

# Assembly Line Job Order Document

## 1. Job Order Information

Job Order No.

Date

Line/Section

Supervisor

## 2. Product Details

Product Name

Product ID / Code

Batch / Lot No.

Quantity

## 3. Assembly Steps

#	Step Description	Materials / Components	Responsible	Start Time	End Time

## 4. Quality Checks

Inspection Point	Standard/Specification	Inspected By	Result/Observation

## 5. Notes & Remarks

Prepared By

Name & Signature	
Supervisor Approval	
<hr/>	
Name & Signature	
Date	
<hr/>	