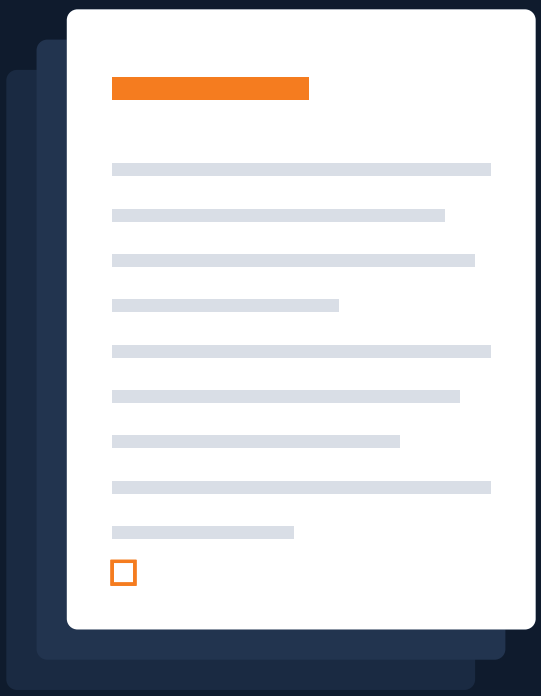
Documentation
Services Lab



FREE TEMPLATE

WORK INSTRUCTIONS

Visual Work Instruction

A photo-led instruction where every step is an image with a one-line action.

LEVEL OF DETAIL

Moderate

BEST SUITED FOR

Assembly, packing, visual checks and mixed-language teams

About this template

Visual Work Instructions replace paragraphs with photos, arrows and callouts. Each step shows what to do and what correct looks like, so operators can follow it at a glance and across language barriers. Print it large and post it at the workstation.

Detail	
Level of detail	Moderate
Best suited for	Assembly, packing, visual checks and mixed-language teams

How to use it

- Take photos from the operator's point of view, in good light, with one action per photo.
- Use arrows and numbered callouts; keep captions to one line starting with a verb.
- 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 at a Glance

Task		**Station**	
PPE	*[Icons or list]*	**Cycle time**	

02 Parts & Tools

GUIDANCE *Show a photo of everything laid out, with numbered callouts.*

Parts & tools photo
[Photo of all parts and tools with numbered callouts]

#	Part / tool	Qty
1		
2		
3		
4		

03 Visual Steps

GUIDANCE *Two steps per row: image, then the one-line action and the check.*

Step 1	Step 2
[Photo] [Verb + action] *Check: [what correct looks like]*	[Photo] [Verb + action] *Check:*

Step 3	Step 4
[Photo] [Verb + action] *Check:*	[Photo] [Verb + action] *Check:*

Step 5	Step 6
[Photo] [Verb + action] *Check:*	[Photo] [Verb + action] *Check:*

04 OK / Not OK

GUIDANCE *Show correct and incorrect results side by side.*

OK	NOT OK
[Photo + caption]	[Photo + caption]

05 Approval

GUIDANCE *Record who reviewed and approved this document.*

Role	Name	Signature	Date
Prepared by			
Reviewed by			
Approved by			

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