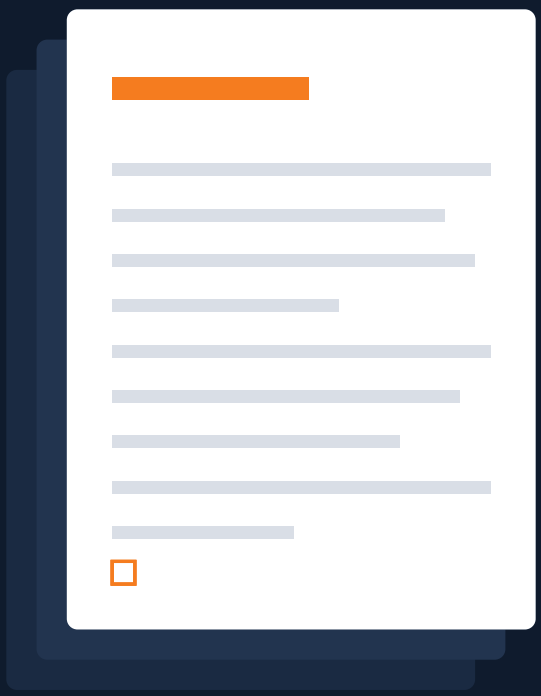
Documentation
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FREE TEMPLATE

WORK INSTRUCTIONS

Machine Setup & Operation Work Instruction

Setup, start-up, operation and shutdown of a machine, with parameters and first-piece approval.

LEVEL OF DETAIL

High

BEST SUITED FOR

Machining, moulding, packaging and process equipment

About this template

This instruction takes an operator from a cold machine to good parts and back to a safe shutdown. It records the exact parameters for each product, the first-piece check that releases production, and what to do when the machine faults.

Detail	
Level of detail	High
Best suited for	Machining, moulding, packaging and process equipment

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**	
Machine / asset ID			

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

01 Machine & Product

Machine / asset ID		**Product / part no.**	
Program / recipe		**Operator qualification**	

02 Safety Before Setup

	Item
☐	*[Guards in place and interlocks working]*
☐	*[Emergency stop tested]*
☐	*[PPE worn: ...]*
☐	*[Area clear of people and loose items]*

03 Setup Steps

#	Action	Who	Verification
1	*[Load program / recipe ...]*	*[Operator]*	*[Program no. confirmed]*
2	*[Install tooling / die ...]*		
3	*[Set fixtures and zero ...]*		
4			
5			

04 Process Parameters

GUIDANCE *Record target values and limits for each product run on this machine.*

Parameter	Target	Min	Max	Units
[Speed]				
[Temperature]				
[Pressure]				
[Feed rate]				

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05 First-Piece Approval

GUIDANCE *Production does not start until the first part passes.*

Characteristic	Spec	Measured	OK?

Approved by		Time	

06 Running the Machine

#	Action	Who	Record
1	*[Start cycle ...]*	*[Operator]*	
2	*[Check part every ... pcs]*		
3	*[Record counts / scrap]*		

07 Shutdown

#	Action	Who	Verification
1	*[Finish cycle, stop machine]*		
2	*[Clean and remove chips / waste]*		
3	*[Isolate power if required]*		

08 Alarms & Faults

Alarm / symptom	Likely cause	Operator action	Call
			[Maintenance]

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09 Approval

GUIDANCE *Record who reviewed and approved this document.*

Role	Name	Signature	Date
Prepared by			
Reviewed by			
Approved by			

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Need this document written, reviewed or formatted for you?

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 **Machine Setup & Operation Work Instruction** and anything else you need.

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