### Procedures Audit Tool (Style / Layout / Language)

<table>
<thead>
<tr>
<th>Established Good Practice (e.g. HSG 48)</th>
<th>Comments and Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Make good use of open space; avoid clutter; remove unnecessary information.</td>
<td></td>
</tr>
<tr>
<td>Use margins; justify text to the left.</td>
<td></td>
</tr>
<tr>
<td>Ensure font size is appropriate for all users and conditions (e.g. users with impaired eyesight; poor lighting; PPE with restricted visibility).</td>
<td></td>
</tr>
<tr>
<td>Check that the use of colour is appropriate (availability &amp; reliability of suitable printers; colour-blind personnel; contrast of text under artificial lighting etc.).</td>
<td></td>
</tr>
<tr>
<td>Use consistent type-face and spacing.</td>
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<tr>
<td>Use page-breaks to ensure steps are not split across pages.</td>
<td></td>
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<tr>
<td>Number all steps (e.g. 1.1, 1.2, 1.2.1 …).</td>
<td></td>
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<tr>
<td>Differentiate clearly between steps (e.g. use a different tabular cell for each step).</td>
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</tr>
<tr>
<td>Have one action per procedural step.</td>
<td></td>
</tr>
<tr>
<td>State who does what and when.</td>
<td></td>
</tr>
<tr>
<td>Language</td>
<td>Comments and Actions</td>
</tr>
<tr>
<td>------------------------------------------------------------------------</td>
<td>----------------------</td>
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<tr>
<td>Use the present tense and the active voice (starting with a verb can help).</td>
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</tr>
<tr>
<td>Use short, simple sentences. Avoid the use of ‘run-on’s (e.g. over-using ‘and’).</td>
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<tr>
<td>Use conventional terms and vocabulary. Avoid acronyms and abbreviations.</td>
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<tr>
<td>Avoid double-negatives.</td>
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<tr>
<td>Include key words such as ‘a’ or ‘the’.</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Technical Information</th>
<th>Comments and Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Give quantitative values and limits. Specify explicit control settings.</td>
<td></td>
</tr>
<tr>
<td>Ensure quantities/dimensions correspond to those on displays and control panels.</td>
<td></td>
</tr>
<tr>
<td>Refer to specific items of plant and equipment / spares and parts (and ensure they are adequately labelled in the real world).</td>
<td></td>
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<tr>
<td>Indicate what feedback needs to be monitored to ensure the action is successful (e.g. describe what happens next, if it is not obvious).</td>
<td></td>
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<tr>
<td>Include clear pass/fail criteria for inspection and testing activities.</td>
<td></td>
</tr>
<tr>
<td>Expected Good Practice (e.g. HSG 48)</td>
<td>Comments and Actions</td>
</tr>
<tr>
<td>--------------------------------------</td>
<td>----------------------</td>
</tr>
<tr>
<td><strong>Embedded Warnings</strong></td>
<td></td>
</tr>
<tr>
<td>Place warnings immediately <strong>before</strong> the step they refer to.</td>
<td></td>
</tr>
<tr>
<td>Highlight warnings (e.g. place in a text-box; underline; use bold text) but avoid excessive use of CAPITAL LETTERS.</td>
<td></td>
</tr>
<tr>
<td>Differentiate between different types of warning (safety-critical for major hazards; personal health and safety; environmental etc.)</td>
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<tr>
<td>Include explanatory information in warnings, <strong>not</strong> actions.</td>
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<tr>
<td><strong>Job-Aids</strong></td>
<td></td>
</tr>
<tr>
<td>Include simplified schematics, line-diagrams, photographs etc. where appropriate.</td>
<td></td>
</tr>
<tr>
<td>Use flow-charts and decision-tables to help problem-solving and decision-making.</td>
<td></td>
</tr>
<tr>
<td><strong>General</strong></td>
<td></td>
</tr>
<tr>
<td>Include running headers and footers (description of procedure; reference number; revision number and date; page X of Y etc.)</td>
<td></td>
</tr>
<tr>
<td>Use tick boxes to keep place in a sequence and ensure key steps are not missed.</td>
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</tr>
<tr>
<td>State when the end of the procedure is reached.</td>
<td></td>
</tr>
</tbody>
</table>