Rev No.	Preparation Date	Description of Change	Prepared by
0	March 31, 2016	Initial documentation of the Quality Management System	Aleda B. Mamhot

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OBJECTIVE:

To provide a system in the preparation of job order revision notice form.

SCOPE:

This work instruction covers the preparation of job order revision notice form.

DEFINITION:

Job Order Revision Notice Form – A document detailing revised calibration services as agreed by customer and laboratory.

REFERENCE DOCUMENTS:

Quality Manual
ISO 17025:2005

ACTIVITIES	RESPONSIBLE
1. Uses *FO–04–04 Job Order Revision Form (JORNF)* and fill-up the following: a. Job Order No. as reflected in *FO–04–03 Job Order Request Form (JRF)* of the customer b. Date of Revision	Assigned Secretary
2. Details the revision of services to be made.	Assigned Secretary
3. Records the customer's name being notified.	Assigned Secretary
4. Reflects the name of the Laboratory Representative.	Assigned Secretary
5. Indicates whether customer conforms to revision. If otherwise, document customer's concern under the Remarks portion.	Assigned Secretary
6. Sends to customer the JORNF through e-mail or fax. Records transaction in *LB–04–03 Customer's Notification Logbook.*	Assigned Secretary
7. Attaches the JORNF to customer's file.	Assigned Secretary
8. Keep the following records for three years as evidence of the effective implementation of this work instruction:	
8.1 F0–04–04 Job Order Revision Form (JORNF)	
8.2 FO–04–03 Job Order Request Form (JRF)	
8.3 LB–04–03 Customer's Notification Logbook	

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