

Materials Handling Work Instruction

1. Document Control

Document No.:

Revision:

Effective Date:

Prepared by:

Approved by:

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