

**FORMS & LIST**

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CONTROLLED DOCUMENTS

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FORMAT FOR WORK ORDER DETAILS

Section. CIPET/QF/7726

Prepared By :

Approved By :

Technical Manager

Quality Manager

CIPET / QF/ 7726 – Format for Batch No. Declaration
Batch No. Declaration of Items / Products & Raw Materials

I/Call letter Ref No:.....

Date:

Supply Order No / Date:

A. Items / Products:

S. No.	Description of the items / products	Manufacturing Machine Make/ Model/ S.No.	Date of Manufacturing of the items (dd/mm/yyyy)	Batch No. marked on the Items / products	Quantity	
					in Pcs X Meter./ CoilsXMet ers.	In MT

B. Raw Materials:

Sl. No.	*Name of the Basic Raw material & its Manufacturer Grade	Tax Invoice No./ Date	Lot No. / Batch No	Quantity in Metric Ton	Name of the Tests	Manufacturer test results	Raw Material Certificate No. & Date

N.B.: 1. Details of raw materials may be mentioned in case of using different grade of raw materials for different quantity of items / products manufactured at the factory site.

2. Copy of the Raw Material Certificate from the manufacturer to be attached

Authorized signatory

Name:

Designation:

Official seal: