

Tool Setup Work Instruction

Process: Machining

Document No.: _____

Rev: _____

Date: _____

Prepared By: _____

1. Purpose

Provide step-by-step instructions for setting up machining tools for production operations.

2. Scope

This instruction is applicable to all operators setting up tooling for machining processes.

3. Tools & Equipment

- Machine Model: _____
- Tool(s): _____
- Gauges & Fixtures: _____
- Personal Protective Equipment (PPE): _____

4. Work Instruction Steps

1. Review work order and ensure correct part number and revision.
2. Gather required tools, fixtures, and measuring equipment.
3. Verify machine cleanliness and readiness for setup.
4. Install tooling as per tool chart or setup sheet.
5. Set tool offsets and enter into CNC as specified.
6. Check alignment/zero references and adjust as necessary.
7. Secure all guards and close machine doors.
8. Perform a dry run to verify tool paths and clearances.
9. Check first-off part against specification for approval.

5. Safety

Always wear required PPE and ensure all safety interlocks are engaged before operating machinery.

6. Notes

Record any deviations or issues during setup and notify supervisor as needed.

Operator Signature: _____

Date: _____

Supervisor Approval: _____

Date: _____