# Work Instructions Template

Purpose

List out what the work instructions are aiming to achieve. Similar to that of a policy, procedure and guideline

## Instructions

Create a clear, precise, and fit for purpose list of instructions for the task/s that are required. Instructions can be provided in a table or list format. Choose the format most appropriate to your work area and delete the alternate option.

### Example of table layout:

1. 1.Title of task

|  |  |  |
| --- | --- | --- |
|  | Principles | Steps |
| A. | xx | xx |
| B. | xx | xx |
| C. | xx | xx |

### Example of list layout:

1. Title of task

Express action succinctly, but with enough detail to support understanding. Can use dot points, paragraphs or any suitable listing method that ensures ease of understanding.

1. *Explanation of the steps involved*
* *xx*
* *xx*

## Template/Supporting Documents

Insert a Template/Supporting Documents if required.

## Responsibility

Who is responsible for ensuring this document is kept up to date.

## Record Management

|  |  |  |  |
| --- | --- | --- | --- |
| DOCUMENT TITLE | LOCATION | RESPONSIBLE OFFICER | EFFECTIVE DATE  |
| Relevant document title | Which portfolio and specific branch of the organisation that this document will effect | Reflects responsibility section | Date that these instructions are published and mandated |
| *Example: University governance document* | *The University’s approved policy management system* | *Policy Systems Administrator or delegate* | *01/01/2023* |