

# Alterations Workshop - Operating Document Revision

Identify a document correction and the places where its updated version must appear. Setting: Alterations Workshop.

## Contact and reference

Name or team reference \*

---

Reply email, if needed

---

Date of record \*

---

## Operating Document Revision

Document title and current version \*

---

Passage or data requiring correction \*

---

---

---

Proposed replacement and supporting source \*

---

---

---

Copies, links or printed notices that need replacement

---

---

---

## Alterations Workshop

## Alteration-job reference and sewing station \*

---

## Garment category, fabric or notions required \*

---

## Fitting sequence, fabric handling or collection deadline

---

---

## Ownership and follow-up

### Team or role responsible for the next action

---

### Target follow-up date

---

### Current state of this record \*

- ☐ Open for review
- ☐ Waiting for information
- ☐ Next action agreed
- ☐ Completed and checked

### Next action and completion evidence

---

---

---

## Limitations and what needs setup

- Submitting the form records the answers in your workspace. It does not approve, schedule, charge or reply on its own unless you add that step to the workflow.
- Email notifications, approval routing, document generation and connections to other systems are available but not switched on until you configure them.

## Want this form tailored to your organization? Klarstig's professional services are included at no additional service charge.

Klarstig / Daniel Petry · [klarstig.ai](mailto:klarstig.ai) · [hello@klarstig.ai](mailto:hello@klarstig.ai) · [support@klarstig.ai](mailto:support@klarstig.ai) · 800-781-1775 · 11917 Laurel Ave., Forestville, CA 95436, USA