Shop copy

JOB CARD

Travels with the batch. Fill in each operation as it is completed.

Job card no.	Work order no.	Customer and order	Issue date
Part no. and name	Drawing and revision	Material and heat no.	Batch quantity
Route	Target completion	Priority	Issued by (PPC)

Operations

Op.	Operation	Machine	Operator	Date	Start	End	Setup min	Run min	Total min	Qty in	Good	Rework	Rejected	Balance	Inspected by
						Total									

Rejection and rework details

Op.	Defect	Qty	Cause code	Disposition	NCR no.
	Total				

Operation 20: efficiency

Good quantity	
Standard time per piece, minutes	
Earned hours (good quantity x standard time)	
Actual hours (setup and run)	
Efficiency, %	

Issued by (PPC)	Shift supervisor	Final inspection	Received in stores