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COURSE BROCHURE

# Maintenance Procedure Validation and Document Control Training Course

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Singapore

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Registered in the United Kingdom and Saudi Arabia

# Maintenance Procedure Validation and Document Control Training Course

**Ref:** 1455_54094 **Date:** 4 – 8 January 2027 **Location:** Singapore **Fees:** 9300 GBP

Maintenance Procedure Validation and Document Control is a 1-week training course for maintenance planners, supervisors and technical writers, built around a procedure control register that records every maintenance procedure's owner, revision, use category, validation status and next periodic review date. Ageing procedure sets, contractor turnover and digital work packs mean an unchecked revision can reach a technician in minutes. Jupiter Prime Training offers this maintenance procedure validation and document control course.

## Why Maintenance Procedure Validation and Document Control Matters Now

Three pressures shape procedure control today: experienced craftspeople retiring before their know-how is captured, contractors and rotating crews who rely on the written document rather than memory, and the move from paper binders to tablets linked to the computerised maintenance management system. Sites that validate and control their procedures see fewer rework jobs, cleaner audit findings and safer isolations; sites that do not end up with conflicting copies, outdated torque values and steps nobody can follow. The course draws on ISO 55001 for asset management documentation and EN 13306 for consistent maintenance terminology.

## Who Gains Most from Maintenance Procedure Validation and Document Control

- Planners who attach procedures and job instructions to work orders
- Supervisors who sign off that a procedure was followed and returned with feedback
- Technical writers who draft, format and revise maintenance documents
- Document controllers who manage numbering, approval routes and superseded copies
- Reliability staff who feed failure lessons back into procedure revisions

A maintenance department gains most when its planners, supervisors and document controllers attend together and agree one revision and approval route.

## Maintenance Procedure Validation and Document Control Capabilities

Participants learn to treat each procedure as a controlled artefact with a life cycle, from first draft to walkdown check, approval, field use and retirement.

- Specify a procedure hierarchy and use categories such as continuous use and reference use — guiding supervisors on field compliance
- Build task analysis sheets with hazards, isolation points and acceptance criteria — supporting writers drafting new procedures
- Test draft procedures through tabletop and walkdown validation — informing the approver's sign-off decision
- Design a numbering, revision and approval workflow — serving document controllers and auditors
- Apply a feedback and periodic review cycle linked to work order close-out — informing reliability engineers
- Assess procedure library health with simple indicators — supporting maintenance managers setting priorities

## Key Maintenance Procedure Validation and Document Control Terms

- Walkdown validation — checking a draft procedure step by step at the actual equipment to confirm every action and reference is correct.
- Tabletop review — a desk-based read-through of a procedure by writers, users and approvers before field validation.
- Use category — the rule stating whether a procedure must be in hand step by step or may be consulted as reference.
- Controlled copy — an issued version tracked by document control so superseded versions can be withdrawn.
- Periodic review — a scheduled check confirming a procedure still matches the equipment, hazards and practice.
- Acceptance criteria — measurable values a completed task must meet, such as clearances, torques or test readings.

## Maintenance Procedure Validation and Document Control Day by Day

### Day 1: Procedure Landscape and Hierarchy

- Policy, Procedure and Job Instruction Hierarchy — Deciding What Needs Formal Control
- ISO 55001 Documentation Expectations — Linking Procedures to Asset Objectives
- EN 13306 Terminology in Procedures — Removing Ambiguous Maintenance Wording
- Continuous Use and Reference Use Categories — Setting Field Compliance Rules
- Procedure Gap Survey Against the Asset Register — Prioritising Missing Documents

### Day 2: Drafting from Task Analysis

- Task Analysis Sheets and Step Decomposition — Capturing Craft Know-How
- Hazard, Isolation and Permit Hold Points — Protecting Technicians During the Task
- Acceptance Criteria, Torques and Test Values — Defining When the Job Is Done
- Plain Language, Graphics and Checklists — Reducing Reading Errors in the Field
- Templates and Style Guide for Maintenance Documents — Keeping Libraries Consistent

## Day 3: Validation and Verification

- Tabletop Review with Users and Approvers — Catching Errors Before Field Trials
- Walkdown Validation at the Equipment — Confirming Tags, Tools and Access
- Human Error Traps in Step Sequences — Redesigning Error-Prone Steps
- Validation Records and Comment Resolution Logs — Evidencing Approval Decisions
- Sector Examples from Power Generation and Water Utilities — Comparing Validation Depth

## Day 4: Document Control and Library Health

- Numbering, Revision Status and Approval Routes — Controlling Who Changes What
- Controlled Copies, Tablets and CMMS Links — Withdrawing Superseded Versions
- Management of Change Triggers for Procedures — Updating After Equipment Modifications
- Feedback Forms and Work Order Close-Out Comments — Driving Revisions
- Library Health Indicators and Periodic Review Schedules — Prioritising Revision Effort

## Day 5: Practising the Procedure Control Register

- Gap Survey Results Ranked for a Sample Plant — Selecting First Procedures
- Task Analysis and Draft of One Critical Procedure — Applying the Style Guide
- Tabletop and Walkdown Simulation with Peer Approvers — Recording Comments
- Revision and Approval Route for the Validated Draft — Testing the Workflow
- Procedure Control Register — Completing Owners, Status and Review Dates

## Applying Maintenance Procedure Validation and Document Control After the Course

- Lead a gap survey of the ten most critical assets and record which procedures are missing, outdated or unvalidated in the control register.
- Run a walkdown validation of one high-risk isolation procedure with a technician and an approver, and close every comment before reissue.

## Maintenance Procedure Validation and Document Control Questions FAQ

### What is maintenance procedure validation and document control and why does it matter now?

It is the discipline of proving procedures work at the equipment and keeping only current, approved versions in use. Retiring experts, contractor crews and digital work packs make uncontrolled procedures a growing safety and quality risk.

### Which roles gain most from maintenance procedure validation and document control training?

Planners, supervisors, technical writers, document controllers and reliability staff gain most. You benefit if you write, approve, issue or revise maintenance documents.

## How does maintenance procedure validation and document control differ from a procedure writing course?

A writing course concentrates on drafting style and step structure. This course adds tabletop and walkdown validation, revision and approval workflows, controlled copies and library health, so procedures stay correct after they are written.

## What do you bring back from maintenance procedure validation and document control training?

You bring back a procedure control register for your site, a validated sample procedure, a style guide and an approval workflow you can apply to the rest of your library.

## Maintenance Procedure Validation and Document Control: The Way Forward

The procedure control register first informs which critical procedures to validate or revise next. Planners, supervisors and document controllers use it to schedule walkdowns and periodic reviews. After its first cycle of reviews, revisit the use categories, because field feedback often shows which procedures truly need step-by-step use and which can serve as reference.