

Machinist Tool Change Safety Audit Sheet

Auditor Name

Audit Date

Machine/Equipment

Location

Audit Checklist

Item	Pass	Fail	Comments
Machine is properly stopped and locked out before tool change			
Personal Protective Equipment (PPE) is worn			
Correct tool selected and inspected for damage			
All guards and safety devices are functional and in place			
Area is clear of obstructions and tripping hazards			
Loose clothing/jewelry secured			
Operator demonstrates knowledge of tool change procedure			
Post-change: Machine tested at low speed before full operation			

Findings & Recommendations

Auditor Signature

Reviewed By

Review Date