

Tool Changeover Maintenance Checklist

General Information

Date	<div></div>	Shift	<div></div>
Operator	<div></div>	Line/Machine	<div></div>

Checklist

#	Check Item	Completed	Remarks
1	Power down equipment safely	<input type="checkbox"/>	
2	Remove old tool/component	<input type="checkbox"/>	
3	Inspect and clean the area	<input type="checkbox"/>	
4	Install new tool/component	<input type="checkbox"/>	
5	Check alignment and locking	<input type="checkbox"/>	
6	Reconnect power and perform test run	<input type="checkbox"/>	
7	Record tool changeover details in logbook	<input type="checkbox"/>	

Comments / Observations

Signature