

# PRODUCT CLOSE WORK ORDER CHECKLIST

Format No. :  
 Rev. No. :  
 Rev. Date :

Checklist No.	Checklist Date	Work order No. & date	Customer ID & Name	Inspection by / department

P.O. No.	P.O. Date	Product Description	Qty	Specification / Grade / Standards

#	Description	Responsibility	Doc. Format	Status
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Marketing				

Production				

Quality				

Prepared by: \_\_\_\_\_ Sign \_\_\_\_\_  
 Reviewed by: \_\_\_\_\_ Sign \_\_\_\_\_