

PROCEDURE WRITER HUMAN PERFORMANCE SELF-CHECK CHECKLIST  
(Rev A DRAFT)

Use this form to review the procedure for human error traps and correct any NO responses.

Procedure Number & Title:			
Reviewer Name and Date:			
<b>PROCEDURE CHECKLIST ITEMS</b>	<b>YES</b>	<b>NO</b>	<b>NA</b>
<b>Procedure Content</b>			
<b>Title &amp; Format</b>			
Does the procedure have a unique numbering scheme that is logical and intuitive?			
Does the procedure title describe the objective of the procedure in as few words as possible?			
<b>Purpose and Scope</b>			
Answers: What? When? Why?			
Describes activities covered by the procedure and, if necessary, addresses limitations or boundaries.			
<b>Precautions and Limitations</b>			
Are only those requirements that are applicable to the entire Instructions section of the procedure included?			
This section does <b>NOT</b> include any "Boiler Plate" or "Canned" statements. If unsure, include note to SME.			
Are all items written as passive statements that do <b>NOT</b> direct or imply action to be performed by the procedure user?			
Is there a corresponding step in the Prerequisites and Initial Conditions or Instructions section for each safety item or limitation listed that provides direction to ensure safety measures are followed and limits are adhered to?			
Is information provided limited to alerting procedure users to those measures that protect equipment, personnel, and general public from abnormal or unexpected situations specific to the tasks associated with this procedure?			
Does the section list limitations to the performance of steps or sections within the procedure; statements provide information regarding regulatory or administrative limits to which the procedure is bound?			
<b>Prerequisites and Initial Conditions</b>			
Does this section identify activities that must be completed by the performer and requirements that must be met prior to procedure performance?			
Is each step written as an action statement following the same format and content rules as the Instruction section?			
If steps in the Instructions section are formatted with placekeeping, are steps in the Prerequisites and Initial Conditions section formatted with placekeeping?			

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Procedure Content (Continued)			
PROCEDURE CHECKLIST ITEMS	YES	NO	NA
<b>Instructions</b>			
Is each step written as an action statement clearly identifying the Who, What, and How?			
Do action steps only contain one idea or objective?			
Do single action steps contain a single action verb?			
Are the number of specific actions limited to one unless both actions: <ul style="list-style-type: none"> <li>• Are functionally related <b>AND</b></li> <li>• Can be completed at the same time <b>AND</b></li> <li>• Obtain a single result</li> </ul>			
Are conditions important to the success of the task placed prior to the action (verb) at the beginning of the step?			
Are action steps written as positive statements using definitive wording and present tense?			
Is specific direction provided to describe the circumstances when action steps can be performed out-of-sequence or skipped?			
Are vague terms that cause the user to make a judgment determination avoided such as: <ul style="list-style-type: none"> <li>• Slowly</li> <li>• Often</li> <li>• Frequently</li> <li>• Gradually</li> <li>• Quickly</li> <li>• Equivalent to</li> <li>• As Required</li> <li>• As Applicable</li> </ul>			
If vague terms are used, is every attempt made to provide supporting criteria?			
Are conditional steps structured such that the condition(s) are listed first followed by one line of white space and then the action(s) to be taken when the condition(s) are met?			

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<b>PROCEDURE CHECKLIST ITEMS</b>	<b>YES</b>	<b>NO</b>	<b>NA</b>
Has sufficient detail been provided in the conditional step(s) to ensure the performer makes the correct decision?			
Are Notes, Cautions, and Warnings provided as supplemental information only such that if removed, procedure performance would <b>NOT</b> be affected?			
Are Notes, Cautions, and Warnings written such that they do <b>NOT</b> imply or direct the procedure user to perform any action?			
Are Notes, Cautions, and Warnings located directly before the steps or section to which they apply and on the same page?			
Does the associated step or section below the Note, Caution, or Warning provide sufficient detail and direction to ensure the performer does <b>NOT</b> encounter the challenge described in the Note, Caution, or Warning.			
Where Notes, Cautions, and Warnings are assigned to a single step, are they ordered such that the most important is located closest to the step, as follows: <ul style="list-style-type: none"> <li>• Note</li> <li>• Caution</li> <li>• Warning</li> </ul>			
Are steps uniquely identified to ensure commitments are captured within the procedure to ensure steps that implement commitments are <b>NOT</b> inadvertently removed from the procedure?			
Are abbreviations, acronyms, etc. spelled out the first time they are used in the procedure or in a procedure section if it could be the first time it is encountered by the user?			
When an abbreviation, acronym, etc. can potentially represent two different terms, is the term spelled out completely?			
Is the use of articles (such as a, an, the) kept to a minimum in action steps and only used as necessary to make the sentence more readable?			
When read aloud are words that sound similar avoided such as: <ul style="list-style-type: none"> <li>• Increase and Decrease</li> <li>• Deenergize and Reenergize</li> </ul>			

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Does a search through the procedure confirm that contractions (such as can't, aren't) have <b>NOT</b> been used?			
Are tolerance bands used rather than set point values?			
For numbers less than one, is a zero placed before the decimal point? Example 0.0123.			
Are the following symbols spelled out unless used in a calculation, formula, equation or data sheet?  <ul style="list-style-type: none"> <li>• Greater than or equal to</li> <li>• Less than or equal to</li> <li>• Approximately equal to</li> <li>• Greater than</li> <li>• Less than</li> <li>• Equal to</li> <li>• Does not equal</li> </ul>			
Procedure Format			
PROCEDURE CHECKLIST ITEMS	YES	NO	NA
Is nonstandard paper size(s) placed in an appendix?			
Is an Arial 11 font used consistently within the body of the procedure as required by the template?			
Are procedure steps separated by at least one line of white space (12 pt.)?			
Are numbered steps limited to four levels of detail as required by the template (sections and subsections are not included in the four levels of detail)?			
Un-numbered paragraphs are <b>NOT</b> used in the Prerequisites and Initial Conditions or Instructions section?			

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PROCEDURE CHECKLIST ITEMS	YES	NO	NA
Are emphasis techniques used in accordance with PPA Industry Standard guidance and consistently applied throughout the procedure?			
For conditional steps, has a unique emphasis technique been applied to the conditional and logic terms that differentiate it from action verbs?			
Is the use of colored photographs minimized to reduce reproduction limitations that may cause legibility issues?			
Are attachments, appendices, and other reference material required in the performance of the procedure referenced at the step to which they apply?			
Are signoffs or initial lines used consistently in Prerequisites and Initial Conditions and Instructions section?			
Level of Detail (evaluated for each step)			
PROCEDURE CHECKLIST ITEMS	YES	NO	NA
<u>Experience Level</u> — Is an appropriate level of detail provided for an inexperienced, qualified user to successfully complete the task with minimal or no direct supervision?			
<u>Qualification of user</u> — Based on the qualification requirements of the user has the task(s) been determined not to be skill of the craft?			
<u>Complexity of the task</u> — Based on the complexity of the task have more details been provided especially when a large number of actions are involved?			
<u>Frequency of task performance</u> — Based on the frequency of task performance has the level of detail been raised?			
<u>Consistency of task performance</u> — Is the level of detail appropriate based on the desired degree of standardization determined?			
<u>Consequence of error</u> — Has more detail been provided where the risk associated with the consequence of incorrect performance or omission is severe with the potential for personal injury, equipment damage, or reduction in effectiveness of safety-related systems?			
<u>Internal/external experience</u> — Has more detail been provided where actual industry or plant experience indicates actual error traps have been identified?			