ASSEMBLY INSTRUCTION

Procedure Name:	[Enter assembly procedure name]	**Document ID:**	[ID-000]
Product/Part:	[Enter product or part number]	**Revision:**	[Rev 1.0]
Department:	[Manufacturing/Assembly]	**Date Created:**	[MM/DD/YYYY]
Created By:	[Name]	**Approved By:**	[Name]

■ SAFETY WARNINGS

WARNING:	List all relevant safety hazards and required precautions before starting assembly.
PPE Required:	[ ] Safety Glasses [ ] Gloves [ ] Steel-Toe Boots [ ] Hearing Protection [ ] Other: _____
Hazards:	• [Specify pinch points, sharp edges, heavy components, etc.] • [Add electrical hazards if applicable] • [Note any chemical or material hazards]

PARTS & MATERIALS LIST

Check all components before beginning assembly.

Item #	Part Name/Description	Part Number	Qty	Image/Photo	✓
1	[Component name]	[PN-0000]	1	[Insert photo]	[ ]
2	[Component name]	[PN-0001]	2	[Insert photo]	[ ]
3	[Component name]	[PN-0002]	1	[Insert photo]	[ ]
4	[Component name]	[PN-0003]	4	[Insert photo]	[ ]
	Add additional rows as needed				

TOOLS & EQUIPMENT REQUIRED

[ ] Torque wrench (specify range) [ ] Allen key set [ ] [Tool name]

[ ] Phillips screwdriver	[ ] Fixture/jig (if applicable)	[ ] [Tool name]
[ ] Digital caliper	[ ] Work surface/bench	[ ] [Tool name]

ASSEMBLY PROCEDURE

Follow each step in sequence. Do not skip steps.

STEP 1: [Brief step description]

BEFORE PHOTO	AFTER PHOTO
[Insert photo showing starting condition]	[Insert photo showing completed step]

Action:	Describe the specific action to perform (e.g., "Insert component A into slot B")
Tool/Equipment:	List any tools needed for this step
Specifications:	Note any measurements, torque values, or settings (e.g., "Torque to 8 Nm")
Key Points:	• [Highlight critical details like orientation, alignment] • [Note any color coding or markings] • [Mention what to avoid]
Quality Check:	How to verify this step is completed correctly (e.g., "Verify flush alignment")
✓ Checkpoint:	[ ] Step completed and verified

STEP 2: [Brief step description]

BEFORE/DURING PHOTO	AFTER PHOTO
[Insert photo]	[Insert photo]

Action:	[Describe what to do]
Specifications:	[Measurements, settings, or torque values]
✓ Checkpoint:	[ ] Step completed

STEP 3: [Brief step description]

BEFORE/DURING PHOTO	AFTER PHOTO
[Insert photo]	[Insert photo]

Action:	[Describe what to do]
Specifications:	[Measurements, settings, or torque values]
✓ Checkpoint:	[ ] Step completed

STEP 4: [Brief step description]

BEFORE/DURING PHOTO	AFTER PHOTO
[Insert photo]	[Insert photo]

Action:	[Describe what to do]
Specifications:	[Measurements, settings, or torque values]
✓ Checkpoint:	[ ] Step completed

STEP 5: [Brief step description]

BEFORE/DURING PHOTO	AFTER PHOTO
[Insert photo]	[Insert photo]

Action:	[Describe what to do]
Specifications:	[Measurements, settings, or torque values]

✓ **Checkpoint:**	[ ] Step completed

Continue adding steps as needed following the same format above.

FINAL QUALITY VERIFICATION

Checkpoint	Verification Method	Acceptance Criteria	✓
All fasteners torqued	Visual + Torque check	Per spec sheet	[ ]
Component alignment	Visual + Measurement	Within tolerance	[ ]
No damaged parts	Visual inspection	No defects visible	[ ]
Function test	[Specify test procedure]	[Define pass criteria]	[ ]
[Add criteria]	[Method]	[Criteria]	[ ]
[Add criteria]	[Method]	[Criteria]	[ ]

COMPLETED ASSEMBLY REFERENCE

[Insert photo of completed assembly - Front view]	[Insert photo of completed assembly - Side/Back view]

COMMON ISSUES & TROUBLESHOOTING

Issue	Possible Cause	Solution
[Describe problem]	[Explain why it happens]	[Steps to fix]
[Describe problem]	[Explain why it happens]	[Steps to fix]
[Describe problem]	[Explain why it happens]	[Steps to fix]

NOTES & ADDITIONAL INFORMATION

Notes:	[Space for additional notes, observations, or special instructions]

COMPLETION SIGN-OFF

Assembled By:	Name: _____	Signature: _____	Date: _____
Verified By:	Name: _____	Signature: _____	Date: _____

HOW TO USE THIS TEMPLATE

1. Replace all bracketed text with your specific information
2. Insert actual photos at each step showing before, during, and after states
3. Add or remove steps as needed for your assembly procedure
4. Include measurements, torque specifications, and quality criteria
5. Test the instructions with workers before final implementation
6. Update regularly based on feedback and process improvements

■ *Tip: For interactive digital work instructions, visit Supademo.com to create guided walkthroughs that teams can follow on any device.*