

Materials Handling Work Instruction

1. Document Control

Document No.:	<input type="text"/>
Revision:	<input type="text"/>
Effective Date:	<input type="text"/>
Prepared by:	<input type="text"/>
Approved by:	<input type="text"/>

2. Purpose

3. Scope

4. Definitions

5. Responsibilities

6. Materials Handling Procedure

Step	Description of Activity	Responsible Person	Remarks

7. Safety & Precautions

8. Records

Record	Retention Period	Storage Location

9. Attachments / References