ESOP work instruction release checklist

For the process owner and document-control reviewer. Apply the site's approved procedures and retain the results with the controlled-document records.

Review item	Verification
Identify the instruction	Check the product or product family, operation, workstation and unique document identifier. A short display title alone is insufficient when similar products use different methods. Result: Pass / Action required
Confirm the job mapping	Check that the displayed instruction applies to the current job. If selection uses an order or product code, test that mapping on the actual workstation. Result: Pass / Action required
Check approval and revision	Keep revision and approval status visible. Define the effective point of a revision and remove superseded copies from normal use. Result: Pass / Action required
Check changeover behavior	Use the approved changeover procedure. Verify representative product variants and the instruction shown after the job changes. Result: Pass / Action required
Check readability and visuals	Review text and images on the installed display. Confirm that operators can distinguish approved content from obsolete revisions. Result: Pass / Action required
Check missing or conflicting content	Provide a clear escalation contact. Record the job ID, workstation, document sought and message shown. Do not substitute a similar instruction without authorization. Result: Pass / Action required

Verification record

Use one record for each representative job or changeover case. Record evidence that can be checked again when the instruction or selection logic changes.

Product / operation / workstation	
Job / document identifier	
Approved revision / effective date	
Scenario / expected screen result	
Actual result / evidence reference	
Action / owner / completion date	
Reviewer / date / release approval	

Source

How to Select the Correct ESOP Work Instruction - Knowledge Center

This checklist supports document control. It is not a safety instruction, certification or authorization to alter an approved production method.