Custom Parts Production Release Checklist

Use before initial production or a controlled restart. Identify the authorized work, retain the evidence, and keep unresolved items on hold.

☐ Initial production ☐ Controlled restart Record ID / date: _____

Buyer / project: _____ PO / order: _____

Part number: _____ Current rev: _____ Prior rev, if changed: _____

Lot / containers: _____ Quantity / unit: _____

Current stage / location, including outside processing: _____

1 Check requirements and retain supporting records

Status: Y = confirmed; N = unresolved; NA = not applicable with reason. Record evidence references and reviewer initials. An N affecting the proposed work keeps that work on hold.

#	Release check	Y / N / NA	Evidence ref / initials
1	Approved drawing, model, BOM and specification revisions agree.		
2	Open questions are resolved or excluded from the authorized scope.		
3	Material identity, finish requirements and availability are confirmed.		
4	Critical fit features, mating references and inspection criteria agree.		
5	Production route, tooling and current work instructions are ready.		
6	First-piece or recovery-trial checks and the approval owner are defined.		
7	Changed work: quantities by stage are reconciled; disposition is recorded.		
8	Changed work: old/new stock is separated; outside processors are informed.		
9	Cost and timing implications are reviewed separately from technical approval.		

2 Define exactly what may start or restart

Authorized quantity / lots: _____

Allowed operations / instruction reference: _____

Hold point / excluded stock or operations: _____

Open action / owner / due date or attached log reference: _____

3 Record the decision and authority

☐ Hold ☐ Trial only ☐ Release defined scope

Prepared by / date: _____ Technical approval ref / date: _____

Commercial approval ref, if needed: _____ Release authority / date: _____

Attach detailed stock and approval records as needed. This form does not authorize design deviations, override purchasing terms, or release a shipment. No release is valid until the responsible authority completes the applicable approval.