



# National University of Sciences & Technology

School of Mechanical & Manufacturing Engineering  
Design & Manufacturing Resource Center  
NUST Campus, H-12, Islamabad, Pakistan

## WORK ORDER

W/O No: \_\_\_\_\_ Date: \_\_\_\_\_

Name of User: \_\_\_\_\_ Regn No: \_\_\_\_\_ UG/MS/PG Class/Section: \_\_\_\_\_

School/Department: \_\_\_\_\_ Contact No: \_\_\_\_\_

Project Title: \_\_\_\_\_

Project Description: \_\_\_\_\_

Drawing/Document: \_\_\_\_\_ Material Provided By: \_\_\_\_\_

S.No	Nature of work	Project Description/ Specification	Qty	W/Shop Name	Remarks

<b>For Project / Faculty Supervisor (Check-List must be filled by Faculty Supervisor)</b>	
Project Funding Status: _____	Mfg Drawing Verified & Attached: Yes <input type="checkbox"/> No <input type="checkbox"/>
Raw Material/Consumable: _____	Special Tooling: _____
Note: The above-mentioned information and drawings have been checked and found correct for manufacturing.	
Faculty Initiator Name: _____	Sign: _____ Stamp: _____
HOD/Principal Name: _____	Sign: _____ Stamp: _____

Remarks (MRC): \_\_\_\_\_ Approved (Principal SMME): \_\_\_\_\_

Disposal: \_\_\_\_\_ Total Work Hours: \_\_\_\_\_ Date of Closing: \_\_\_\_\_

- Note:** 1- Work will not be initiated without approval of Principal SMME.  
2- Work will only be allowed if time slot is available with MRC.

Time Slot: \_\_\_\_\_  Available /  Not Available

**Sequence of Work (Lab Tech):**

**Certificate (By Section):**

It is certified that the work to be done under this Work Order has been studied and is possible within the scope of the section/facilities in DMRC.

**Section In charge Sign:** 1) \_\_\_\_\_ 2) \_\_\_\_\_ 3) \_\_\_\_\_ 4) \_\_\_\_\_

**Remarks:**

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**Certificate of Non-Adherence**

I, the undersigned, request for work in MRC which falls in the category of **Self-Work (SW) / Non-Critical (NC) / Open Tolerances (OT)**.

I take full responsibility for any shortcomings in the work/task for which MRC facilities will not be held responsible.

Date: \_\_\_\_\_

Signed: \_\_\_\_\_

Name: \_\_\_\_\_