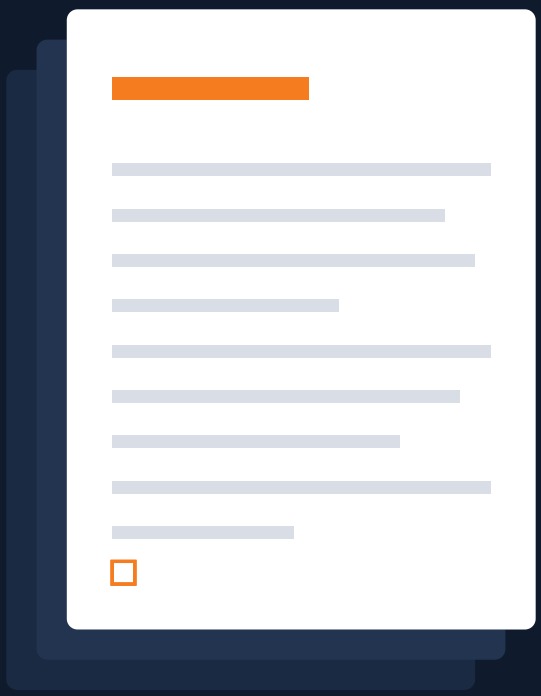
Documentation
Services Lab



COMPLETED SAMPLE

WORK INSTRUCTIONS

Standard Work Instruction (Completed Sample)

The Standard Work Instruction filled in for a real-world task: packing and labeling an outbound order.

WHAT IT SHOWS

Every section of the Standard WI, filled in

EXAMPLE TASK

Pack and label an outbound customer order

About this template

This is the Standard Work Instruction completed for a common warehouse task. It uses exactly the same sections as the blank template, so you can compare them side by side. The orange guidance boxes are kept so you can see how each answer responds to them.

Detail	
What it shows	Every section of the Standard WI, filled in
Example task	Pack and label an outbound customer order

How to use it

- Use this sample alongside the blank Standard Work Instruction; the section numbers match exactly.
- 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	Pack and Label an Outbound Order	**WI number**	WI-WH-012
Revision	02	**Parent SOP**	SOP-WH-007 Order Fulfilment
Area / workstation	Warehouse, packing bench 2	**Owner**	*[Warehouse Supervisor]*
Approved by	*[Operations Manager]*	**Effective date**	*[Date]*

Version	Date	Author	Summary of changes
01	*[Date]*	*[Supervisor]*	Initial release
02	*[Date]*	*[Supervisor]*	Added H-pattern taping and damage check

01 Task Summary

GUIDANCE One short paragraph: the single task this instruction covers, where it is done and who does it. A work instruction covers one task; the parent SOP covers the wider process.

Task	Pack and label an outbound customer order
Parent SOP	SOP-WH-007 Order Fulfilment
Where	Warehouse packing bench 2
Who	Packer (trained on WI-WH-012)
When	Each order released to packing in the WMS
Time to complete	4-6 minutes per order

02 Safety & Quality Requirements

GUIDANCE List hazards, required PPE and any quality-critical points before the steps begin.

Type	Requirement
PPE	Cut-resistant gloves when using the box cutter
Hazards	Blade cuts; lifting cartons over 15 kg
Quality-critical	Correct item and quantity; label matches order
Stop if...	Item is damaged or the pick does not match the order

03 Tools, Materials & Documents

GUIDANCE List exactly what is needed at the workstation, with part numbers where relevant.

Item	Spec / part no.	Qty
Corrugated box	Size chosen per packing chart	1
Void fill (paper)	Roll PF-200	As needed
Packing tape + dispenser	48 mm clear	1
Shipping label	Printed from WMS	1
Barcode scanner	Bench 2 scanner	1

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04 Steps

GUIDANCE One action per step, in order, starting with a verb. State the key point (how to do it well) and the reason (why it matters).

#	Step	Key point	Reason
1	Scan the order barcode on the pick slip	Wait for the green 'Order open' screen	Links every scan to the right order
2	Scan each item and check the quantity	Screen must show all lines green	Prevents wrong or missing items
3	Choose the box size shown on screen	Never use a box more than one size larger	Reduces damage and shipping cost
4	Pack heavy items first, then fill voids	Item must not move when the box is shaken	Prevents damage in transit
5	Seal with tape using an H-pattern	Two strips across, one on each edge seam	Box stays closed if dropped
6	Print and apply the shipping label to the top	Flat, no folds over edges or seams	Carrier scanners must read it
7	Scan the label to close the order	Screen shows 'Packed'	Triggers the customer dispatch email
8	Place the box on the outbound cart for the carrier	Label facing out	Speeds up carrier pickup

05 Visual Aids

GUIDANCE Add a photo or diagram for any step that is easy to get wrong.

Image	Caption
[Photo: H-pattern taping]	Step 5: two strips across the centre seam, one on each edge seam

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06 Quality Checks

GUIDANCE What the operator confirms before the task counts as done.

	Item
☐	All order lines scanned and green
☐	Nothing moves inside the box when shaken
☐	Label flat, readable and on the top face
☐	Order status shows 'Packed' in the WMS

07 Troubleshooting

Problem	Action
Item scan shows red	Re-check the item code; if still wrong, set the order aside and tell the shift lead
Label printer jams	Clear the jam per the printer quick card; reprint from the WMS order screen
Item damaged	Stop. Do not pack. Move to the damage bin and log it in the WMS

08 Approval & Training Sign-off

GUIDANCE Approval makes the instruction official; sign-off shows each operator has been trained on this revision.

Role	Name	Signature	Date
Prepared by	*[Name]*		*[Date]*
Approved by	*[Name]*		*[Date]*

Operator trained	Trainer	Date	Signature

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