

# INSERT YOUR COMPANY LOGO/NAME HERE

## TITLE of ELEMENT

WORK INSTRUCTION  
01-01-01

Revision: A

Page 1 of 2

### 1.0 PURPOSE

1.1 (What is the reason for writing this work instruction) Start with the following statement: "The purpose of this document is to provide instructions for - - - - - ."

1.2 Be as specific as you need to be to define the purpose of the document.

### 2.0 SCOPE

2.1 (Define the area or process that this instruction applies to)

### 3.0 RECORDS

3.1 (Indicate specific type of records to be maintained and where they will be maintained)

### 4.0 ASSOCIATED DOCUMENTS

4.1 (Reference upward to the procedures that the work instruction is controlled by and reference forms by control number used to create records. Also, reference other documents, standards or information that are relevant.)

### 5.0 DEFINITIONS

5.1 (Define any terms and phrases that might be unique to this instruction or to this particular industry)

### 6.0 RESPONSIBILITY

6.1 (List department(s) or functions responsible for maintaining these instructions)

### 7.0 TOOLS, GAGES, FIXTURES

7.1 (List all unique tools required to perform tasks as indicated in this work instruction)

### 8.0 SAFETY REQUIREMENTS

8.1 (List all necessary safety precautions that employees must comply with and all safety equipment that must be used while following the operations specified in this work instruction)

### 9.0 INSTRUCTIONS

9.1 (List all steps to be taken to complete the scope of this work instruction, in the exact sequence necessary. Work instructions may be in the form of flow charts, bullet instructions, text, photos, digitized images, numbered instructions or any combination of all, as long as the instructions are clear, crisp and do the job as intended)

### 10.0 Revisions

Revision	Date	Section	Paragraph	Summary of change	Authorized by
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Page 2 of 2

A				Initial issue	

You may choose to add a flowchart for the process

