Procedure Use

Todd Jerome Jenkins | v2.0 | October 13, 2026 | 5–10 minutes plus field checks

What and why

Procedure use means using the current approved instructions in the required way while checking that they fit the actual task. An unsafe or unworkable step needs authorized resolution. An instruction can be current yet incomplete or unsuitable for today's conditions. Following it without noticing the mismatch can carry a problem into the work.

Objective: Confirm document identity, revision and fit, then route a mismatch without inventing a workaround.

When and where

Before and during work governed by a procedure, and whenever a required instruction is missing, unclear or inconsistent with the conditions. At the point of use, with access to the complete controlled document and referenced information. Apply the task's requirements for continuous or reference use.

How to use it

- Match the document to the task and item. Confirm the current approved revision, complete pages and required attachments through the controlled source.
- Review prerequisites, limits and the required sequence. Establish actual starting conditions through the specified checks; reading them is not verification.
- If a step is unsafe or cannot be followed, hold the affected action and report the exact discrepancy. Use the approved change process and required restart decision.

Verify It in the Field

Record the working document and controlled revision. For a selected prerequisite, locate the criterion, safe method and authorized checker; record the actual finding and time.

Paper practice: the instruction refers to Diagram 2, but the training packet contains only Diagram 1. Identify the gap and the dependent step.

Ask the facilitator for the complete approved packet. Compare the correction before continuing the paper task; do not sketch a replacement from memory.

Failure points and stop triggers

Obsolete copy; missing page; wrong configuration; unmet prerequisites; unclear branch; skipping a familiar step. Hold for missing information, conflicting requirements, unsafe instructions or an unexpected result. Maintain the prescribed safe condition. Resume after authorized resolution, required checks and rebrief.

Toolbox talk questions

1. How do we establish the current approved revision?

2. Which prerequisite needs actual evidence?

3. Who can resolve an instruction that does not fit?

Use the separate supervisor field check and attendance sheet. Practice is not qualification or work authorization.

Source: DOE-HDBK-1028-2009, Vol. 2, printed pp. 20–21. References and task-specific limits on the webpage.

Next step: Apply this skill to one step on the free JHA/JSA field-verification worksheet.

Expanded guidance and separate forms: toddjeromejenkins.com/toolbox-talks/procedure-use-instructions-do-not-fit

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