

WORK ORDER ENGINEERING FABRICATION



Format No. :

Work Order No	Work Order Date	Reference No.	Reference Date	Communication Reference
Engineer Name & Contact Details			Department	
Description of Request – Fabrication (Machine Equipment Device Civil Others)				
Drawing No.	Drawing Details			
Expected Date	Priority	Previously Made?	Expert view Required?	Engineers' Support?
Expert / Engineers View				
Purpose				
Requirements of Material – Supply Along with W.O.				
Needs Further material – Do List :				
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
Special instructions from Engineers / Engineering Head				
Fabricator – Engineer sign & Date	Requestor – Engineer Sign. & Date		Approved By : - Engineering – Department Head Signature & Date	