

# Production Line Changeover SOP

## 1. Purpose

To define the standard procedure for performing production line changeovers to ensure safety, efficiency, and consistency in operations.

## 2. Scope

This SOP applies to all employees involved in the changeover process on the production line in the *[Department/Plant Name]*.

## 3. Responsibility

- Production Line Operators: Execute changeover tasks as per this SOP.
- Supervisors: Ensure compliance and verify completion of changeover steps.
- Maintenance Staff: Assist when technical adjustments or troubleshooting is required.

## 4. Procedure

1. Notify all personnel about the upcoming changeover and ensure area is clear and safe.
2. Power down equipment according to lock-out/tag-out procedures.
3. Remove parts, components, and materials from the previous run.
4. Clean line and workstations thoroughly to avoid cross-contamination.
5. Install the necessary parts, tools, and settings for the next product/run.
6. Double-check machine settings according to specifications for the new product.
7. Power up equipment and perform initial checks.
8. Conduct a trial run with sample product and inspect results.
9. Adjust as necessary and document any issues or solutions found.
10. Resume full production after supervisor approval.

## 5. Documentation

Step	Task	Initials	Comments
1	Area cleared & notified		
2	Lock-out/Tag-out performed		
3	Line cleaned		
4	Setup for new run		
5	Trial run successful		

## 6. Revision History

Date	Version	Description	Prepared By

