

Daily Work Instruction

1. Title

- Clearly describe the daily task.
- Example: **"Daily Checklist for Warehouse Operations"**

2. Purpose

- Explain the importance of this daily activity.
- Example: **"To ensure smooth and efficient warehouse operations on a daily basis."**

3. Scope

- Specify who this instruction applies to and its coverage.
- Example: **"Applicable to warehouse staff responsible for daily operational tasks."**

4. Responsibilities

- Define roles and responsibilities for those performing the tasks.
- Example: **"Warehouse supervisor to oversee the checklist completion; staff to execute tasks as outlined."**

5. Tools/Resources Needed

- List the materials or tools required.
- Example:
 - **Checklists**
 - **Barcode scanner**

- **Inventory management system**

6. Procedure

- Step-by-step guide for daily activities.
 1. Log into the inventory management system.
 2. Check and confirm stock levels.
 3. Inspect equipment for proper functionality.
 4. Ensure all workstations are clean and organized.
 5. Process incoming deliveries and update records.
 6. Conduct safety checks for hazardous areas.
 7. Submit a daily report to the supervisor.

7. Safety/Quality Notes

- Highlight any daily safety precautions or quality checks.
- Example: **"Ensure all exits are clear of obstacles and fire extinguishers are accessible."**

8. References

- Include documents or guidelines to consult if needed.
- Example: **"Refer to the Warehouse Safety Manual for hazard reporting procedures."**

9. Approval/Revision History

- Document approvals and updates.
- Example:
 - **Approved By:** Jane Smith