

Work instruction template

One task, one instruction – one action per step, with photo, target value and check

*Fill in the header, then write one action per step starting with a verb. Add a photo of the real workstation wherever the correct state is easier to show than to describe. Digital version with QR/NFC access and automatic execution log:
<https://workinstruction.app/workinstruction>*

Header

Title (verb + object + where)	
Owner (role) and version	
Date published	
Trigger (when is this used?)	
Result (what does "done" look like?)	
Required (tools, materials, PPE, qualification)	
Safety (lock-out, protective measures)	

Steps

Step	Action (one verb, one action)	Photo / reference	Target value and tolerance	Check (confirm / value / photo / signature)
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				

Step	Action (one verb, one action)	Photo / reference	Target value and tolerance	Check (confirm / value / photo / signature)
11				
12				
13				
14				
15				

Remarks from operators

Problems found or improvements suggested while executing, with date and name, for the owner to review.

Checklist before you publish

- ☐ Every step starts with a verb and contains one action.
- ☐ Every value has a unit and a tolerance.
- ☐ Every critical step has a check the operator must confirm.
- ☐ Photos show the real workstation and are taken from the operator's position.
- ☐ A colleague who never did the task completed it without asking questions.
- ☐ The instruction opens from the machine via QR code or NFC tag.
- ☐ The paper version is removed and the owner and review date are set.

Template by Work Instruction App – workinstruction.app – free to use and adapt.