

	DATE: 08/JUL/2021 REV: ORIGINAL	PAGE: 1 OF 1	NUMBER: ASC-WDL-WI-025
<b>WORK INSTRUCTION</b>	SUBJECT: REPAIR ORDER TEMPLATES/VENDOR INSTRUCTIONS		

## 1.0 Purpose:

- 1.1 This work instruction has been established to create a repository for Repair Order “basic” templates/vendor instructions.

## 2.0 Scope:

- 2.1 This work instruction applies to the Repair Order Management Group within Aviation Supply Chain, specifically the Parts Supply Repair Group.

## 3.0 Responsibility and Authority:

- 3.1 The responsibility and authority for the administration, implementation and maintenance of this work instruction has been assigned to the Repair Group / Purchasing Manager and / or his / her designee(s).

## 4.0 Forms and References:

- 4.1 Templates

- 4.1.1 Repair Order Header/Vendor Instructions -  
<https://aarcorp.box.com/s/mc26k46cjofhcww67p4h0v1p4ufyycy7>

## 5.0 Procedure:

- 5.1 Repair instructions from the templates are cut and pasted into the appropriate ERP system/programs.
- 5.1.1 Modification of the pasted language from the templates is allowed by the user based upon customer/business needs and requirements.

## 6.0 Revision History:

Revision Date:	Revision:	Sections / Page Revised:	Description / Reason for Revision:	Approved by:
08/JUL/2021	Original	All	Initial Release	B. Pokuta