

Digital Work Instruction

Step Sheet with Sign-off

One action per step, a photo slot, a check and a sign-off. Consistent from the first draft.



Also available digitally

This checklist can also be completed on a **phone, tablet or PC** in flowdit. Add photos, notes and actions to each item, and generate the report automatically.

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Process		Doc no.	
Revision		Date	
Author		Line / cell	

Steps

#	Step / action	Photo	Check	Done by	Date
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					

Keep one action per step. If a step needs an 'and', it is two steps.

Acceptance decision

Rule: every step needs a check and a sign-off before the instruction goes live.

Status: ☐ Draft ☐ Reviewed ☐ Released

Author

Reviewer

Name / Signature / Date

Name / Signature / Date