

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