

Job traveller template

Track a manufacturing job through its operation sequence, with material references, completed quantities, inspection evidence and outstanding work.

Complete the applicable sections. An asterisk marks a required field when that section applies. Copy repeat sections as needed and attach photographs separately.

Job and material

Project or site *

Record reference *

Record date *

Prepared by *

Part or product and drawing revision *

Planned job quantity *

Material lot and specification reference *

Operation records

Operation sequence

Repeat for each entry.

Operation number and process *

Instruction revision *

Operator *

Operation date *

Completed quantity *

Rejected or rework quantity *

Operation status *

☐ Complete ☐ Held ☐ Rework required

Hold or rework explanation *

If applicable: Operation status is not Complete.

Inspection record reference *

Retain material and operation references. This form records progress; it does not provide live production scheduling or regulated product release.

Handover and next action

Record status *

☐ Open ☐ Complete

Next action or reason none is needed *

Responsible person *

Reviewed by

Reviewer acknowledgement

Signature: _____