

FIELDLINE

WORK MADE VISIBLE

# Work Instruction

A task-level instruction with tools, safety notes, illustrated steps, quality checks, troubleshooting, and completion criteria.

PREPARED FOR

Aperture Mobility

Northstar Systems · Mara Klein · 4 August 2026



# Contents

## Document contents

**Control principle:** perform the work in sequence, record evidence at the point of execution, and escalate any deviation before continuing.

## Task and expected result

Define the exact task, acceptable completed condition, frequency, location, role, and estimated duration.

| Document control | Detail           |
|------------------|------------------|
| Owner            | Mara Klein       |
| Reference        | NS-034-2026      |
| Effective date   | 4 August 2026    |
| Status           | Ready for review |

## Tools, materials, and preparation

List approved tools, versions, materials, quantities, credentials, work area preparation, and prerequisite checks.

| Checkpoint                        | Acceptance criterion              | Evidence           | Result  |
|-----------------------------------|-----------------------------------|--------------------|---------|
| Tools, materials, and preparation | Approved limit or instruction     | Recorded at source | Pass    |
| Completion verification           | Independent review where required | Signed record      | Pending |

## Safety and quality controls

Highlight hazards, personal protection, critical limits, contamination or data risks, and immediate stop conditions.

| Checkpoint                  | Acceptance criterion              | Evidence           | Result  |
|-----------------------------|-----------------------------------|--------------------|---------|
| Safety and quality controls | Approved limit or instruction     | Recorded at source | Pass    |
| Completion verification     | Independent review where required | Signed record      | Pending |



## Step-by-step instruction

Use one action per step with observable result, image placeholder, measurement, checkpoint, and exception route.

| Checkpoint               | Acceptance criterion              | Evidence           | Result  |
|--------------------------|-----------------------------------|--------------------|---------|
| Step-by-step instruction | Approved limit or instruction     | Recorded at source | Pass    |
| Completion verification  | Independent review where required | Signed record      | Pending |

## Verification and completion

Specify final inspection, tolerances, evidence, cleanup, record update, status change, and handoff.

| Checkpoint                  | Acceptance criterion              | Evidence           | Result  |
|-----------------------------|-----------------------------------|--------------------|---------|
| Verification and completion | Approved limit or instruction     | Recorded at source | Pass    |
| Completion verification     | Independent review where required | Signed record      | Pending |

## Troubleshooting

Map common symptoms to likely causes, safe checks, corrective action, escalation limit, and support contact.

| Checkpoint              | Acceptance criterion              | Evidence           | Result  |
|-------------------------|-----------------------------------|--------------------|---------|
| Troubleshooting         | Approved limit or instruction     | Recorded at source | Pass    |
| Completion verification | Independent review where required | Signed record      | Pending |



## Approval and signatures

By signing, the parties confirm that they have reviewed the document and accept the recorded decision or terms.

**Name \***

**Title or role \***

**Signature \***

**Date \***