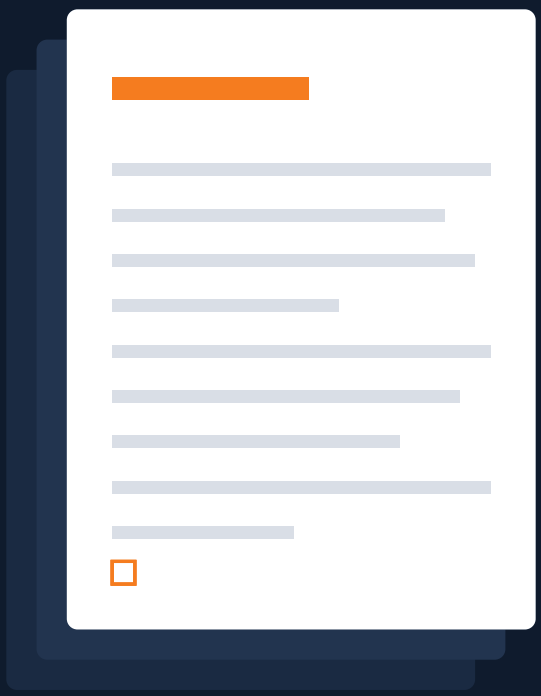
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FREE TEMPLATE

WORK INSTRUCTIONS

Maintenance Work Instruction

Preventive or corrective maintenance on one asset, with isolation, parts, steps and return-to-service checks.

LEVEL OF DETAIL

Moderate-High

BEST SUITED FOR

Preventive maintenance, lubrication, filter and part changes

About this template

The Maintenance Work Instruction lets any qualified technician do the same job to the same standard. It starts with safe isolation, lists the spares and consumables, gives the steps with torque values and readings, and ends with checks before the asset goes back into service.

Detail	
Level of detail	Moderate-High
Best suited for	Preventive maintenance, lubrication, filter and part changes

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**	
Asset ID		**PM frequency**	

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

01 Job Details

Asset ID / name		**Task type (PM / CM)**	
Frequency		**Estimated time**	
Technician qualification		**Work order no.**	

02 Isolation & Safety

GUIDANCE *Never skip isolation. Reference your lockout/tagout procedure.*

	Item
☐	*[Notify operator and production lead]*
☐	*[Isolate energy sources: electrical / pneumatic / hydraulic]*
☐	*[Apply lock and tag; try to start]*
☐	*[Release stored energy]*
☐	*[PPE: ...]*

03 Spares, Consumables & Tools

Item	Part no.	Qty	Stock location

04 Maintenance Steps

#	Step	Spec / reading	Done
1	*[Verb + action]*	*[e.g. Torque 25 Nm / oil level mid-glass]*	

05 Return to Service

	Item
☐	*[Guards refitted, tools removed]*
☐	*[Locks removed by the person who applied them]*
☐	*[Test run: no leaks, noise or alarms]*
☐	*[Operator handover]*

06 Maintenance Record

Findings	
Parts used	
Next due date	
Technician signature / date	

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