

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.

Safety checks

- ☐ Confirm operators wear the required protective equipment.
- ☐ Test emergency stops and safety interlocks.
- ☐ 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.
- ☐ 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.
- ☐ 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.