

# Tool Changeover Maintenance Checklist

## General Information

Date		Shift	
Operator		Line/Machine	

## 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

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Signature

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