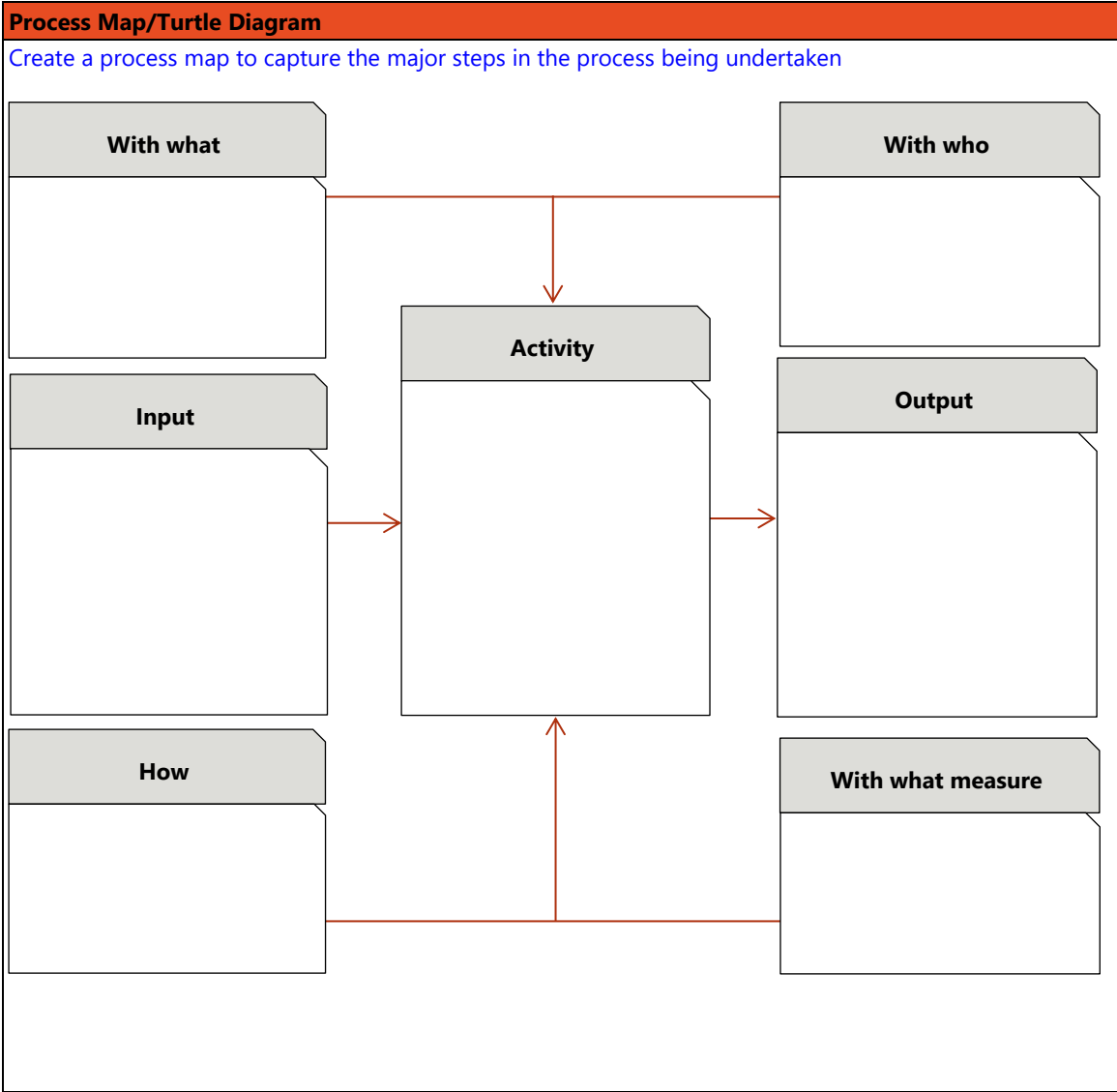


# Work Instruction Template

Job No.	Project Number	Date Raised

Title/Description of Activity:					
<b>Location</b>					
<b>Created By</b>		<b>Document No.</b>		<b>Risk Number</b>	
<b>Initial Issue Date</b>		<b>Current Version</b>		<b>Next Review Date</b>	
<b>Scope:</b>	<i>(List whom this procedure applies to and the specific location this work can be conducted in)</i>				
<b>Authorization:</b>	<i>(List specific operator competency requirements, e.g., area induction, qualifications, certificates, training, and supervision. List who can approve that competency has been achieved)</i>				



# Work Instruction Template

## Work Description

Define the task

## Instructions/Steps

Describe the steps required, identify any sub-tasks required for every step

## Responsibilities

Assign responsible persons to each step or task in the process

## Key Objectives

State the key objectives of the task

# Work Instruction Template

References	
Procedures	Identify any documents or tools necessary
Forms	
Standards	
Drawings	
Tools	
Certification	
Gauges	

Approval			
Title	Name	Signature	Date
Supervisor			
Worker			