**Rev-Up Check Sheet**

Date:

Customer Name : Part Number(s):

Initial box when your step is completed, email to next appropriate person

|  |  |
| --- | --- |
|  | New dxf, print and check sheet sent to quality |
|  | Dxf and print put in SNdata customer file, old files moved to “obsolete folder” |
|  | Email sent to operations informing that all updates are done |
|  | CAD/Quality department has deleted prt files and existing laser files |
|  | Programmer has checked for any open/staged jobs pertaining to the Rev-Up notification |
|  | Check sheet complete and sent back to quality |

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Quality Signature

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date Completed