IICS 6.1
INSPECTION ANALYSIS & REPORT WRITING

COURSE DURATION: 3 DAYS

COURSE INTRODUCTION

Writing a technical report properly and professionally is not an easy task. Sometimes a short and concise report can have a greater impact to help reader understand the situation.

In this course, we will train technicians and engineers to:

- Analyze inspection findings to make their reports more useful and useable
- Prepare reports in a clear style using a modular report structure, and
- Present inspection findings easily to others

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WHAT OUR PARTICIPANTS SAY ABOUT OUR COURSE...

"Learning to adjust your content depending on your reader. The activities were very active and creative. Clear English is better and there is no need to use big words to impress."

Norainn Mohammad, Inspection Engineer (CR)

"Made relevant to inspection, improve soft skills (presentation and writing skills) which I can take away and use in my day to day."

Wafi Asrul, Inspection Engineer

"Geoff is very helpful and always interacts with us, and make sure we don't drift off."

Silver Lim, Data processor

"I learned new ways and technique for my report writing and presentation."

Erwadee, Plant Inspector

COURSE OBJECTIVES

At the end of the programme participants will be able to:

✓ Organize technical information more clearly and more effectively.

✓ Consolidate facts and opinions in inspection reports so they are relevant, faster to read and easier to understand.

✓ Assess the impact and priority of anomalies and identify root causes.

✓ Provide very useful summaries that highlight important recommendations.

✓ Write in a clear and concise style that is easy to read.

✓ Clearly present their findings to operations and senior management and clients.

A main aim of this programme is to significantly reduce the time spent by supervisors to review and correct inspection reports written by their subordinates.

COURSE OUTLINE

DAY 1

Module 1: Write in a Clear English Style for Easy Reading

- Write in short sentences - the most important and easiest thing to do

- Use technical terms correctly

- Use less words: be concise

- Give your writing focus – use active language to improve your message

- Use diagrams and pictures to make information clear

- Use consistent terms, format and structure in inspection reports.

DURATION

3 Days

LANGUAGE

English

WHO SHOULD ATTEND?

- API Inspectors

- Welding Inspectors

- QC Inspectors

- Maintenance Engineers

- Technical Supervisors

- Crane Inspectors

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Module 2: Clear Presentation for Easy Reading

- How much information?

- Use techniques for easy reading: words, images, lists and tables

- Manage information about numbers.

- Use clear format standards for improved reading

Module 3: Write Inspection Reports

- How to prepare for an inspection: objectives and scope.

- How to document observations and anomalies.

- How to assess impacts using a likelihood severity matrix to determine priority.

- How to find causes using root cause analysis techniques.

- How to write recommendations that solve causes.

DAY 2

Module 4: Inspection Report Structure

- How to define inspection scope.

- How to write concise inspection summaries.

- How to document the details of an inspection.

Module 5: Present Inspection Findings

- How to say it clearly: speak to a group

- How to be interactive

- Use body language effectively.

- Do content analysis: what you must include (and leave out) in your inspection report.

- How to organize your presentation to add value

- Develop visual aids PowerPoint slides: get your message across
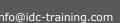
DAY 3

Report writing practice and examination

TRAINING METHODOLOGY

Experiential Learning

This is a very practical writing programme with a minimum of theory and a maximum of practice. The teaching philosophy is based on experiential and accelerated learning with plenty of examples and exercises. Participants are encouraged to use examples from their work.

GEOFF WEBB

QUALIFICATIONS

✓ MPhil (Hons.) in Education (1981) Auckland

✓ BSc (Mathematics) (1972) Adelaide

✓ Dip.Ed. (1975) Western Australia

✓ Dip. Teaching (1979) Auckland

CLIENTS SERVED

✓ Alstom

✓ ASTRO (Measat)

✓ Carigali Hess

✓ China Railways

✓ Gamuda

✓ Hong Kong Railways

✓ Kian Joo

✓ MECIP Global Engineers

✓ MISC

✓ MMC Oil & Gas

✓ MRCB

✓ NZ Electricity Corp

✓ PETRONAS (Up and Downstream)

✓ Sapura Acergy

✓ Shell

✓ SimeDarby Plantations

✓ SIRIM

✓ Tenaga Nasional Berhad

✓ TNB Engineering

✓ UEM

Geoff Webb has over 35 years of technical and commercial experience in oil and gas, petrochemical processing, transport, banking, ICT and manufacturing. He has worked in many Asia Pacific countries including:-

- Hong Kong
- Singapore
- Australia
- New Zealand
- Malaysia
- Thailand
- Philippines

Geoff has a wide range of experience in technical operations and maintenance. He has written operations and maintenance manuals for petrochemical plants, oil and gas plants and off-shore fixed and floating installations as well as heavy and light-rail trains, power generation plants, air traffic control systems and mail-sorting equipment.

He has trained aircraft engineers, manufacturing technicians, field and control room operators, inspectors, auditors and investigators.

He is very competent in written communication skills and has a passion for quality and productivity. Participants find the method of writing that Geoff has pioneered is much easier to learn, faster to apply and gives better results.

SPECIAL EXPERTISE

Geoff has special professional expertise in the following areas:

- Inspection and inspection reporting
- Process design and improvement
- Operations and maintenance systems
- Knowledge management
- Writing manuals, developing on-line documentation and implementing document management systems.