Webinar on

How To Write Error Proof Procedures

Areas Covered

- SOP writing outline, Content development, The rationale for procedure use, Goals of a procedure

- Regulatory compliance background, The Human Perspective, Human Error as a root cause

- The thinking and reading process, Common mistakes and causes, How to create and maintain a procedure

- Good Procedure Writing practices (Terminology, Formats, layouts, mixed cases, steps content, familiar words, references, branching, conditional steps, the use of "Precautions", "Warnings" and "Cautions,"

- Procedure styles, Use of electronic information networks for procedure access, Universal purpose of procedures

This webinar, essential to understand human behavior and the psychology of error as well as understand exactly where the instructions weaknesses are so that procedures can be human engineered, improved and fixed.

PRESENTED BY:

Ginette Collazo, Ph. D. is an Industrial-Organizational Psychologist with 20 years of experience that specializes in Engineering Psychology and Human Reliability, disciplines that study the interaction between human behavior and productivity. She has held positions leading training and human reliability programs in the Pharmaceutical and Medical Device Manufacturing Industry.

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On-Demand Webinar

Duration : 90 Minutes

Price: $220

Webinar Description

Human error is known to be the primary cause of quality and production losses in many industries. Although it is unlikely that human error will ever be eliminated, many human performance problems can be prevented. Human errors start at the design stage. Procedures play a vital role in human reliability. Nevertheless, it is essential to understand human behavior and the psychology of error as well as understand exactly where the instructions weaknesses are so that procedures can be human engineered, improved and fixed.

Who Should Attend ?

QA/QC directors and managers

Process improvement/excellence professionals

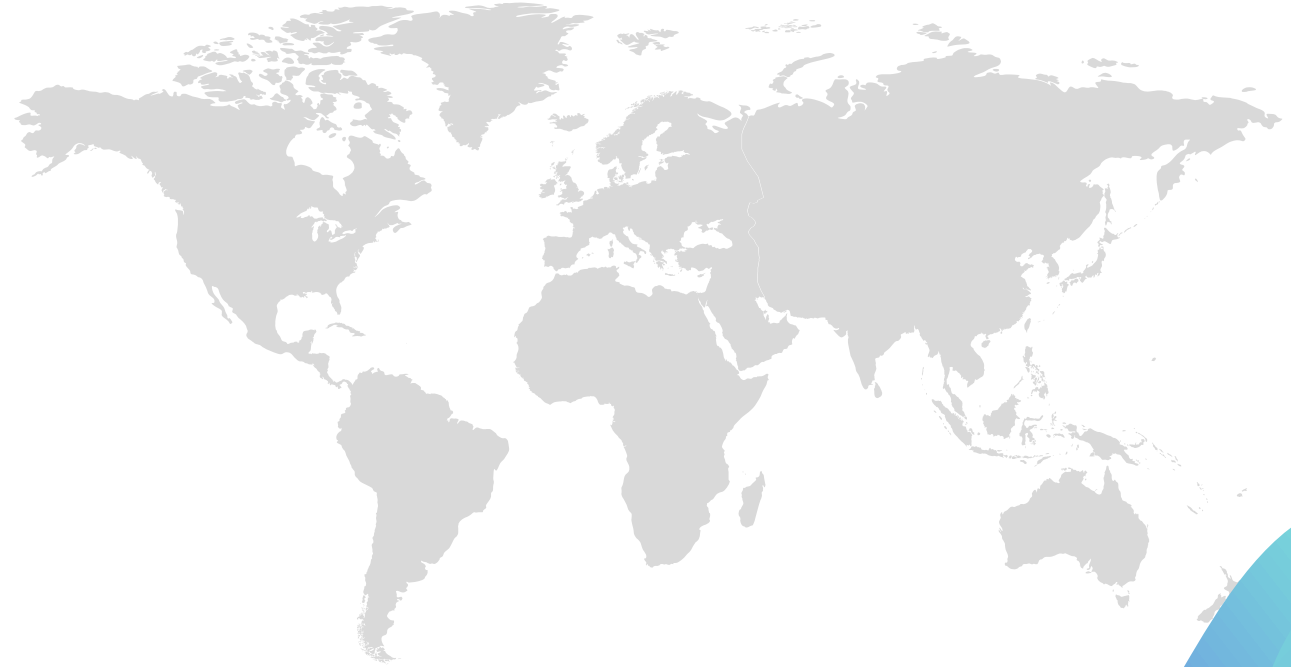*Training leaders and managers*

Plant engineering

Compliance officers

Regulatory professionals
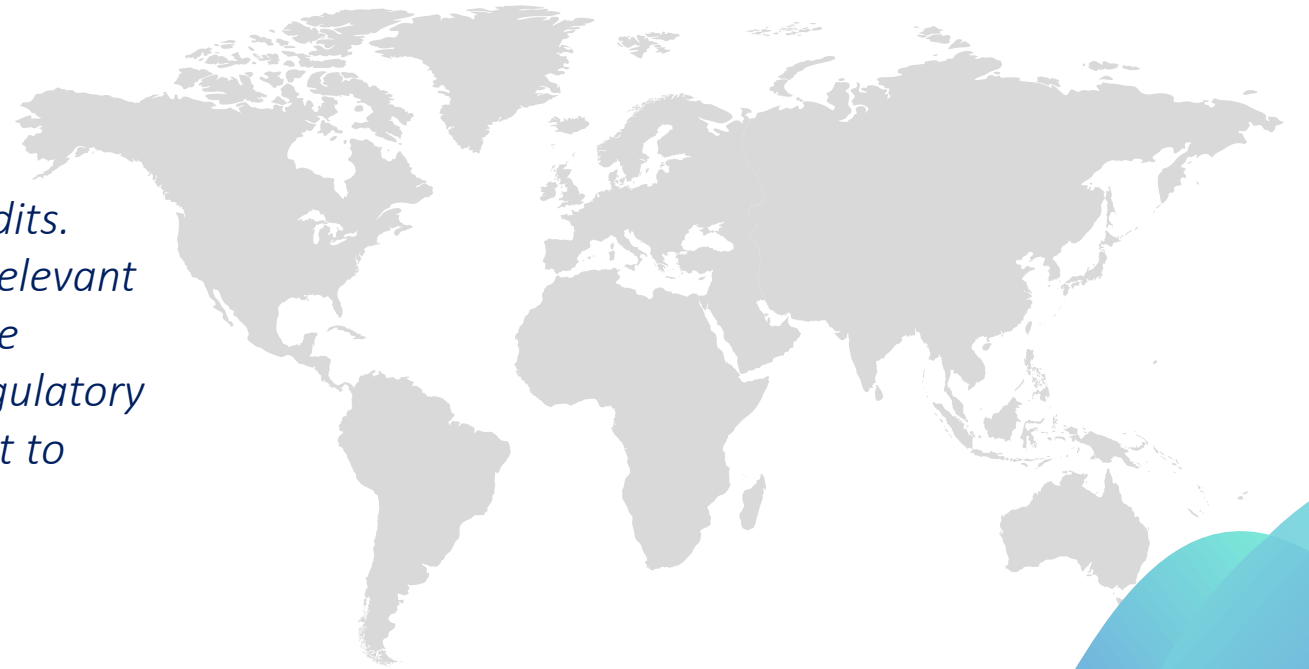
Executive management

Manufacturing operations directors

Human factors professionals

Why Should Attend ?

Procedures are essential for both execution and audits. These should be written for users without missing relevant information for regulators. Usually, procedures have weaknesses that harm productivity, quality, and regulatory standing. We will discuss from content development to formats designed for human error reduction due to procedures.

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