Production Work Order

Create a separate blank work order for each product or family of products. Each should reflect the manufacturing processes and inspection activities.

Having everything in one form is only feasible for relatively simple products – it may require a separate form for each operation and inspection (or an equivalent electronic system). Having one form provides a production history record and can also act as a work order (e.g., the order that initiates and identifies a production run) and production plan (it lists all production operations and their sequence).

Refer to *Procedure QP708: Production Work Order and History Record*

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Device | Device name: you could pre-print the device name, as you will have a separate form for each device | | | | | | |
| Model: | | | Type: | | | Config: | |
| Initiation | | Start date: | | Due date: | | Job No.: | |
| Quantity: | | | Lot No.: | | | Customer: | |
| 01 | Name of the manufacturing operation or QC inspection activity | | | | | | Mfg ❒ QC ❒ |
| Quantity in: | | | Date in: | | Operator/QC ID: | | |
| Use this space to provide pre-formatted fields, tables and checklists for recording all relevant information pertaining to this operation  For example, fields for listing components or materials used and their lot/batch numbers (for traceability); process parameters (temperature, processing times etc); configuration data, etc. If needed a block for an operation can take up a whole page. | | | | | | | |
| Quantity out: | | | Date out: | | Operator/QC Release: | | |
| 02 | Name of the manufacturing operation or QC inspection activity | | | | | | Mfg ❒ QC ❒ |
| Quantity in: | | | Date in: | | Operator/QC ID: | | |
| If this is a QC inspection operation identify it as such by checking the appropriate box in the upper right corner of the block  You can include here short checklists and pre-formatted fields for recording measurements, etc. In short, a mini-inspection report. If needed, an inspection block can take up a whole page  Add as many of the operations/inspections blocks as you need to account for all distinct manufacturing processes and inspection points. It is normal for this form to be several pages long. | | | | | | | |
| Quantity out: | | | Date out: | | Operator/QC Release: | | |
| Final release and inspection | | | | | | | |
| Quantity in: | | | Date in: | | | QC ID: | |
| You can include here short checklists, and pre-formatted fields for recording measurements, etc. In short, a mini inspection report. There could also be some fields for the final statistics, for example failure rates for specific failure codes (reasons). | | | | | | | |
| Quantity Released: | | | Date: | | | QC Release sign: | |

Document Information

| Revision History | | | |
| --- | --- | --- | --- |
| Revision | Modified by | Change Control No. | Description of Change |
| 01 |  |  |  |
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Complete the above fields for each revision of this document. Ensure that there is sufficient description of changes so that the change history of this document can be followed. Additional columns can be added to include document/change tracking numbers generated by your company’s systems if required (eg. change control).

| Associated forms and procedures | |
| --- | --- |
| Doc. No. | Document Title |
| QP708 | Production Work Order and History Record |

List all controlled procedural documents referenced in this document (for example, policies, procedures, forms, lists, work/operator instructions

| Associated records | |
| --- | --- |
| Doc. No. | Document Title |
|  |  |

List all other referenced records in this document. For example, regulatory documents, in-house controlled documents (such as batch record forms, reports, methods, protocols), compliance standards etc.

DOCUMENT END