

WORK INSTRUCTION COVER SHEETS

*The information in this presentation supports
BNC I 031, Work Instruction Flow Chart*

BENCHMARK PRESENTS "SHORT SHOT"

STARRING ANDY MILES, LACI PAPAGELIS, MARIA LEONARDS, SCOTT FRANKS, BRANDON LOGUE
FEATURING VALERIE BARLOW

04 • 25 • 2025



S H O R T S H O T

LOOK FOR WHAT IS
MISSING

TOM
Styers

JEREMY
Brown

BRIAN
Minor

AN AIMEE BAER FILM



THE
BURR

EXPLORING WHAT IS LEFT BEHIND

MOVIE POSTER

- ▶ Gives a hint of what to expect
- ▶ May be misleading of the actual content
- ▶ Triggers interest
- ▶ Goal is to make you watch the movie

COVER SHEET

- ▶ Gives a hint of what to expect
- ▶ Details may be unclear
- ▶ Triggers additional actions
- ▶ Goal is to make you read the instruction

NEITHER ONE TELLS YOU THE WHOLE STORY

Cover Sheets

- ▶ From the **movie poster**, do you know the actual plot of the movie?
- ▶ Could you tell someone else the story based on the poster?
- ▶ **Cover sheets** have a similar function to a movie poster by introducing the idea.
- ▶ They trigger the inspector to take another step.
- ▶ The work instruction should have all details.

Both give you an idea of what you will find if you look further.

Neither can tell the whole story.

Cover Sheets – What to include

- ▶ Include a brief summary of the change (and where you'll find that change on the work instruction)
 - *Added burr (see step 4 in work instruction)*
 - *Removed short shot (removed step 11 on work instruction)*
 - *Added rework steps (steps 14 thru 17 on WI)*
 - *Added quality alert for clips (supplemental WI added)*
- ▶ Make sure to update the problem description section if needed
- ▶ Detail the change in the work instruction at the proper step

And, Finally...

- ▶ When updating the work instruction with the change, be sure to:
 - Make sure the change is clearly described
 - Make sure to date handwritten changes in the instruction
 - Refer to additional photos or supplemental instructions as needed
 - Make sure any additional documents added to the instruction include the date implemented

Click on the button below to take the quiz for this session.

QUIZ