

Tool Transfer Checklist

Mold Specific Information

- Type of mold
- Number of cavities
- Configuration
- Dedicated vs insert
- Dimensions
- Knock/out (K/O) Pattern
- Maintenance Manual and Requirements
- Tooling spares
- Previous 12 months mold maintenance history

Part Information

- 2D & 3D part drawing
- Part(s) weight
- Runner(s) weight
- Estimating cycle time
- Packaging Requirements
- Material Requirements
- Transfer of existing material and supplies
- Day of supply
- Annual Production requirements (capacity)

Processing/ Production Information

- Tonnage required
- Mold set-up
- Process parameters

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Quality Information (Testing, Dimensions) & Quality Specifications Critical To Quality (CTQ)

- PFMEA required
- Control plans required
- Product and process validation requirements
- Last article inspection
- Sample shots
- Previous 12 month quality history including rejects

Value Added Operations & Auxiliary Equipment

- Auxiliary equipment accompanying the transfer
- Automation required