###### WORK ORDER

This repair station will utilize a company work order, identified by a number, containing the customer’s name, date, and appropriate identification required to identify any part, unit, or aircraft.

The work order will list all work on the front that is to be accomplished, in sufficient detail, that it will be readily understandable to the technician. The work order will contain all related documentation pertaining to the listed items.

The work order will be retained for not less than two (2) years after completion. (Sample in the Forms Manual)