

Work Instructions, Job Procedures and Job Safety Analysis

The services offered by Task Trainers provide our customers with information that can be used beyond training. Job, system, and task analysis provides an objective review of manufacturing and business processes.

Training and documented work instructions are critical to the ISO Certification process and similar certifications. It is imperative that these two components have a direct, traceable link to each other. Our analysis techniques provide the objective framework to collect valuable data necessary to standardize work processes and to document the operating procedures and work instructions necessary for ISO, QS, or other certification. In training settings, these documents are often referred to as job aids. The job aids may be delivered or used by multiple media formats and integrated into training modules as well.

In our job and task analysis process, each identified task is analyzed to determine the:

- steps,
- related knowledge,
- safety issues,
- hazardous conditions,
- unique tools/equipment
- performance standards

Through this analysis, process variances are identified and consistency in quality and operational standards are established. The task analysis information becomes the basis for creating ISO work instructions, Job Safety Analysis, and effective training materials.