

Work Instructions Set

Use this set at the point of work to document one task per instruction. Complete the actual important steps, key points and reasons with the responsible technical personnel. Repeat task records in execution order and verify tools, settings and acceptance criteria before release.

Complete bracketed fields with approved information. Duplicate modules and rows as needed; record the reason for any section marked not applicable.

Document [ID and revision] **Owner** [Role] **Scope** [Organization, site or product]

Effective date [Date] **Approval** [Controlled record] **Next review** [Date or trigger]

Set overview

Work context		Controlled arrangement
Process line area or station		[Scope, products, equipment and boundaries]
Parent procedure and sequence		[Governing document and operation order]
Finding the current instruction		[Controlled index, location and revision check]
Task and instruction ID	Process stage and output	Next instruction or handoff
[Task name and ID]	[Setup, operation, changeover, shutdown or cleaning]	[Next task and acceptance]
[Task and ID]	[Input and output]	[Handoff]

Responsibilities and qualifications

Task or decision	Performing checking or approving role	Required competence and evidence
[Task]	[Role and decision right]	[Training, authorization and current record]

General safety requirements

Shared hazard	Approved control and exact warning	Verification and instructions covered
[Hazard or energy source]	[PPE, isolation or handling requirement]	[Safe-state check and task IDs]
[Material or environmental precaution]	[Approved instruction]	[Required check]

Work instructions

Repeatable task instruction

Task control and setup	Required information
ID title revision and applicability	[Instruction, product/configuration, station and effective version]
Task scope trigger and starting state	[Purpose, inputs, prerequisites and required condition]
Materials tools equipment and forms	[Exact IDs, specifications and quantities]
Safety and sequence constraints	[Approved precautions and conditions that prevent starting]

Important steps key points and reasons

Important step	Key points	Reason and result
1 [One major action]	[Safety, quality and technique details; exact setting and unit]	[Why the key point matters; expected result]
2 [Next action]	[Warning immediately before affected action; critical technique]	[Reason and check]
3 [Complete and hand off]	[Final condition, cycle constraint and record]	[Acceptance and receiving task]

Setup or changeover checklist

Item	Exact acceptance criterion	Result and record
[Tool, material or setting]	[Approved identity, value, tolerance or condition]	[Actual value and performer]
[Readiness or first-piece check]	[Approved criterion]	[Result and authorization to proceed]

Inspection and acceptance

Task or output	Inspection method and acceptance	Result record and authority
[In-process feature]	[Check, sampling/frequency and exact tolerance]	[Measurement, unit, result and record]
[Final output]	[Approved final criterion]	[Disposition and checking role]

Completion and end of shift record

Work identification	Output checks and exceptions	Handoff and review
[Task ID, lot/asset and time]	[Quantity, readings, accepted/held output and abnormality ID]	[Receiving role, record and review]

Specifications and reference data

Parameter material or tool	Exact value specification and unit	Condition and instruction users
[Setting, recipe or torque]	[Approved value, tolerance and source]	[Configuration and task IDs]
[Cycle/takt or stock requirement]	[Approved value and unit]	[Condition and task]
[Material or tool ID]	[Specification and permitted use]	[Instructions and controlled source]

Reference verification

Record [technical source and revision], [matching equipment/product configuration], [reviewer], [verification date] and [change impact on affected instructions].

Abnormality handling

Observed abnormality	Immediate approved response	Product disposition and escalation
[Symptom, failed check or stop condition]	[Stop, hold, segregate or other adopted instruction]	[Affected output, authorized decision and notify role]
[Equipment or input problem]	[Approved diagnostic or safe-state action]	[Route and restart authority]

Abnormality and restart record

Record element	Verified information
Observation and affected scope	[Time, task/lot, exact symptom and output affected]
Immediate handling	[Actions, held material and notified role]
Cause correction and disposition	[Established cause, approved action and material decision]
Restart verification	[Required checks, actual results and authorizing role]

Glossary

Term station or designator	Meaning in this work area	Source
[Term]	[Approved definition and exact name]	[Parent procedure or specification]

Instruction release check

- ☐ A qualified performer can follow the important steps and understand each key point.
- ☐ Settings, safety controls, inspections and stop/restart conditions were checked at the station.
- ☐ Current instruction, training and reference revisions agree.

Technical reviewer and trainer	Decision and date	Approval record and open actions
[Roles]	[Approved or returned]	[Evidence and next review trigger]