

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

Name & Signature
Date
