

Visual Work Instruction

One task, one clear step at a time. Replace each labeled box with an original task photo or diagram; keep the action and expected result as text.

Task Title: _____	Work Instruction ID: _____
Related SOP: _____	Version: _____
Owner: _____	Effective Date: _____

Prerequisites and Tools

List conditions and materials needed before beginning.

Step 1

Visual placeholder	Action / key point	Expected result
Insert task photo or diagram here		

Step 2

Visual placeholder	Action / key point	Expected result
Insert task photo or diagram here		

Step 3

Visual placeholder	Action / key point	Expected result
Insert task photo or diagram here		

Verification and Troubleshooting

Confirm the outcome; state what to do if a step fails.

Revision and Approval

Version / date / change	Prepared / reviewed / approved by