WORK INSTRUCTION

One task, one station. Fill every field. Keep each step to one action. Delete the hints in [brackets].

WI number	[e.g. WI-ASM-014]	**Revision**	[A, B, C…]	**Effective date**	[YYYY-MM-DD]	**Approved by**	[name, role]
Task title	[verb + object]	**Station / machine**	[line, cell, station]	**Product / part no.**	[product, part number]	**Time per unit**	[minutes]

Purpose and scope

[One line on what this task achieves. One line on where it applies and where it does not.]

Safety and PPE

☐ Safety glasses ☐ Gloves ☐ Hearing protection ☐ Safety shoes ☐ ESD wrist strap ☐ Hairnet ☐ Lockout required ☐ Other: _____

[Name each hazard. Repeat the warning inside the step where it applies.]

Tools, parts, and materials

Item	Part no. / spec	Qty

Steps

Major step = WHAT to do. Key point = HOW to do it right (safety, quality, the knack). Reason = WHY the key point matters.

#	Photo / clip	Major step (what)	Key points (how)	Reason (why)

Quality checks

Check	Spec	Method	OK?

Training sign-off

Operator	Trained by	Date	Signature

Revision history

Rev	Date	What changed	By

Faster way: film the task once in SOPX and AI fills the steps, a video clip per step, and the header for you. Publish to the station by QR code. sopx.io/work-instruction-software

WORK INSTRUCTION (EXAMPLE)

Example values are for illustration only. Replace them with your own specs, torque values, and checks.

WI number	WI-ASM-014	**Revision**	C	**Effective date**	2026-11-10	**Approved by**	J. Novak, Quality
Task title	Mount controller PCB in enclosure	**Station / machine**	Assembly cell 2, station 4	**Product / part no.**	CTRL-200 / 200-0458	**Time per unit**	3 min

Purpose and scope

Mount and secure the controller PCB in the CTRL-200 enclosure. Applies to station 4 only. Harness routing is covered in WI-ASM-015.

Safety and PPE

☒ Safety glasses ☐ Gloves ☐ Hearing protection ☒ Safety shoes ☒ ESD wrist strap ☐ Hairnet ☐ Lockout required ☐ Other: _____

Hazards: static discharge damages the board. Power tool pinch point at the driver bit.

Tools, parts, and materials

Item	Part no. / spec	Qty
Controller PCB, rev C	200-0458	1
Enclosure base	200-0311	1
M3 x 6 screw, Torx	900-0306	4
Electric driver, set to 0.6 Nm	Tool T-12	1

Steps

Major step = WHAT to do. Key point = HOW to do it right (safety, quality, the knack). Reason = WHY the key point matters.

#	Photo / clip	Major step (what)	Key points (how)	Reason (why)
1	IMG-01	Check the kit	PCB revision matches the traveler. No cracks or bent pins.	A wrong revision passes every later check and fails at test.
2	IMG-02	Put on the ESD strap and test it	Tester shows green before you touch the board.	Static damage is invisible and shows up later as a field failure.
3	IMG-03	Place the enclosure in the fixture	Label side toward you. Base fully down on both pins.	The board only fits one way when the base is seated.
4	IMG-04	Seat the PCB on the standoffs	Hold by the edges. Connector side faces the cutout.	Pressing on components or misalignment cracks solder joints.
5	IMG-05	Fit the 4 screws	Tighten corner to corner. Driver at 0.6 Nm.	Even pressure stops the board from bending.
6	IMG-06	Inspect and mark	No loose screws. Initial the traveler.	The next station trusts this check.

Quality checks

Check	Spec	Method	OK?
Screws seated	Flush, 4 of 4	Visual + finger test	☐
Board orientation	Connector at cutout	Visual	☐

Training sign-off

Operator	Trained by	Date	Signature
A. Kovač	M. Horvat	2026-11-12	

Revision history

Rev	Date	What changed	By
B	2026-08-02	New driver torque setting	J. Novak
C	2026-11-10	Added ESD strap test (step 2)	J. Novak

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