4 TIPS FOR EASY, EFFICIENT EMPLOYEE COMPLIANCE

If you're anything like most airlines, compliance is just part of life – one that's often viewed as just a way to stay out of trouble. But by improving the way you execute your everyday compliance tasks, you can also improve your operations, getting more value from work you're already doing. Here are four tips to improve safety, efficiency, and employee effectiveness through compliance.

1. Only send content employees need for compliance or reference

Sending all updated content to every user isn't just inefficient for EFB managers – it's also inefficient for end users of content, such as pilots and flight attendants, to receive data that's irrelevant to them. Many of them are overwhelmed by the sheer amount of necessary content, especially when they need to identify and understand what changed in an update to be effective – and even safe – on the job. Sending revisions to content users based on a combination of their characteristics – like title, position, and base – and providing them in a way where they can see the old and new versions of the updates ensures they only receive relevant information, enabling them to focus on what matters.

2. Enable employees to complete all compliance at one time in one place

If you're using multiple tools for authoring, using different tools for distribution comes with the territory – but it's tough on technical publications authors, EFB managers, and content users alike. All groups have to spend time toggling between tools, and for content users, it only adds to their cognitive load and time spent making sure they completed compliance for every publication they needed to. One system for distributing documents and managing compliance saves time for everyone involved and makes compliance faster and easier for content users, who can instead focus on absorbing the updates they need.

3. Automatically track compliance

Achieving employee compliance is only one step in maintaining compliance. The next is being able to prove compliance to a regulator. Tracking compliance manually – or even combining tracking information from different tools – takes unnecessary time. When compliance is automatically tracked as soon as employees sign off, it entirely eliminates that work. And it also enables reporting generated in a few clicks and keystrokes that shows a complete record of compliance with no preparation necessary.

4. Analyze compliance reporting for improvements

Improving compliance can only happen when you have the insights to do so with reporting that goes beyond whether or not an employee has complied to a certain publication or not. When you can see which individuals or groups comply late most often, who has downloaded a publication, and the average rate of compliance per publication, you can use those trends and benchmarks to create data-driven strategies to improve the rate and speed of compliance that are tailored to your specific operation and its goals.

Ready to learn more about how to implement these tips at your airline? Sign up for our upcoming webinar: The Approach to Compliance that Improves Operations Across the Airline.

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4 Tips for Easy, Efficient Employee Compliance
Increasing Operational Efficiency By Streamlining The Manual Revision Process
3 Signs Authoring Your Tech Pubs Is Harder Than It Should Be