

# 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

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Requested By / Date

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Approved By / Date

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Completed By / Date