

DEPARTMENT OF MECHANICAL ENGINEERING

Work Order Request

Date: _____

Particulars of work to be executed:

- 1) Fabrication (Attach detailed digital drawings)
- 2) Design and Fabrication (Subject to discussion with ME staff)
- 3) Machine Time (Ensure requester has independent user training)

Kindly allot this work to the ME Workshop Staff

Please permit _____ with ID number _____ to undertake this work order in the ME Workshop

Requested By : _____

Faculty name : _____

Lab/Dept. : _____

Signature

NOTE: Signature of Faculty in-charge of the Lab/Department is necessary in cases where the work requires > 3 hours for execution

Submit the internal/external usage charges form along with this form

FOR DEPARTMENTAL USE ONLY

Work allotted to _____ Signature

Permission granted to _____ Signature

Start date _____

End date (Expected) _____

Staff/Faculty-in-charge

Chair, ME