Checklist for managing work orders

BROADSPECTRUM

This is a checklist to use when managing work orders.

Checklist	Completed
When work order is dispatched	
Have you acknowledged the work order? By either accepting or rejecting it.	Yes ☐
Before setting a work order status to Completed	
Where a work order is related to a piece of equipment, have you recorded the asset number?	Yes ☐ N/A ☐
If no asset number can be found in the Subcontractor Portal, have you attached the Asset Variation Form (or the Equipment Form)?	Yes ☐ N/A ☐
Have you entered the actual physical completion date? (backdating may be required). Note if this is not done, a breach of the Service Level Agreement (SLA) or Due Date is flagged.	Yes ☐
Where an Extension of Time (EOT) is required, have you raised an extension of time request by choosing status "On-Hold"?	Yes ☐ N/A ☐
Where additional work is required on this job, have you flagged it in the current work order so that a new work order is created to capture the scope of the new work required?	Yes ☐ N/A ☐