

WRITING EFFECTIVE MAINTENANCE PROCEDURES

“Standardizing Maintenance Tasks for Safety, Reliability & Compliance”

Schedule

Date	Venue	Fees (Face-to-Face)
28 - 30 Oct 2026	Dubai, UAE	USD 2495 per delegate

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

Introduction

Clear, concise, and well-structured maintenance procedures are critical to ensuring safe, consistent, and reliable performance in industrial operations. Poorly written or outdated procedures can lead to equipment damage, injuries, regulatory non-compliance, and productivity losses.

This practical 3-day course provides maintenance professionals with the tools and skills to develop effective technical procedures tailored to field operations. Participants will learn to structure procedures, use clear language, incorporate safety and quality controls, and ensure alignment with industry and regulatory standards.

Objectives

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

- Develop clear and step-by-step maintenance procedures that meet operational needs
- Apply standardized formats and technical writing techniques
- Integrate safety, quality, and regulatory requirements into procedures
- Evaluate and update existing procedures for effectiveness and usability
- Improve team understanding, execution, and compliance in maintenance activities

Why Attend

- Eliminate confusion and errors caused by unclear maintenance instructions
- Enhance equipment reliability through standardized practices
- Support training, audits, and knowledge retention with well-documented procedures
- Reduce the risk of injury, equipment damage, and non-compliance
- Equip yourself with practical tools for procedure development and revision

Target Audience

This program is designed for:

- Maintenance and reliability professionals
- Mechanical, electrical, and instrumentation technicians
- Asset integrity and field engineers
- Health, Safety & Environment (HSE) personnel
- Anyone responsible for preparing, reviewing, or implementing maintenance documents

Individual Benefits

Key competencies that will be developed include:

- Technical writing for maintenance
- Procedure structuring and task sequencing
- Safety integration into maintenance documentation
- Procedure review and continuous improvement
- Effective communication across maintenance teams

Organizational Benefits

Upon completing the training course, participants will demonstrate:

- Improved procedural clarity, safety, and execution quality
- Reduced maintenance errors and miscommunication
- Higher compliance with safety, ISO, and regulatory standards
- Easier onboarding and training of maintenance personnel
- Stronger documentation for audits and operational excellence

Instructional Methodology

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

- Strategy Briefings - Best practices in technical and maintenance writing
- Case Studies - Examples of effective vs. poor procedures
- Workshops - Step-by-step procedure writing, review, and revision
- Peer Exchange - Sharing real-world challenges and solutions
- Tools - Templates, formatting guides, checklist samples

Course Outline

Detailed 3-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: Introduction to Maintenance Procedures

- Module 1: Purpose and Impact of Written Procedures (07:30 - 09:30) • The role of procedures in reliability and safety • When and why procedures fail
- Module 2: Components of an Effective Procedure (09:45 - 11:15) • Standard formats: headings, scope, responsibilities • Clarity, consistency, and task sequencing
- Module 3: Maintenance Writing Style and Language (11:30 - 01:00) • Plain language, action verbs, and consistency • Do's and don'ts of technical writing
- Module 4: Workshop - Writing a Simple Task Procedure (02:00 - 03:30) • Participants write and peer-review a sample procedure

Day 2: Safety, Risk, and Compliance in Procedures

- Module 1: Integrating HSE into Maintenance Procedures (07:30 - 09:30) • Job safety analysis (JSA) and lockout/tagout (LOTO) steps • Incorporating permits and PPE
- Module 2: Procedures for High-Risk Maintenance (09:45 - 11:15) • Working with energized systems, confined spaces, and chemicals • Special considerations and escalation protocols
- Module 3: Document Control and Regulatory Requirements (11:30 - 01:00) • Version control, review cycles, and ISO/OSHA requirements • Records, approvals, and audit trails
- Module 4: Workshop - Updating a Legacy Procedure (02:00 - 03:30) • Edit and improve an outdated or incomplete procedure

Day 3: Application, Review, and Finalization

- Module 1: Procedure Review and Validation (07:30 - 09:30) • Field testing and feedback collection • Ensuring user comprehension and usability
- Module 2: Visual Aids and Attachments (09:45 - 11:15) • Using diagrams, photos, and flowcharts • Creating checklists and step confirmations
- Module 3: Final Writing Assignment - Full Procedure Draft (11:30 - 01:00) • Participants write a full-length procedure for a chosen task
- Module 4: Peer Review & Certification Wrap-Up (02:00 - 03:30) • Group critique and improvement recommendations • Certificate presentation and next steps

Certification

Participants will receive a Certificate of Completion in Writing Effective Maintenance Procedures, validating their ability to develop standardized, safe, and clear procedures that improve maintenance quality and reliability.

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