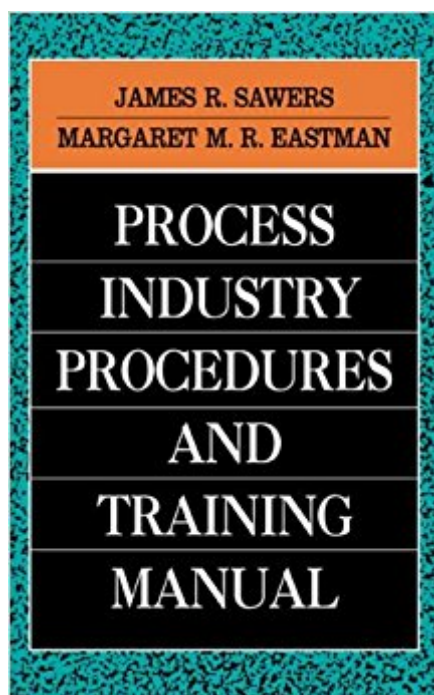


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Process Industry Procedures And Training Manual



Synopsis

Finally - this is a primer on techniques to document training, procedures, and testing of operator and maintenance personnel to meet today's strict regulatory requirements. In a chemical plant, customized training, procedures, and testing are required to meet OSHA and other regulatory demands. Here's how to meet the challenge! If you're in plant management or are responsible for meeting job documentation requirements, this manual will arm you with the information and strategies you need to comply with tough regulatory standards in everything from training...to required procedures and reference documentation...to testing operations and maintenance personnel. Written by two highly respected consultants with a wealth of in-plant training experience, "Process Industry Procedures and Training Manual" is certain to make all areas of your job easier, as it explores: Installing a Job Documentation System; Selecting the plant steering committee, the documentation editor/publisher, trainers, and examiners; Regulations including OSHA, PSM, EPA, RMP, Lockout Tagout Confined Space entry, and ISO, EEOC, and ADA considerations; Principles of Job Documentation; Preparing; Job Analysis; Training Plans; Standard Operating and Maintenance Procedures; Skill Demonstrations (Testing); Compliance Verification; Electronic Document Management Systems, Computer File Structure, and Record Maintenance; Plus Fill-in-the-Blank Forms, Pre-Workshop Materials, Reference Works, Training Materials, and much more!

Book Information

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Finally- a primer on techniques to document training, procedures, and testing of operator and maintenance personnel to meet today's strict regulatory requirements. In a chemical plant, customized training, procedures, and testing are required to meet OSHA and other regulatory demands. Here's how to meet the challenge! If you're in plant management or are responsible for meeting job documentation requirements, this manual will arm you with the information and strategies you need to comply with tough regulatory standards in everything from training. . .to required procedures and reference documentation. . .to testing operations and maintenance personnel. Written by two highly respected consultants with a wealth of in-plant training experience, *Process Industry Procedures and Training Manual* is certain to make all areas of your job easier, as it explores: Installing a Job Documentation System; Selecting the plant steering committee, the documentation editor/publisher, trainers, and examiners; Regulations including OSHA, PSM, EPA, RMP, Lockout Tagout Confined Space entry, and ISO, EEOC, and ADA considerations; Principles of Job Documentation; Preparing; Job Analysis; Training Plans; Standard Operating and Maintenance Procedures; Skill Demonstrations (Testing); Compliance Verification; Electronic Document Management Systems, Computer File Structure, and Record Maintenance; Plus Fill-in-the-Blank Forms, Pre-Workshop Materials, Reference Works, Training Materials, and much more!

Does the job fine. fast and reasonably priced I haven't gotten any complaints Very functional. Love how easy it is. does exactly what it says for a great value

The amount of detail in this book drowns out any overall message on the proper way to create operating procedures. No plant could ever actually follow all the recommendations, steps, and layers listed. (A colleague stated that his calculus text book was easier to read.) However, the mind numbing detail is basically correct and properly focused on what plant workers should have in a useful procedure. Too much clutter with peripheral issues like how to get your boss to approve your project. A big weakness is the focus on document formats and document production methods optimized for printing on paper. Process plants are moving en-mass to computerized document management and delivery systems. This book does not explain how to format documents for optimum presentation on a computer screen. Also missing is any useful discussion of management of change methodologies to keep documents current.

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