

Production Order Checklist

Planning to Completion

Track a production order from planning and release through work in progress to completion.



Also available digitally
This checklist can also be completed on a **phone, tablet or PC** in flowdit. Add photos, notes and actions to each item, and generate the report automatically.
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Order number		Date	
Product / part		Planned quantity	

1. Planning	Done	N/A	Notes
Component availability checked			
Resource and capacity allocated			
Release date set to meet delivery			

2. Release	Done	N/A	Notes
Components assigned to the order			
Transfer orders / purchase requests raised			
BOM and routing confirmed			

3. Work in Progress	Done	N/A	Notes
Production runs started			
Components consumed and booked			
Work instructions followed			
In-process quality checks done			

4. Completion	Done	N/A	Notes
Finished goods produced and counted			
Goods received into inventory			
Order confirmed and closed			

Acceptance decision

Rule: close the order only when the produced quantity is received into stock and confirmed.

Planned qty: _____ Produced qty: _____ Scrap qty: _____

Status: ☐ Planned ☐ Released ☐ In progress ☐ Completed

Production

Planning

Name / Signature / Date

Name / Signature / Date