Klarstig

Repair Café - Operating Document Revision

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

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

Repair Café

Repair session and workbench reference *

Item category, spare part or shared tool involved *

Volunteer availability, parts matching or return arrangements

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 help tailoring this form? Free, Starter and Pro include five personal setup sessions, up to 30 minutes each, per new organization.

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