

SOP Template: Inspection Checklist for Line Components and Tooling Readiness

This SOP details the **inspection checklist for line components and tooling readiness**, focusing on systematic verification of equipment condition, tool functionality, calibration status, component integrity, and adherence to safety standards. It ensures all line components and tooling are prepared and compliant before production, minimizing downtime and enhancing operational efficiency.

1. Purpose

To verify that all production line components and tooling are ready, safe, and fit for operation prior to start of production.

2. Scope

This SOP applies to all production lines, relevant equipment, and tooling used in manufacturing operations.

3. Responsibilities

- **Line Operators:** Conduct inspections using the checklist and report issues.
- **Maintenance Team:** Resolve identified issues.
- **Quality Assurance:** Verify compliance and readiness before production commences.

4. Inspection Checklist

Item	Inspection Criteria	Status (OK/NG)	Comments
1. Equipment Cleanliness	No contamination, debris, or residue		
2. Tool Integrity	No physical damage, wear, or defect		
3. Calibration Status	Calibrated as per schedule; calibration sticker valid		
4. Component Setup	Proper installation and positioning; fastenings secure		
5. Tool Functionality	Operational check completed; no abnormal noise/vibration		
6. Lubrication/Oil Levels	Within recommended levels; no leaks		
7. Safety Devices	All guards/interlocks fitted and working		
8. Power Supply	Connected and functioning; cables undamaged		
9. Documentation	Work instructions and job sheets available		
10. Emergency Equipment	Emergency stops and extinguishers accessible		

5. Procedure

1. Before shift start, complete the inspection checklist for all line components and tooling.
2. Record the status as OK (compliant) or NG (non-compliant).
3. For any NG items, note details in the comments and inform maintenance immediately.
4. Only proceed with production after all items are marked OK.

6. Records

Maintain completed checklists as part of quality records for traceability and audits.

7. Approvals

Role	Name/Signature	Date
Prepared by		
Checked by		
Approved by		