JOB ORDER SHEET

Format No.:

JOB ORDER NO.	JOB ORDER DATE	JOB ORDER DEPARTMENT	DEPARTMENT

SEQUENCE CODE	FROM PROCESS	PROCESS CODE	PROCESS NAME

PRODUCT CODE	PRODUCT NAME	JOB QTY	PROCESS QTY	SPECIAL INSTRUCTIONS / PRODUCT, PROCESS CHARACTERISTICS – CUSTOMER REQUIREMENTS –BRIEF

TEAM LEADER	SUPERVISORS	MACHINE + OPERATORS

PROCESS PLANNING – SAMPLING							
P.ID	PROCESS STEPS	PLANNING – QUALITY CHECK		ACTUAL – QUALITY CHECK		NOTE	TOTAL TIME
		SAMPLING	DIE/ TOOLS	SAMPLING	DIE/ TOOLS		

JOB PROCESS MAPPING					
P.ID	PROCESS STEPS	MACHINE / EQUIPMENT	BOM	REMARKS	TOTAL TIME

MANAGER PLANNING	MANAGER PRODUCTION	MANAGER Q.A./Q.C.	REMARKS, IF ANY