

	DEPARTMENT OF SCIENCE AND TECHNOLOGY DOST Regional Office No. IX	DOCUMENT CODE	WI-QMR-01-02
	WORK INSTRUCTIONS	REVISION NUMBER	1
SECTION	USER'S GUIDE	PAGE NUMBER	1 of 1
SUBJECT	OBJECTIVES OF THE WORK INSTRUCTIONS MANUAL	EFFECTIVITY DATE	01 July 2023

The Work Instructions Manual is prepared with the following objectives:

- To document *and to standardize work processes and procedures across the organization providing clear instructions on how tasks should be performed, ensuring consistency and reducing variations in output,*
- To serve as guide for the person responsible for the job;
- *To serve as a training tool for new employees, providing them with step-by-step instructions on how to perform their tasks correctly. It helps in the on boarding process and ensures that employees have the necessary guidance to carry out their work effectively;*
- *To act as a reference for identifying areas of improvement in work processes. By documenting current processes, organizations can analyse them for inefficiencies or bottlenecks and identify opportunities for optimization and enhancement. It can be regularly updated to incorporate new best practices, lessons learned, and feedback from employees, enabling continuous process improvement; and*
- To state in detail the sequence of actions and other specific details to be conducted to accomplish the work.

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