

**DRAFT**

NUMBER :  
REVISION :  
DATE :  
EDITOR :  
APPROVAL : DCR #  
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## QUALITY SYSTEM DOCUMENT

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**TITLE: BE SPECIFIC FOR EASY IDENTIFICATION**

### **1.0 PURPOSE**

1.1 Scope of what this work instruction is supposed to accomplish.

### **2.0 REFERENCES**

2.1 List **ANY** applicable references. To include (but not limited to) Quality Manual, Quality Control Procedures, Corporate Specifications, Plant Work Instructions, SOPs and Forms. Be sure that these documents are referenced elsewhere in this instruction.

2.1.1 CWI-00-XXX-0000 Title

2.1.2 CSOP-000 Title

### **3.0 RESPONSIBILITIES**

3.1 As described in this work instruction (if there are many).

3.2 Detail in separate paragraphs as needed (if specific and only 2 or 3)

### **4.0 GENERAL CATEGORIES AS NEEDED**

4.1 Rule of thumb: One category for one topic.

4.2 Sub paragraphs should keep to one sentence only.

4.2.1 Sub-paragraphs should be limited to this level.

### **5.0 REVISION CONTROL**

5.1 Revision X – call out specific major changes to the work instruction. Identify as implementation of new work practice for “New” revision work instructions.