

BLANK WORKING TEMPLATE

# Production Milestone Follow-up

Order baseline, planned dates, evidence and buyer decisions

Complete one record for an identified order and lot. Agree the checkpoints and decision owners before production starts. Blank fields do not mean that a check passed.

Project / purchase order

Product / lot / quantity

Drawing / specification / sample revision

Supplier / production location

## 1. CHECKPOINTS FOR THIS ORDER

Reference dated records, photographs, measurements or agreed checks. Mark each finding Checked, Supplier-stated or Open. Use extra sheets when evidence needs more room.

| CHECKPOINT                                                                    | PLANNED / ACTUAL                             | EVIDENCE / SOURCE                          | FINDING / NEXT STEP                        |
|-------------------------------------------------------------------------------|----------------------------------------------|--------------------------------------------|--------------------------------------------|
| <b>Before production</b><br>Material, tooling, revision and routing ready?    | Plan<br><div></div><br>Actual<br><div></div> | Date / reviewer / record ID<br><div></div> | Evidence status + next step<br><div></div> |
| <b>First piece / early run</b><br>Does early output meet the agreed criteria? | Plan<br><div></div><br>Actual<br><div></div> | Date / reviewer / record ID<br><div></div> | Evidence status + next step<br><div></div> |
| <b>In production</b><br>Quantity, lot identity, consistency and open issues?  | Plan<br><div></div><br>Actual<br><div></div> | Date / reviewer / record ID<br><div></div> | Evidence status + next step<br><div></div> |
| <b>Packing</b><br>Correct labels, count, artwork and protection?              | Plan<br><div></div><br>Actual<br><div></div> | Date / reviewer / record ID<br><div></div> | Evidence status + next step<br><div></div> |
| <b>Pre-shipment</b><br>Agreed lot checks and buyer disposition recorded?      | Plan<br><div></div><br>Actual<br><div></div> | Date / reviewer / record ID<br><div></div> | Evidence status + next step<br><div></div> |

Schedule status and evidence status are separate. A photo update alone does not release production or shipment. Use the next page to assign decisions and unresolved actions.

## BLANK WORKING TEMPLATE

# Actions and Decision Record

Follow-up ownership, changes and production or shipment disposition

Project / order / lot

Record owner / review date

## 2. OPEN ISSUES AND FOLLOW-UP

Issue 1: requirement, finding, affected quantity and evidence reference

Action / responsible party

Due date / closure evidence

Issue 2: requirement, finding, affected quantity and evidence reference

Action / responsible party

Due date / closure evidence

Issue 3: requirement, finding, affected quantity and evidence reference

Action / responsible party

Due date / closure evidence

## 3. CHANGES AGAINST THE APPROVED BASELINE

Proposed change / affected lots / change approval record ID (or explicitly record none)

Material, process, factory, subcontractor or packaging changes should follow the agreed written approval route. Link the change record before applying an unapproved change.

## 4. DECISION AND NEXT CHECKPOINT

Decision: continue / hold / correct / recheck

Decision owner / written approval reference

Next checkpoint / date

Buyer approval name / date

This working record supports the agreed commercial assignment. It is not a laboratory result, certification or independent inspection report. The agreed buyer authority decides production and shipment release.