

# PROCEDURE REVIEW CHECKLIST



<b>Procedure Number:</b> SAMPLE-001	<b>Revision:</b> Revision 2.5
<b>Procedure Title:</b> Example Procedure Name	

This is a sample single procedure evaluation performed during procedure program assessment.

Item	
<b>Procedure Organization and Format</b>	
1. Does the procedure have a unique and permanently assigned number that is in accordance with approved guidelines?	
2. Does the procedure title accurately describe the intended task?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
3. Are the following items included on each page of the procedure: <ul style="list-style-type: none"> <li>Procedure number and title</li> <li>Date of issue</li> <li>Revision number</li> <li>Page number</li> <li>Facility/Unit Number (if applicable)</li> </ul>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
4. Are spaces provided for approval signatures?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
5. Is the type style used easy to read?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
6. Is the font size appropriate for easy reading?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
7. Are procedures typed in both upper and lower case letters for easier reading?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
8. Are graphics, illustrations and tables clear and legible?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
9. Are titles on graphics and illustrations correct?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> N/A
10. Are Notes, Cautions and Warnings located immediately prior to and on the same page as the applicable step?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> N/A
11. Is the section numbering (including sub-section and steps) correct and in accordance with facility guidance?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
12. Is the page layout consistent with facility guidance?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
13. Is the page layout consistent with similar procedures?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
14. Are changes to content or structure easy to make without effecting overall procedure formatting.	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
15. Are formatting techniques consistently applied and technically consistent (e.g. use mixture of auto-numbering and hard-coded numbering)	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
<b>Written Consistency</b>	
1. Are abbreviations, acronyms and symbols used correctly and consistently, in accordance with facility standards and guidelines?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
2. All words in the document are correctly spelled, (i.e., there are no spelling errors)?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
3. Is proper punctuation and hyphenation used according to facility guidance?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
4. Is nomenclature in the procedure and attachments consistent?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> N/A
5. Is the language used in the procedure clear and non-redundant?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No



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6. Are all action verbs permitted by facility guidance?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
7. Is there one action per step?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
8. Are steps short and concise?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
9. Do the steps clearly identify the action to be taken?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
10. Is use of conditional statements (IF-THEN) limited, properly applied, and in accordance with facility guidance?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> N/A
11. Is sentence structure and word usage consistent throughout the procedure?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
<b>Procedure Content</b>	
1. Is the purpose, objective or intent of the procedure clearly identified?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
2. Is the skill level necessary to perform the procedure clearly identified?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
3. Are the conditions that must be met prior to performing the procedure clearly identified?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
4. Are steps that must be performed in a fixed sequence clearly identified?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
5. Are Notes, Cautions or Warning statements clearly distinguishable from the action step?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> N/A
6. Are conditional statements easy to understand?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> N/A
7. Are the instructions written for one primary user?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
8. Are appropriate sign-off blocks provided for performing the step or for independent verification, when required?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> N/A
9. Are the multiple actions in a single action step listed, rather than embedded in a sentence?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> N/A
10. Is there sufficient space or forms for clearly documenting calculations and recording results?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A
11. If more than one person is required to perform a procedure, is the procedure written for the person responsible for coordinating the activity?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> N/A
12. Are acceptance criteria and limits clearly expressed in quantitative terms?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> N/A
13. Are acceptance criteria units and precision consistent with the instrument used to determine compliance?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A
14. Is the level of detail appropriate for the intended user?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
15. Are references to illustrations properly and consistently identified throughout the procedure?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> N/A
16. Does the procedure contain all information necessary to perform an activity (i.e., doesn't refer to other procedures)?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No



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17. Are necessary PPE, special tools and equipment identified in the procedure?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
18. Does the procedure identify appropriate action to be taken in the event of a problem?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> N/A
19. Are procedure commitments clearly identified?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> N/A
20. Other Observations: <ul style="list-style-type: none"> <li>a. Multiple actions per step. Some over 5 actions.</li> <li>b. Note, Caution, and Warnings contained as action steps.</li> <li>c. Procedure header on every page, too large and distracter to user.</li> <li>d. Inappropriate use of color. Problem with B&amp;W procedure copies</li> <li>e. Some steps are redundant.</li> <li>f. Inconsistent action verb list. Use different verbs to say the same thing.</li> <li>g. Lack of clarity regarding sign-offs. Multiple actions or potentially future actions</li> <li>h. Step structure varies throughout procedure</li> <li>i. Conditional steps improperly formatted.</li> <li>j. Steps contain vague terminology and non-concrete terms.</li> <li>k. No unique formatting for Notes, Cautions, and Warnings.</li> <li>l. Multiple actions are in a horizontal string vs. separate or bulleted steps.</li> </ul>	