Production Label Verification Sheet

Part Number:	
Part Name:	

At the start of each shift, it is required to verify the correct labels have been created for the Part/Item being produced. The team member that prints or is checking already printed labels, must take them to the appropriate press area if not already there, document on this form the Item/Job Number, sign-off they printed and/or checked the labels, record the current date, and then have another team member sign-off that they verfied the information on the labels were correct by checking them against the Yellow Book (set-up manual) and signing-off this form.

Date	Item/Job Number	Signature of Team Member Printing/Checking Labels	Signature of Team Member Verifing the Labels