ACTION LIST FOR JOB CARD

1. **Contact master to be added**, following fields are required in the contact master

Client Name ( ATS Client) : ( THIS FIELDWILL BE SELECTED WHILE PREPRATION OF JOB CARD)

Asset Owner : ( THIS FIELD WILL BE SELECTED WHILE PREPRATION OF JOB CARD)

Contract Title/Number : ( THIS FIELDWILL BE SELECTED WHILE PREPRATION OF JOB CARD)

Sub Contract Number /order No: (THIS FIELDWILL BE SELECTED WHILE PREPRATION OF JOB CARD)

Location: ( THIS FIELDWILL BE SELECTED WHILE PREPRATION OF JOB CARD)

PMC ( TPI/Consultant) : ( THIS FIELDWILL BE SELECTED WHILE PREPRATION OF JOB CARD)

Contract Authorized Signatory

Telephone

Email

QA/QC manager

Tel

Email

Contract Validity

Document Retention Period : ( THIS FIELDWILL BE SELECTED WHILE PREPRATION OF JOB CARD)

Specimen retention period : ( THIS FIELDWILL BE SELECTED WHILE PREPRATION OF JOB CARD)

1. **Specification master to be created ( Test Method)**

Spec Number : ( THIS NUMBER WILL BE SELECTED WHILE PREPRATION OF JOB CARD)

Title:

Issue No

Latest Version

1. **Mandatory Filed while saving job card**

See attachment No.1

1. **Mandatory Filed while Authorizing job card**

See attachment No.2

1. **Mandatory Filed while test completed job card**

See attachment No.3

1. **Mandatory Filed (Invoiced)**

Invoice #

1. **Mandatory Filed (closed)**

Invoice # and receipt #

1. **Uploading report against report number to be added**

We have to upload a scanned copy of report against report number

1. **Authorization & approval**

Make a click button against approval and authorization and it will record the name of the person. (identified from login)

Delete all inactive users