Procedure Writing   DP-7

Workshop for the development of AIS management and oversight for Civil Aviation Authorities CAA) and Air Navigation Service Providers (ANSPs)

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First things first…

↗ Know the objective and the requirements

  ↗ SARPS's

  ↗ Regulation

  ↗ Advice from SME (those who actually do the job)

  ↗ Process map
    ↗ Inputs
    ↗ Out puts
    ↗ relationships

Penning the word…

↗ Keep it simple and to the point

↗ Write in the active voice

↗ Use appropriate language

↗ Explain assumptions

↗ Follow a logical order

The document structure

- ↗ Title
- ↗ Content
- ↗ Authorization
- ↗ Revision
- ↗ Scope and applicability
- ↗ Table of content
- ↗ Procedure
  - ↗ Responsible position
  - ↗ Action
  - ↗ Time frame / schedule if applicable
- ↗ List of abbreviations (if not decoded in the document)
- ↗ Additional resources
- ↗ References

Thank you

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