



SCHOOL OF CHEMICAL AND BIOMEDICAL ENGINEERING

Work Order Form for Mechanical Workshop

Part 1 - For Applicant Only (Compulsory to fill up all the PART 1 information)

Date of Submission: _____

Job Description box with Nature of work section containing checkboxes for FYP, Research, Teaching, and Other.

Name of Applicant: _____ E-mails: _____ Tel: _____

Project Title / Code: _____

Chargeable Cost Center / WBS: _____ Expiry date of WB: _____

Approval by: _____ Name of Project Supervisor Signature Date

Part 2 - Work Order Approval

Approval box containing text: This work order assigned to * Bobby Chow / Lim Beng Chong Job No: _____ Approved by: _____ Date: _____ (Sign)

Part 3 - Workshop Administration

Estimate Project Design Lead Time: _____ hrs. Estimate Machining Process Cycle Time: _____ hrs.

Starting Date: _____ Completed Date: _____ Actual Time Taken: _____ hrs.

Table with 6 columns: Materials Used, Qty, Cost, Materials Used, Qty, Cost. It contains 5 empty rows for data entry.

Total Chargeable Materials Cost: _____

Part 4 - Job Collection

Job received by: _____ Signature: _____ Date: _____ (Name)