Standard Operating Procedure (SOP)

Completion of Paperwork and Closure of Work Order

This SOP details the process for **completion of paperwork and closure of work order**, including accurate documentation, verification of task completion, final approvals, updating work order status in the system, and archiving records. The goal is to ensure all work is properly recorded, reviewed, and officially closed to maintain operational efficiency and accountability.

1. Purpose

To standardize the procedures for completing all required paperwork and closing work orders in order to ensure proper documentation, compliance, and operational efficiency.

2. Scope

This SOP applies to all employees involved in performing, supervising, or reviewing work completed under issued work orders.

3. Responsibilities

Role	Responsibility
Technician/Operator	Complete all assigned tasks, fill out required paperwork/documentation, and submit for review.
Supervisor/Manager	Verify completion of work, review submitted paperwork, issue final approvals, and initiate work order closure.
Records/Admin	Update work order status in system, archive records, and maintain documentation as per policy.

4. Procedure

1. **Completion of Tasks and Documentation**
   - Technician completes assigned tasks as outlined in the work order.
   - Document all activities, parts used, observations, and task completion details on the prescribed forms.
   - Attach supporting documents (photos, readings, test results, etc.) if required.
2. **Submission for Review**
   - Submit the completed paperwork to the Supervisor/Manager for review.
3. **Verification and Approval**
   - Supervisor/Manager verifies that all tasks are completed satisfactorily and documentation is accurate.
   - Request corrections or additional information if required.
   - Sign off to approve completion of the work order.
4. **Updating Work Order Status**
   - Update the work order status as "Completed/Closed" in the maintenance management system or relevant database.
5. **Archiving Records**
   - Ensure all paperwork and digital records are archived according to organizational policy.
   - Records should be retrievable for audits, reviews, or future reference.

5. Documentation

- Completed Work Order Form
- Supporting Documents (checklists, test results, photos, etc.)
- Supervisor Approval/Sign-off Sheet
- System Status Report

6. References

- Company Records Management Policy
- Work Order Management System User Guide
- Quality Assurance Manual (if applicable)

7. Revision History

Revision	Date	Description	Author
1.0	2024-06-01	Initial release	SOP Team