Manufacturing Checklist

A production readiness and process checklist for manufacturing operations.

Pre-production readiness

- [ ] Confirm the work order, product specification and quantity.
- [ ] Check drawings, recipes or build instructions are current.
- [ ] Verify the correct tooling, fixtures and changeover parts.
- [ ] Confirm staffing and required operator certifications.
- [ ] Check the production schedule and run priorities.
- [ ] Review any open issues or holds from the previous run.

Materials and components

- [ ] Confirm raw materials and components match the bill of materials.
- [ ] Verify lot numbers, expiry dates and quantities.
- [ ] Check incoming materials passed inspection or quarantine.
- [ ] Stage materials at the line in the correct sequence.
- [ ] Confirm consumables such as packaging and labels are on hand.
- [ ] Record material lots used for traceability.

Line setup and startup

- [ ] Set machine parameters to the specified settings.
- [ ] Confirm guards, sensors and interlocks are in place.
- [ ] Calibrate or verify gauges and measurement devices.
- [ ] Run a first-off sample and confirm it meets specification.
  Hold production until first-off is approved per your procedures.
- [ ] Verify labeling, coding and date stamps are correct.
- [ ] Confirm the workstation is clean and free of prior product.
  Line clearance prevents previous batch components, labels, and foreign debris from contaminating the run.

Safety checks

- [ ] Confirm operators wear the required protective equipment.
- [ ] Test emergency stops and safety interlocks.
  Physically trigger E-stops before starting power to ensure fail-safes halt machine motion instantly.
- [ ] Check walkways and work areas are clear of hazards.
- [ ] Confirm ventilation, extraction and lighting are adequate.
- [ ] Verify safe handling for chemicals or hazardous materials.
- [ ] Confirm first aid and spill response equipment are accessible.

In-process and output

- [ ] Perform in-process quality checks at set intervals.
- [ ] Monitor key process parameters and keep them in range.

- [ ] Identify, segregate and label any nonconforming product.
  Clearly tag suspect parts with defect details and move them to quarantine to avoid accidental assembly.
- [ ] Record output quantities, scrap and rework.
- [ ] Track cycle time and downtime against targets.
- [ ] Escalate quality or equipment issues promptly.

Shutdown and handover

- [ ] Complete final output counts and reconcile materials.
  Balancing finished goods, scrap, and returned stock helps detect hidden yield loss and inventory errors.
- [ ] Power down equipment safely and apply lockout if required.
- [ ] Clean the line and remove all product and waste.
- [ ] Return tooling, fixtures and unused materials to storage.
- [ ] Complete production records and quality sign-offs.
- [ ] Hand over open issues and notes to the next shift.
  Detail recurring alarms, maintenance needs, or tooling adjustments so the next operator stays ahead.