

Pre-Operation Checklist for Tool Change

Date: _____

Machine/Line: _____

Performed by: _____

Checklist Items

☐

Correct tool to be installed is at hand and verified.

☐

Previous tool and components have been safely removed.

☐

Work area is clean and clear of obstructions.

☐

Machine is properly shut down and locked out/tagged out.

☐

All required PPE is worn and in good condition.

☐

Power sources (hydraulic/pneumatic/electric) are isolated as needed.

☐

All tools and equipment needed for change are available and in good condition.

☐

Inspection of replacement tool for cleanliness and defects.

☐

Communicated tool change to relevant personnel.

Remarks

Enter any additional notes, issues found, or corrective actions taken.

Operator Signature

Supervisor Signature