

# Procedure Program PPQI™ Assessment

**SUMMARY** ATR Procedure Services proposes comprehensive **Procedure Program PPQI™ Assessment** designed to analyze and improve the quality of the lifecycle procedure program. Many companies spend millions to develop and maintain sub-standard procedures putting employees and profitability at major risk. The outcome of this assessment establishes a baseline for gap analysis against corporate, industry and regulatory standards and recommendations for improvement. Companies are finding that minimal “bureaucratic” compliance can put them at long term unacceptable risks.

**MISSION** To provide the highest levels of safety and performance through efficient procedure management programs producing procedures, work guidance, and use and adherence standards, measured against stringent human factored requirements. This is not a passive “minimum compliance” assessment, but a comprehensive business analysis to maximize company profitability and exposures to reduce operational risks and threats to safety.

**OBJECTIVES**

- Technical/Administrative Procedure content and quality assessment
- Procedure Program Structure and effectiveness
- Change management process
- Procedure program training interaction assessment
- Accessibility
- Procedure management computing infrastructure
- Editing tools
- Writer's guide
- Use and adherence standard assessment
- User/Administrator/Manager interviews
- Review of appropriate regulatory requirements
- Procedure program cost assessment
- Operator feedback and usability

**DELIVERABLES** The Assessment team performs a 25-point **PPQI™** benchmarking analysis, resulting in a comprehensive management report with findings, gap analysis and strategic and tactical recommendations, a PPQI Report Card and an Executive Summary presentation.

**ABOUT ATR PROCEDURE SERVICES** ATR Procedure Services, a division of ATR, Inc., exclusively focuses on procedure and work guidance solutions. ATR Procedure Services provides premium end-to-end procedure services ranging from Assessments to turnkey procedure program management and writing services.

**PRICING SUMMARY** The cost of the comprehensive Gold Standard Procedure Assessment will be determined by an initial scoping evaluation, plus travel and living expenses.



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