

Work Instruction Cover Sheet

WORK INSTRUCTION COVER SHEET				
WORK DATE	WORK CENTER	FUNCTIONAL CENTER	WORK LOCATION	UNC PROJECT NUMBER
5/11/2022	1	N/A	BNC Whse	99999
CUSTOMER		ITEM NUMBER		UNC CODE/DESC
Funny Product LLC		333-222-A		Hillary Us
Problem Description: Punctures in the cushion letting all the air out.				
30-DAY REVIEW: The work instruction must be reviewed with the customer at the beginning of each shift occurrence or every 30 days. If no change, the customer must sign off on this cover sheet, number, date, and customer contact here.				
THIS COVER SHEET IS NOT YOUR WORK INSTRUCTION. REVIEW WORK INSTRUCTION FOR DETAILED INFORMATION & FOR EACH CHANGE. TRAINING LOG LOCATED ON BACK. INSPECTORS MUST SIGN OFF ON RELEASE AND EACH CHANGE.				
Release	Release Date	Release Time	Customer Contact	Released By (BNC)
Change				
	5/11/2022	7:00 am	Joe King	H. Us
Changes Added visual check for proper "B's noise maker" placement. - See changes to step 7 of the work instruction.				
Change				
Change				
Change				
Change				

THE COVER SHEET IS NOT YOUR WORK INSTRUCTION.

THE COVER SHEET IS USED TO TRACK CHANGES AND ONLY INCLUDES A BRIEF DESCRIPTION.

MUST BE CHECKED EACH DAY TO SEE IF THERE HAVE BEEN CHANGES BEFORE STARTING TO INSPECT.

ALWAYS REVIEW THE WORK INSTRUCTION FOR DETAILED INFORMATION.

AFTER REVIEW, SIGN THE TRAINING LOG.

