechanisms to ensure adherence and accountability
- Integrate procedures with safety, quality, and environmental management systems
- Continuously evaluate and improve procedures for operational excellence

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Why Attend

- To strengthen internal control and operational discipline in your organization
- To reduce errors, inefficiencies, and non-compliance in industrial operations
- To enhance workforce consistency and clarity through standardization
- To improve coordination across departments using unified procedures
- To support audits, inspections, and certification processes with robust documentation

Target Audience

This program is designed for:

- Operations and production managers
- Industrial engineers and plant supervisors
- HSEQ professionals and internal auditors
- Technical writers and procedure developers
- Anyone responsible for authoring, managing, or enforcing operational procedures

Individual Benefits

Key competencies that will be developed include:

- Procedure writing and documentation skills
- Process standardization and improvement techniques
- Internal audit preparation and procedure validation
- Communication and training for procedural compliance
- Change management and document control

Organizational Benefits

Upon completing the training course, participants will demonstrate:

- Improved compliance with safety, quality, and regulatory standards
- Reduced downtime and performance variation due to procedural gaps
- Enhanced employee adherence and competence in core tasks
- Effective integration of SOPs with management systems (ISO, OSHA, etc.)
- A sustainable structure for maintaining and updating operational procedures

Instructional Methodology

The course follows a blended learning approach combining theory with practice:

- Strategy Briefings – Core principles of procedure development and control
- Case Studies – Examples of good and poor procedure implementation
- Workshops – Step-by-step procedure writing, flowcharting, and review
- Peer Exchange – Collaborative analysis of real-world operational issues
- Tools – Templates for SOPs, work instructions, checklists, and audit logs

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Course Outline

Detailed 4-Day Course Outline

Training Hours: 7:30 AM – 3:30 PM Daily Format: 3–4 Learning Modules | Coffee breaks: 09:30 & 11:15 | Lunch Buffet: 01:00 – 02:00

Day 1: Foundations of Industrial Procedures Management

- Module 1: The Role of Procedures in Industrial Operations (07:30 – 09:30) • Definitions and distinctions: SOPs, work instructions, policies • Benefits of standardized procedures • Typical challenges and risks
- Module 2: Procedure Hierarchy and Governance (09:45 – 11:15) • Document control and structure • Authority and responsibility for procedures • Integration with ISO and regulatory frameworks
- Module 3: Lifecycle of an Industrial Procedure (11:30 – 01:00) • Development, review, approval, and distribution • Version control and change management • Procedure ownership and accountability
- Module 4: Workshop – Procedure Mapping (02:00 – 03:30) • Create a process map for a sample procedure

Day 2: Developing and Documenting Effective Procedures

- Module 1: Procedure Writing Best Practices (07:30 – 09:30) • Language, clarity, and user orientation • Formatting, visuals, and flowcharts • Common formatting errors and how to avoid them
- Module 2: Risk-Based Procedure Development (09:45 – 11:15) • Identifying critical operations and failure points • Linking procedures to hazard control and risk management • Prioritizing procedure creation and updates
- Module 3: Standard Operating Procedures (SOPs) and Work Instructions (11:30 – 01:00) • Templates and structural consistency • Task analysis and workflow detailing • Human factors and usability
- Module 4: Workshop – Drafting an SOP (02:00 – 03:30) • Write a new procedure or revise an existing one based on provided scenarios

Day 3: Implementation, Training, and Compliance Monitoring

- Module 1: Procedure Roll-Out and Communication (07:30 – 09:30) • Engaging teams and promoting procedural compliance • Visual aids and quick-reference tools • Training program alignment
- Module 2: Training for Procedural Understanding (09:45 – 11:15) • Onboarding, refresher, and task-specific training • Evaluating procedure comprehension and execution • Using job aids and competency assessments
- Module 3: Compliance Monitoring and Auditing (11:30 – 01:00) • Field audits and procedure adherence checks • Handling non-compliance and corrective action • Continuous feedback loops
- Module 4: Case Study – Root Cause of Procedure Failures (02:00 – 03:30) • Group exercise identifying why procedures are not followed

Day 4: Procedure Optimization and Continuous Improvement

- Module 1: Procedure Review and Evaluation (07:30 – 09:30) • Review cycles, KPIs, and performance indicators • User feedback and lessons learned • Metrics for procedural effectiveness
- Module 2: Integrating Procedures with Management Systems (09:45 – 11:15) • Linking SOPs with HSE, Quality, and Operations systems • Ensuring audit-readiness and document traceability • Using digital systems and document management platforms
- Module 3: Change Management for Procedural Revisions (11:30 – 01:00) • Trigger events and update workflows • Impact assessments and communication • Re-training and verification
- Module 4: Final Exercise – Continuous Improvement Plan (02:00 – 03:30) • Create a procedural improvement plan for your department • Certificate distribution and closing

Certification

Participants will receive a Certificate of Completion in Total Industrial Procedures Management for Effective Operation & Control, validating their ability to design, manage, and improve procedures that drive safe, efficient, and standardized operations.

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Why Choose MAWA Events

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