**SMT Rev-Up Check Sheet**

Customer Name :

Part # or Drawing #(s):

Put date in box for when each step is accomplished.

|  |  |
| --- | --- |
|  | Sales sends revision change email details to SMT Rev-up (smtrev-up@jemisonmetals.com) |
|  | Quality to identify changes. Sends findings to SMT Rev-up email. |
|  | Analyst provides updated pricing, if applicable, and updates the model. |
|  | Purchasing adjusts Requisition Templates, Purchase Orders, and Bucket Nomenclature, as required. |
|  | Inside Sales to identify and send the following info to SMT Rev-up email:   * Quantity of FGs on the floor * Open Sales Orders * Open Work Orders |
|  | Outside Sales, in conjunction with the customer, to decide/communicate:   * Keep & use first the existing finished goods   or   * Quarantine/Scrap & Invoice customer |
|  | At the appropriate time, based on changeover timing:   * Inside sales updates part specifications * Inside sales updates open sales orders * Production planning updates open work orders * Quality verifies updates, reviews new work orders going to the shop floor, and verbally notifies floor supervisor of applicable (to operations) changes. |

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Quality Signature

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Date Completed