

Production Equipment Upgrade Work Order

Work Order No.

Date

Requested By

Department

Equipment ID/Name

Location

Priority

e.g. High / Normal / Low

Upgrade Description

Reason for Upgrade / Expected Benefit

Required Materials / Parts

Item	Part Number	Quantity	Remarks

Upgrade Procedure / Steps

Safety Precautions

Scheduled Date

Completion Date

Responsible Technician/Team

Requested By / Date

Approved By / Date

Completed By / Date