

Job Number: \_\_\_\_\_

Part Description: \_\_\_\_\_

**Work Center**

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

**Laminating**

Check part against Work Order, Cut Sheet or Shop Instructions

**Check Box**

*Check 1 Part*

\_\_\_\_\_  
/\_\_\_\_\_  
EMPLOYEE #/Date

1. Verify correct material for job
2. Verify correct quantity for job
3. Check quality of laminate, no damage, correct color, etc.
4. Grain Direction Verification
5. Proper Machine Set-up


**Saw**

Check part against Work Order, Part Label or Shop Instructions

*Check 1 Part*

\_\_\_\_\_  
/\_\_\_\_\_  
EMPLOYEE #/Date

1. Panel Size Correct (+/- .5mm)
2. Cut Quality-(No excessive chips)
3. Material Thickness (+/- .3mm)
4. Grain Direction Verification


**Edge Bander**

Check part against Work Order, Part Label, \*Drawing (if contour banded), or Shop Instructions

*Check 1 Part*

\_\_\_\_\_  
/\_\_\_\_\_  
EMPLOYEE #/Date

1. Correct EB (color/thickness, etc.)?
2. Correct Edges Banded?
3. Correct Banding Order
4. Does quantity match label?


**CNC**

Check part against Work Order, Part Label or Shop Instructions

*Check 1 Part*

\_\_\_\_\_  
/\_\_\_\_\_  
EMPLOYEE #/Date

1. Panel Size Correct (+/- .5mm)
2. Cut Quality-(No excessive chips)
3. Material Thickness (+/- .3mm)
4. Grain Direction Verification (when applicable)
5. Verify part with DXF provided.
6. Does quantity match label?


**Boring**

Check against boring print in job packet.

*Check 1 Part*

\_\_\_\_\_  
/\_\_\_\_\_  
EMPLOYEE #/Date

1. Does Boring match print X/Y locations?
2. Are bores the proper depths and diameters?
3. Do components fit together properly (dry fit)?
4. Does quantity match label?


**Mill/Solid Surface**

Check against Drawing/Shop Instructions

*Check 1 Part*

\_\_\_\_\_  
/\_\_\_\_\_  
EMPLOYEE #/Date

1. Does part match drawing?
2. Are edges sanded and not sharp?
3. Is piece clean?
4. Does quantity match label?
5. Is product packaged per PM/Shop Instructions?


