

CNC Mill Tool Change Checklist

Date: _____ Operator: _____

Step	Description	Complete
1. Preparation	Ensure machine is idle and emergency stop is engaged before starting tool change.	â˜
2. Remove Old Tool	Loosen tool holder and carefully remove the current tool.	â˜
3. Inspect Tool Holder	Check holder for debris, wear, or damage; clean if necessary.	â˜
4. Insert New Tool	Place new tool securely into the holder; ensure proper alignment.	â˜
5. Tighten Holder	Tighten according to machine or tool specifications; avoid over-tightening.	â˜
6. Update Offsets	Input correct tool length and diameter offsets in the machine control.	â˜
7. Test Run	Test the tool change with machine in single block/dry-run mode if possible.	â˜
8. Record Tool Change	Document tool type, number, and change in the tool log if required.	â˜

Notes/Comments:

Signature: _____ Date: _____