1. **Purpose**
	1. Enter the Purpose of the document
2. **References**
	1. **NA-** Enter references if applicable, i.e. employee handbook, IEEE, AIST, Customer Spec. etc.
3. **Precautions**
	1. **NA-** If any safety or quality precautions apply indicate them here
4. **Frequency**
	1. Reference when the procedure is to be used
5. **Responsibility**
	1. Indicate the responsible parties associated with the document
6. **Begin instruction below**
	1. List first step
	2. Second step etc. Use pictures and or screenshots when possible.
7. **Revision Changes –** List revision changes below starting with date of creation for new instruction

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| --- | --- | --- | --- | --- |
| **REVISION #** | **DCO #** | **EFF. DATE** | **Location of Changes** | **SUMMARY OF CHANGES** |
| **0** |  | Date Created |  | New Instruction |
| 1 |  |  |  |  |
| 2 |  |  |  |  |
| 3 |  |  |  |  |
| 4 |  |  |  |  |
| 5 |  |  |  |  |
| 6 |  |  |  |  |