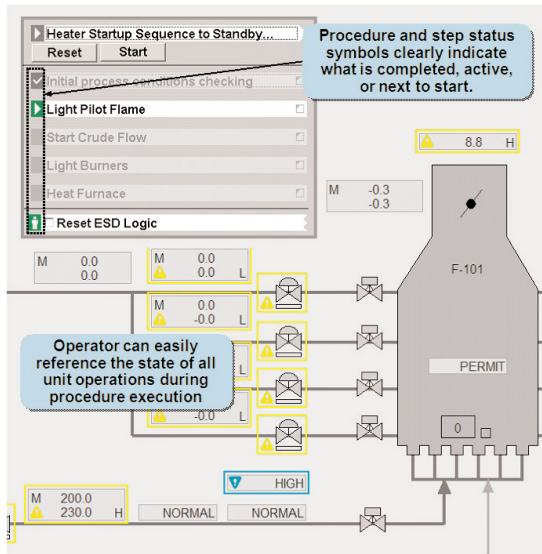


ASM Consortium Guidelines

Effective Procedural Practices

Get the Benefits

ASM® effective procedural practices can help improve the effective use of procedures, their maintenance, and deployment. These guidelines have many examples of good practices that will help you meet regulations, mitigate problems, and drive operations performance.



Get the Savings

In a study of incident reports at ASM® member companies, evidence shows that up to 30% of all reports had procedural operations as one of the causes and an impact of up to 8% of all reported financial losses. The root causes of these procedural breakdowns are noted in table.

The practices included in these guidelines will help bring these numbers down.

Root Cause Description	%
1. Incomplete Coverage	42.7
2. Procedure NOT Followed	29.0
3. Flawed Reasoning	13.7
4. Incorrect Procedure	6.1
5. Incorrect Use of Procedure	3.8
6. Inadequate Coordination	3.1
7. Incorrect Data/Facts	1.5

Get the Information

These guidelines provide guidance for developing, deploying and maintaining effective procedural systems. The detailed information in these guidelines is most suitable for personnel designing or developing procedures.

- **Content**—scope of procedures, information to be included in procedure, and appropriate content and formats for conditions of use;
- **Development**—processes and methods for creating procedures, defining types, documenting competency requirements, and ensuring consistency with effective tools;
- **Deployment**—approaches and techniques to enable effective access and use of procedures including the use of performance support and automation;
- **Maintenance**—how procedures are prioritized and maintained through the Management of Change process, review processes, and the use of procedure-based metrics;
- **Training**—understanding site policies, adequate training for procedural changes, certification, and simulator-based training solutions.

Get the Guidelines

ASM® Consortium Guidelines for Effective Procedural Practices are available to the public. Visit www.asmconsortium.org for purchasing information.

For help or further information, please refer to the ASM® Consortium Director; send email to: HL-ASM-Director@honeywell.com.

