Work Instruction: <Title>

|  |  |  |  |
| --- | --- | --- | --- |
| Document information, authorship and approvals | | | |
| Author signs to confirm technical content | | | |
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# 

# Purpose

The purpose of this work instruction (WI) is to describe the requirements for [insert purpose]… at [Company].

This WI forms part of the XXX procedure; refer to *Procedure QPXXX: Title* for further information.

Always include a reference to the parent Procedure.

# Scope

The scope of this WI includes… [insert the scope of the procedure]

Excluded from this procedure are:

* e.g. non-GMP areas or systems related to the scope of the WI
* e.g. related areas or systems documented in a different WI

Add or remove content as required.

# Instructions

## Part 1 Heading

Complete the following steps to…

|  |  |
| --- | --- |
| Step | Action |
| 1 | xxxx |
| 2 | xxxx |
| 3 | xxxx  Add as many steps as required for the Part. Do not use a Step/Action table if there is only one step to the Part. |

## Part 2 Heading

### Sub-heading title

Complete the following steps to…

|  |  |
| --- | --- |
| Step | Action |
| 1 | Use a Step/Action table when the section contains a series of more than 2 steps. |
| 2 |  |
| 3 |  |

### Sub-heading title

Normal style

Use paragraph text if the section does not contain a series of steps.

Definitions

Amend as required or delete.

| Term | Definition |
| --- | --- |
|  | Insert terms/abbreviations and definitions for those used within the document. Do not include any terms or abbreviations not used within the document. |
|  |  |
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Document Information

| Revision History | | | |
| --- | --- | --- | --- |
| Revision | Modified by | Change Control No. | Description of Change |
| 01 |  |  |  |
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| Associated forms and procedures | |
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| Doc. No. | Document Title |
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List all controlled procedural documents referenced in this document (for example, policies, procedures, forms, lists, work/operator instructions)

| Associated records | |
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List all other referenced records in this document. For example, regulatory documents, in-house controlled documents (such as batch record forms, reports, methods, protocols), compliance standards etc.

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