

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

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