

Company Name/Logo	Work Instruction	W0001
		Version 1
		1 of 2

Job No.	Project Number	Date Raised

<div>Process Map</div> <div>Create a process map to capture the major steps in the process being undertaken</div>
<div>Work Description</div> <div>Define the task</div>
<div>Instruction</div> <div>Describe the steps required, identify any sub-tasks required for every step</div>

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Responsibilities	
Assign responsible persons to each step or task in the process	
Key Objectives	
State the key objectives of the task	
References	
Procedures	Identify any documents or tools necessary
Forms	
Standards	
Drawings	
Tools	
Certification	
Gauges	

Prepared By	Signature	Position	Date
Reviewed By	Signature	Position	Date