

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

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

