

Work Instruction

Describe one specific task in the order it should be performed. Fill in actions, key points, and expected results before use.

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

Purpose, Scope and Prerequisites

When should this task be done? What knowledge, access, or conditions are needed?

Tools and Materials

Tool or material	Quantity / notes

Step-by-Step Instructions

#	Action	Key point	Expected result
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			

Verification and Completion Criteria

What observable result confirms that this task is complete?

Troubleshooting and Exceptions

If the expected result is missing, state the safe stop/escalation path.

Related Documents

Reference a related SOP, form, or other instruction.

Revision and Approval

Version / date / change	Prepared / reviewed / approved by