ProcessNavigation

Manufacturing Work Instruction

1. TITLE INFORMATION

Instruction Number: _____

Process Name: _____

Version: _____ Creation Date: _____

Last Update Date: _____

Responsible Department: _____

Author: _____

Approved by: _____ Signature: _____

2. PURPOSE AND SCOPE OF APPLICATION

Purpose of Process:

_____

_____

Applicable to:

- Product/Item: _____
- Production Line: _____
- Work Station: _____
- Equipment: _____

Target Audience: _____

Expected Results:

- _____
- _____
- _____

3. MATERIALS AND TOOLS REQUIRED

MATERIALS NEEDED:

Name	Quantity	Specification	Supplier

TOOLS AND IMPLEMENTS:

Name	Model/Type	Calibration/Setup	Notes

MEASURING TOOLS:

- _____
- _____
- _____
- _____

SUPPORTING DOCUMENTATION:

- _____
- _____
- _____
- _____

4. SAFETY REQUIREMENTS

GENERAL SAFETY RULES:

1. _____
2. _____
3. _____

PERSONAL PROTECTIVE EQUIPMENT (PPE):

- Safety glasses
- Gloves (type: _____)
- Respirator/mask
- Safety shoes
- Hard hat
- Other: _____

SAFETY GUIDELINES:

Hazard Type	Description	Precautionary Measures

EMERGENCY PROCEDURES:

In case of accident: _____
Emergency contacts: _____

5. STEP-BY-STEP DESCRIPTION OF THE PROCESS

PREPARATION STAGE:

Step 1: _____
Execution time: _____ min
Quality criteria: _____
Notes: _____

Step 2: _____
Execution time: _____ min
Quality criteria: _____
Notes: _____

MAIN STAGE:

Step 3: _____
Execution time: _____ min
Quality criteria: _____
Notes: _____

Step 4: _____

Execution time: _____ min

Quality criteria: _____

Notes: _____

Step 5: _____

Execution time: _____ min

Quality criteria: _____

Notes: _____

COMPLETION STAGE:

Step 6: _____

Execution time: _____ min

Quality criteria: _____

Notes: _____

TOTAL CYCLE TIME: _____ min

6. QUALITY CONTROL

WHAT TO CHECK:

- _____
- _____
- _____

TOOLS AND IMPLEMENTS:

Control Point	Parameter	Standard	Control Method	Responsible

WHAT THE RESULTS SHOULD BE:

- _____
- _____
- _____

QUALITY CHECKS:

1. _____
2. _____
3. _____

ACCEPTANCE CRITERIA:

- _____
- _____
- _____

7. POSSIBLE PROBLEMS AND THEIR SOLUTIONS

Problem	Possible Cause	Solution	Who Resolves

TYPICAL ISSUES:

Problem 1: _____
Cause: _____
Corrective Action: _____

Problem 2: _____
Cause: _____
Corrective Action: _____

Problem 3: _____
Cause: _____
Corrective Action: _____