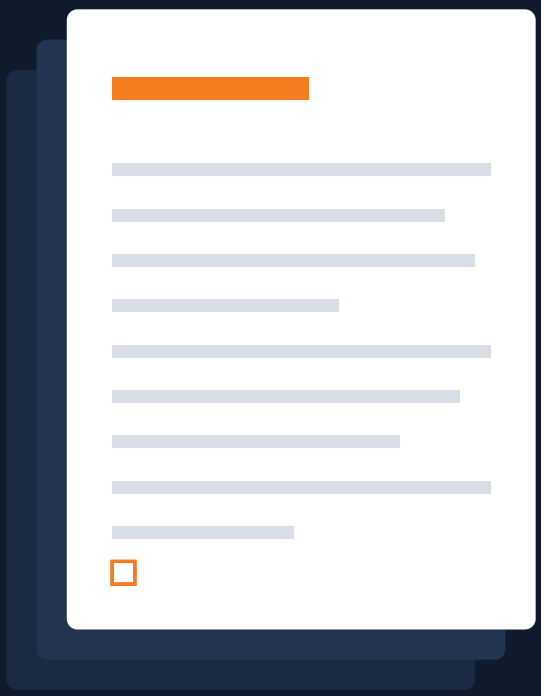
Documentation
Services Lab



FREE TEMPLATE

WORK INSTRUCTIONS

Inspection & Testing Work Instruction

How to inspect or test a product or material, with sampling, methods, acceptance criteria and records.

LEVEL OF DETAIL

High

BEST SUITED FOR

Incoming, in-process and final inspection; lab tests

About this template

An inspection instruction makes results repeatable no matter who does the check. It defines what to inspect, how many to sample, which gauge to use, what pass looks like, and what happens to anything that fails.

Detail	
Level of detail	High
Best suited for	Incoming, in-process and final inspection; lab tests

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 / material		**Spec / drawing ref.**	

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

01 Inspection Scope

Inspection type	*[Incoming / in-process / final]*
Item	
Trigger	*[Each lot / every ... pcs]*
Reference spec	

02 Sampling Plan

Lot size	Sample size	Accept (Ac)	Reject (Re)
[2-90]			
[91-280]			
[281-1200]			

03 Equipment

GUIDANCE *Only use calibrated equipment. Record the ID on the results sheet.*

Gauge / instrument	ID	Calibration due

04 Inspection Steps & Criteria

#	Characteristic	Method	Acceptance criteria	Class
1	*[Dimension A]*	*[Caliper]*	*[25.00 ±0.05 mm]*	*[Critical]*
2	*[Surface finish]*	*[Visual]*	*[No scratches > 2 mm]*	*[Major]*

05 Results Record

Sample	Char. 1	Char. 2	Char. 3	Char. 4	Pass?

06 Nonconforming Product

- [Tag and segregate rejected items in the red bin]
- [Raise an NCR: form no. ...]
- [Notify ... within ... hours]

07 Approval

GUIDANCE *Record who reviewed and approved this document.*

Role	Name	Signature	Date
Prepared by			
Reviewed by			
Approved by			

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