

End Mill Tool Swap Procedure Checklist

General Information

| | | | |
|------------|--|-------------|--|
| Machine ID | | Date | |
| Operator | | Tool Number | |

Procedure Checklist

| # | Task | Completed (âœ“) | 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: