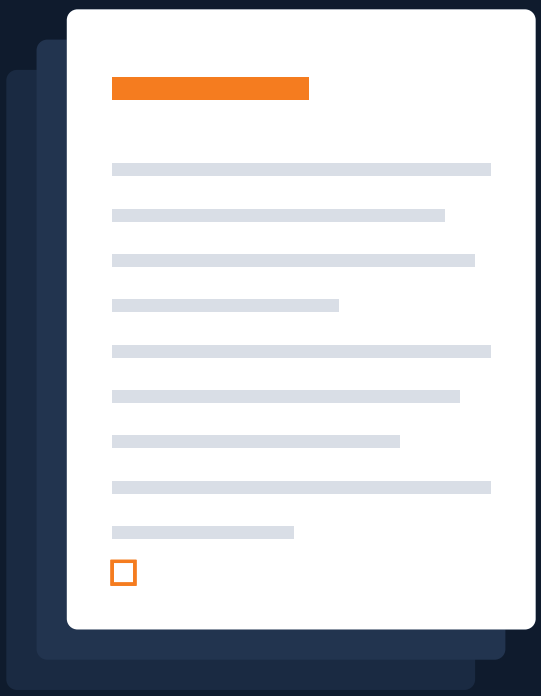
Documentation
Services Lab



FREE TEMPLATE

WORK INSTRUCTIONS

Assembly Work Instruction

Step-by-step assembly with a bill of materials, torque values, sequence and in-process checks.

LEVEL OF DETAIL

High

BEST SUITED FOR

Product, sub-assembly and kitting operations

About this template

The Assembly Work Instruction ties each step to the parts consumed, the tools and settings used, and the check that proves it was done right. Put the bill of materials first so missing parts are found before work starts, and record critical values like torque at the step where they apply.

Detail	
Level of detail	High
Best suited for	Product, sub-assembly and kitting operations

How to use it

- Replace every *[grey bracketed placeholder]* with your own details.
- Delete the orange **Guidance** boxes and green **Example** boxes before you publish or circulate it.
- Add or remove table rows as needed; keep the section order so readers can find things quickly.

Document Control

WI title		**WI number**	
Revision		**Parent SOP**	
Area / workstation		**Owner**	
Approved by		**Effective date**	
Product / assembly no.		**Drawing rev.**	

Version	Date	Author	Summary of changes
[1.0]	*[DD/MM/YYYY]*	*[Name]*	*[Initial release]*

01 Assembly Overview

Product / assembly		**Drawing no. and revision**	
Station		**Takt / cycle time**	
Required training			

Exploded view
[Insert exploded view or assembly drawing]

02 Bill of Materials

GUIDANCE *List every part consumed at this station.*

Item	Part no.	Description	Qty	Location
1				*[Bin]*

03 Tools & Settings

Tool	ID / calibration	Setting	Tolerance
[Torque driver]	*[TD-04, cal due ...]*	*[2.5 Nm]*	*[±0.2 Nm]*

04 Assembly Steps

GUIDANCE *Reference the BOM item used and flag critical steps (CTQ) that need a check.*

#	Step	BOM item	Tool / setting	CTQ?	Check
1	*[Verb + action]*	[1]		[Y/N]	

05 In-Process & Final Checks

Check	Method	Spec	Result
[Fastener torque]	*[Torque audit]*	*[2.5 ±0.2 Nm]*	
[Visual / fit]			
[Function test]			

06 Rework & Escalation

Defect	Rework allowed?	Action / escalate to

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07 Approval

GUIDANCE *Record who reviewed and approved this document.*

Role	Name	Signature	Date
Prepared by			
Reviewed by			
Approved by			

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Documentation Services Lab turns your processes, systems and know-how into clear, audit-ready documents your team will actually use. Hand us your notes, recordings or rough drafts and we deliver a finished, on-brand **Assembly Work Instruction** and anything else you need.

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Technical & API docs

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