# 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. Title of task

|  |  |  |
| --- | --- | --- |
| Principles | | |
| 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.

2. 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 | Minimum retention period |
| Example:  Governance Document Request Form | The University’s approved records management system | Policy Systems Administrator or delegate | Originals should be retained by the Policy Sponsor  Copies can be disposed of once the administrative use has concluded  Electronic record will be retained in the University’s records management system |
| Example:  University governance document | The University’s approved policy management system | Policy Systems Administrator or delegate | **Permanent** |

*Note: Continue to add as many documents as necessary*

*Central Records can be contacted for assistance – centralrecords@federation.edu.au*