

Prototype Drawing Release Checklist

Drawing Title

Drawing No.

Rev.

Prepared By

Checked By

Date

Checklist Items

	Item	Comments
<input type="checkbox"/>	Drawing reviewed for accuracy and completeness	<div></div>
<input type="checkbox"/>	BOM (Bill of Materials) included and verified	<div></div>
<input type="checkbox"/>	Critical dimensions and tolerances identified	<div></div>
<input type="checkbox"/>	Material specifications defined	<div></div>
<input type="checkbox"/>	Fits & clearances confirmed	<div></div>
<input type="checkbox"/>	Drawing conforms to company standards	<div></div>
<input type="checkbox"/>	All views and sections correctly indicated	<div></div>
<input type="checkbox"/>	Revision block updated	<div></div>
<input type="checkbox"/>	General notes and special instructions included	<div></div>
<input type="checkbox"/>	Necessary approvals obtained	<div></div>

Additional Notes

