



PRODUCTION HOLD REPORT

Format No. :

Rev. No. :

Rev. Date. :

DOCUMENT NO. :

DOCUMENT DATE. :

Unit	Location / Area	Machine #	Operator Name	Supervisor Name	Shift	Location Description
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Product Name	Raw Material Details	R.M. inspected by	R.M Moved by	R.M Received by
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Job Slip # & Date	Current Process	Process Stage	Process Description
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<u>Defect Identified Description</u>	During Process Stage
	Identified by _____ Sign. _____ Insp. ID _____

Type of Defect	Defect Due to:	Identified time	Production Hold Time	Productions hold Process / Unit
	<input type="checkbox"/> Process <input type="checkbox"/> Raw material <input type="checkbox"/> Human Error <input type="checkbox"/> Machine <input type="checkbox"/> Material Handling <input type="checkbox"/> Parameters – Setup error <input type="checkbox"/> Other _____	_____ Quality Manager Communicate with Production Manager.....	_____ Production hold Time From _____ To _____ Or :	1. _____ 2. _____ 3. _____ 4. _____ 5. _____

Production hold Log

Quality Inspector – Sign.	Manager – Production Sign.	Manager – Q.A. / Q.C. Sign.
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