

| Item | Purpose |
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### 1.1 Purpose

Start with the following: The purpose of this document is to provide instructions for \_\_\_\_\_

Describe the scope of the Work Instruction as well as the target audience (i.e. those who will use these instructions). Help the reader understand where this Work Instruction fits into other activities, such as its role in the Procedures Manual or technical documents. Identify the area or process that this instruction applied to.

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# How To Write A Work Manual

**Yan Bai**



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