


JOB REQUEST

PILIPINAS KAO, INC.

REQUESTING DEPARTMENT	
REQUESTING DEPARTMENT : <u>QA</u>	DATE ISSUED : <u>March 6, 2015</u>
EQUIPMENT TAG NUMBER : _____	REQUESTED BY : <u>MVZR</u>
EQUIPMENT DESCRIPTION : <u>Cabinet doors</u>	SUPERVISOR : <u>MVZR</u>
LOCATION : <u>QA Laboratory - Instrument Room</u>	SECTION MANAGER : <u>ASC</u>
EXPECTED TIME FINISHED : _____	
BRIEF DESCRIPTION OF REQUEST: (Please use another sheet for drawings, illustration, measurements, etc.)	
<div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <p>Repair of Cabinet Doors at QA-Instrument Room.</p> </div> <div style="width: 50%; text-align: center;">  </div> </div>	
PRODUCTION ENGINEERING DEPARTMENT	
JOB CLASSIFICATION: <input type="checkbox"/> Maintenance <input type="checkbox"/> New Installation/ revision <input type="checkbox"/> MECHANICAL <input type="checkbox"/> ELECTRICAL/ INSTRUMENTAION <input type="checkbox"/> CIVIL	DATE RECEIVED : _____ JOB REQUEST NO. : _____ ENG'R.-IN-CHARGE : _____ CONTRACTOR : _____
REMARKS:	
FOR NEW INSTALLATION/ REVISION ONLY: ESTIMATED COST : _____ ENGINEER-IN-CHARGE : _____ APPROVED BY : _____ <div style="text-align: right; font-size: small;">Requesting Department Manager</div>	JUSTIFICATION:
MAINTENANCE CONTRACTOR	
WORK PERFORMED: (Use separate sheet if necessary) TROUBLE: _____ CAUSE(S): _____ ACTIONS TAKEN: _____	RECEIVED BY : _____ DATE RECEIVED : _____ DATE STARTED : _____ DATE FINISHED : _____ PERFORMED BY : _____ JOB STATUS VERIFICATION: ENG'R.-IN-CHARGE : _____ REQUESTING DEPT. : _____ REMARKS : _____