

End Mill Tool Swap Procedure Checklist

General Information

Machine ID		Date	
Operator		Tool Number	

Procedure Checklist

#	Task	Completed (✓)	Notes
1	Pause the machine and lock out power as per safety procedure.		
2	Remove the worn/used end mill from the holder.		
3	Inspect end mill holder for damage or debris; clean as necessary.		
4	Install new end mill securely into the holder.		
5	Check and confirm tool stick-out length/dimensions.		
6	Tighten and torque holder as specified.		
7	Input or verify tool data & offsets in the machine interface.		
8	Unlock power and run machine at low speed to test installation.		
9	Observe tool/chatter & inspect for run-out.		
10	Document tool swap and resume normal operation.		

Note: Follow all site and equipment-specific safety protocols during this procedure.

Operator Signature:

Date:

Supervisor Review (if required):

Date: