[organization name]

[operation].[workstation].[Work instruction title]

Process : [process name]   **Operation:** [operation name]

Phase: ☐   ☐   ☐   **Project:**

No.	Activity		Sample size/ frequency	Device	Reactivity
1	[Describe here activity,/ part of operation]	[write here who is responsible]	[Number of parts,/ when is control performed]	Device used to measure	[How is the deviation escalated throughout organization]
	Add pictures of operation here,/ sketch/ other visual aids.				
	Special characteristic/ functional characteristic or key process parameter: [document it here]				
2	[Describe here activity,/ part of operation]	[Write here who is responsible]	[Number of parts,/ when control is performed]	Device used to measure	[How is the deviation escalated throughout organization?]
	OK NOK				
	Record control in.				

Author:	[job title]	**Initial date:**		Controlled Copy
Approval:	[job title]	**Revision date:**		
Trainer:	[job title]			