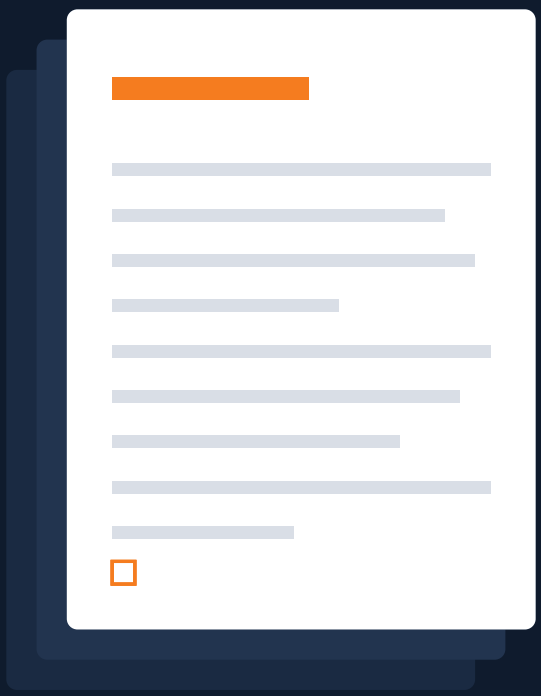
Documentation
Services Lab



FREE TEMPLATE

WORK INSTRUCTIONS

Standard Work Instruction

A complete, controlled instruction for one task: safety, tools, steps with key points, checks and sign-off.

LEVEL OF DETAIL

High

BEST SUITED FOR

Any repeatable task that must be done the same way every time

About this template

A work instruction (WI) describes exactly how to perform one task within a wider SOP. Where an SOP says what happens and who is responsible, the WI shows the operator how to do it, step by step, with the key point and reason for each step. This standard format works for most tasks in manufacturing, warehousing, labs and offices.

Detail	
Level of detail	High
Best suited for	Any repeatable task that must be done the same way every time

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**	

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

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	*[e.g. Change the coolant filter on Machine 4]*
Parent SOP	*[SOP no. and title]*
Where	*[Area, line, workstation]*
Who	*[Role and required skill level]*
When	*[Trigger or frequency]*
Time to complete	*[Typical duration]*

02 Safety & Quality Requirements

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

Type	Requirement
PPE	*[e.g. Safety glasses, cut-resistant gloves]*
Hazards	*[e.g. Sharp edges, pinch points]*
Quality-critical	*[What must never go wrong]*
Stop if...	*[Condition that halts the task]*

03 Tools, Materials & Documents

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

Item	Spec / part no.	Qty
[Tool or material]	*[Number]*	*[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	*[Verb + action]*	*[How to do it right]*	*[Why]*
2			
3			
4			
5			
6			
7			
8			

05 Visual Aids

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

Image	Caption
[Insert photo]	*[Step no. and what to look for]*

06 Quality Checks

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

	Item
☐	*[Check 1]*
☐	*[Check 2]*
☐	*[Check 3]*
☐	*[Check 4]*

07 Troubleshooting

Problem	Action
[Symptom]	*[What to do / who to call]*

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			
Approved by			

Operator trained	Trainer	Date	Signature

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Standard, checklist, visual and compliance SOPs, process maps, operations manuals.

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