

MRP Work Order Management Checklist

Work Order Creation

Ensuring accurate and complete work order initiation.

Work Order Number

Planned Start Date

Planned Completion Date

Product Type

☐ Type A☐ Type B☐ Type C

Quantity to Produce

Special Instructions

Write something...

Production Line

☐ Line 1

☐ Line 2

☐ Line 3

Material Allocation

Verifying correct material assignment to work orders.

Material Source

☐ Warehouse A

☐ Warehouse B

☐ Vendor 1

☐ Vendor 2

Quantity Allocated

Enter a number...

Reserved Quantity

Enter a number...

Allocation Notes

Write something...

Allocation Date

Enter date...

Lot/Serial Tracking?

☐ Yes

☐ No

Routing and Operations

Confirming correct routing and operation sequencing.

Operation Description

Write something...

Setup Time (Minutes)

Enter a number...

Run Time (Minutes)

Enter a number...

Machine Speed (%)

Enter a number...

Work Center

- ☐ Work Center A
- ☐ Work Center B
- ☐ Work Center C

Required Tools

- ☐ Tool 1
- ☐ Tool 1A
- ☐ Tool 2
- ☐ Tool 2B

Planned Start Date

Enter date...

Labor Assignment

Validating accurate labor assignment to work orders.

Labor Category

- ☐ Direct Labor
- ☐ Indirect Labor
- ☐ Machine Labor

Standard Labor Hours

Enter a number...

Actual Labor Hours

Enter a number...

Employee Skill Level

- ☐ Entry Level
- ☐ Intermediate
- ☐ Expert

Labor Start Date

Enter date...

Labor Start Time

Shop Floor Data Collection

Checking for proper recording of production progress.

Quantity Started

Enter a number...

Quantity Completed

Enter a number...

Start Time

End Time

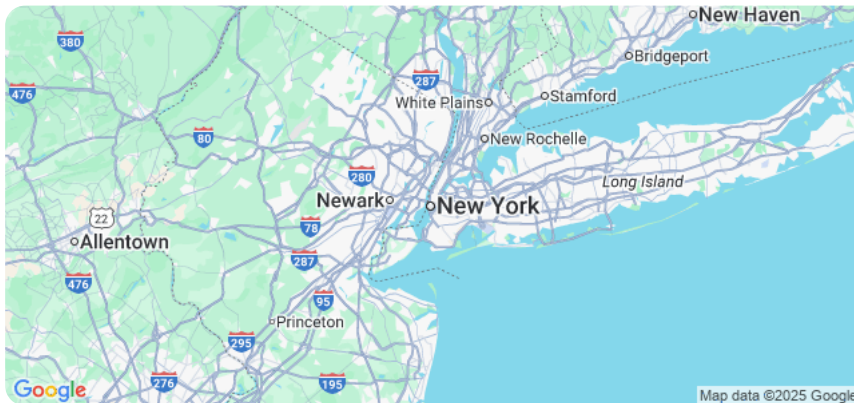
Comments/Notes

Write something...

Operator Signature

Work Station Location

 [Set My Current Location](#)



Work Order Status Updates

Ensuring timely and accurate status updates.

Planned Start Date

Enter date...

Planned Start Time

Actual Start Date

Enter date...

Actual Start Time

Current Status

- ☐ Not Started
- ☐ In Progress
- ☐ On Hold
- ☐ Completed
- ☐ Cancelled

Status Update Notes

Write something...

Percentage Complete (%)

Enter a number...

Estimated Completion Date

Enter date...

Variance Analysis

Reviewing and analyzing variances from planned work orders.

Material Usage Variance (Quantity)

Enter a number...

Material Cost Variance

Enter a number...

Labor Hours Variance

Enter a number...

Labor Cost Variance

Enter a number...

Variance Explanation

Write something...

Variance Type (Favorable/Unfavorable)

- ☐ Favorable
- ☐ Unfavorable

Variance Recorded Date

Enter date...

Reviewer Signature

Work Order Closure

Confirming complete and accurate work order closure procedures.

Actual Completion Date

Enter date...

Actual Labor Hours

Enter a number...

Actual Material Usage

Enter a number...

Notes on Completion (e.g., rework, issues)

Write something...

Production Supervisor Signature

Quality Control Status

- ☐ Pass
- ☐ Fail
- ☐ Rework Required

Supporting Documentation (Photos, QC Reports)

 Upload File

Inventory Reconciliation

Verifying inventory accuracy after work order completion.

Actual Inventory Count

Enter a number...

System Inventory Record

Enter a number...

Inventory Variance (Positive/Negative)

Enter a number...

Variance Explanation

Write something...

Possible Causes (select all that apply)

- ☐ Data Entry Error
- ☐ Lost/Stolen Items
- ☐ Scrap/Waste
- ☐ Mis-identification
- ☐ System Integration Issue

Reconciliation Date

Enter date...

Inventory Control Signature

Reporting & Analysis

Reviewing key metrics and identifying areas for improvement.

Work Order Completion Rate (%)

Enter a number...

Material Usage Variance (%)

Enter a number...

Labor Hours Variance (Hours)

Enter a number...

Report Generation Date

Enter date...

Reporting Period

- ☐ Weekly
- ☐ Monthly
- ☐ Quarterly
- ☐ Annually

Summary of Findings

Write something...

Areas Requiring Further Investigation

- ☐ Material Shortages
- ☐ Labor Bottlenecks
- ☐ Routing Inefficiencies
- ☐ Machine Downtime