

Welding Job Traveler and Daily Shop Checklist

This lightweight traveler helps a small welding or fabrication shop carry the important details from intake through pickup. Print it for a paper job folder or use each line as a work item on a shared Turnboards board.

HOW TO USE THIS WORKSHEET

Print one copy for the job or shift. Cross out work that does not apply, add missing details, name an owner, and review unfinished work at handoff.

Job identification

- ☐ Customer and job name
- ☐ Purchase order or internal job number
- ☐ Requested completion date
- ☐ Primary contact
- ☐ Drawing or revision reference

Material and preparation

- ☐ Material received and verified
- ☐ Dimensions confirmed
- ☐ Cut list reviewed
- ☐ Consumables and hardware available
- ☐ Questions resolved before fabrication

Fabrication workflow

- ☐ Layout complete
- ☐ Cutting complete
- ☐ Fit-up checked
- ☐ Welding complete
- ☐ Grinding or cleanup complete
- ☐ Finish or coating complete

Final handoff

- ☐ Final dimensions checked
- ☐ Punch items complete
- ☐ Photos or records saved outside this checklist if required
- ☐ Pickup or delivery confirmed
- ☐ Customer notified

Customize this task sheet for the actual job and local requirements. It is not a schedule, inspection, safety program, compliance record, estimate, invoice, or formal work order.