

Turning Process Work Instruction Outline

1. Document Control

- Work Instruction Number:
- Revision:
- Date:
- Prepared by:
- Approved by:

2. Purpose

3. Scope

4. Responsibilities

- Operator
- Supervisor
- Quality Inspector

5. Equipment / Materials

- Lathe machine
- Cutting tools
- Measuring instruments
- Workpiece material
- Personal Protective Equipment

6. Safety Instructions

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7. Process Steps

1. Preparation
2. Machine setup
3. Operation
4. Inspection
5. Completion

Process Steps Detail

Step	Description	Responsible
1		
2		
3		
4		

8. Inspection & Verification

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9. Records

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10. References

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