

# WORK INSTRUCTION

001

## Sample Work Instruction

Status: Draft

Effective Date: dd/mm/yyyy

Version Number: 01

### 1. Purpose

The purpose of this WI is to provide details for . . .

### 2. Scope

This WI is applies to . . .

### 3. General Requirements

The following requirements must be met.

### 4. Environment



Describe environmental concerns here

### 5. Health



Describe health concerns here

### 6. Safety



Include safety equipment (PPE), cautions, and warnings

### 7. Procedure Name

- 7.1. Short statement for Step # 1.
- 7.2. Short statement for Step # 2.
- 7.3. Short statement for Step # 3.
- 7.4. Short statement for Step # 4.
- 7.5. Short statement for Step # 5.
- 7.6. Short statement for Step # 6.
- 7.7. Short statement for Step # 7.
- 7.8. Short statement for Step # 8

### 8. References

Reference	Title
1	Title of this Reference

### 9. Contact Information

Direct questions about this document to: