

FREE MANUFACTURING CHANGEOVER TEMPLATE

Production Line Changeover Checklist

Use this 60-point checklist to control safe shutdown, line clearance, cleaning, tooling, materials, recipes, guard restoration, first-off approval, production release, deviations, and corrective-action closure.

Facility / line

Changeover date

Outgoing product

Incoming product

Internal manufacturing template. Apply approved changeover and energy-control procedures, machine instructions, quality specifications, applicable OSHA requirements, and site risk assessments as controlling references.

1. Changeover plan, production order, scope, and authorization

1

Confirm the approved production order identifies the outgoing product, incoming product or SKU, batch or lot, planned quantity, line, shift, and required changeover time.

CRITICAL

CHANGEOVER

Record / item	Current status	Owner	Evidence	Action
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Execution tip: Start with the approved changeover plan. Confirm the outgoing and incoming product, tooling, materials, responsible people, target time, and...

2

Verify the changeover scope clearly identifies machines, stations, tooling, recipes, materials, packaging, labels, cleaning, quality checks, utilities, and support functions affected.

CRITICAL

CHANGEOVER

Record / item	Current status	Owner	Evidence	Action
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Execution tip: Start with the approved changeover plan. Confirm the outgoing and incoming product, tooling, materials, responsible people, target time, and...

3

Review open safety, maintenance, quality, engineering, material, supplier, or previous-shift issues that could affect the planned changeover.

CRITICAL

CHANGEOVER

Record / item	Current status	Owner	Evidence	Action
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Execution tip: Start with the approved changeover plan. Confirm the outgoing and incoming product, tooling, materials, responsible people, target time, and...

4

Confirm required production, maintenance, quality, engineering, sanitation or cleaning, EHS, and material-handling personnel are available or assigned.

CHANGEOVER

Record / item	Current status	Owner	Evidence	Action
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Execution tip: Start with the approved changeover plan. Confirm the outgoing and incoming product, tooling, materials, responsible people, target time, and...

5

Verify current changeover SOPs, setup sheets, drawings, product specifications, quality standards, and approved work instructions are available at the line.

CRITICAL

CHANGEOVER

Record / item	Current status	Owner	Evidence	Action
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Execution tip: Start with the approved changeover plan. Confirm the outgoing and incoming product, tooling, materials, responsible people, target time, and...

6

Record changeover authorization, line owner, outgoing product, incoming product, planned start time, target completion time, and any approved temporary controls.

CHANGEOVER

RELEASE STATUS | Enter

REVIEWER | Enter

APPROVAL | Enter

Execution tip: Start with the approved changeover plan. Confirm the outgoing and incoming product, tooling, materials, responsible people, target time, and...

2. Controlled stop, hazardous-energy control, and safe access for changeover

7

Stop the line using the approved shutdown sequence and confirm moving product, conveyors, feeders, and connected equipment have reached a safe condition.

CRITICAL

CHANGEOVER

Record / item	Current status	Owner	Evidence	Action
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Execution tip: Before hands enter hazardous areas, identify whether the task requires energy isolation. Control electrical, pneumatic, hydraulic, gravity,...

8

Where changeover work meets servicing or maintenance conditions, apply the approved hazardous-energy control or lockout/tagout procedure before exposure to unexpected startup or stored energy.

CRITICAL

CHANGEOVER

Record / item	Current status	Owner	Evidence	Action
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Execution tip: Before hands enter hazardous areas, identify whether the task requires energy isolation. Control electrical, pneumatic, hydraulic, gravity,...

9

Verify all relevant electrical, pneumatic, hydraulic, thermal, gravity, spring, pressure, vacuum, or other stored-energy sources are identified and safely controlled.

CRITICAL

CHANGEOVER

Record / item	Current status	Owner	Evidence	Action
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Execution tip: Before hands enter hazardous areas, identify whether the task requires energy isolation. Control electrical, pneumatic, hydraulic, gravity,...

10

Confirm isolation effectiveness or zero-energy condition is verified before employees enter danger zones, remove guards, change tooling, clear components, or perform covered servicing tasks.

CRITICAL

CHANGEOVER

Record / item	Current status	Owner	Evidence	Action
---------------	----------------	-------	----------	--------

Execution tip: Before hands enter hazardous areas, identify whether the task requires energy isolation. Control electrical, pneumatic, hydraulic, gravity,...

11

Check group lockout, shift changes, contractor involvement, temporary energization for testing, and restoration of energy are controlled by approved procedures where applicable.

CRITICAL

CHANGEOVER

Record / item	Current status	Owner	Evidence	Action
---------------	----------------	-------	----------	--------

Execution tip: Before hands enter hazardous areas, identify whether the task requires energy isolation. Control electrical, pneumatic, hydraulic, gravity,...

12

Verify all personnel involved understand the safe-state boundary, prohibited restart conditions, communication method, and who is authorized to restore the line.

CRITICAL

CHANGEOVER

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NA

Execution tip: Before hands enter hazardous areas, identify whether the task requires energy isolation. Control electrical, pneumatic, hydraulic, gravity,...

3. Previous-product removal, line clearance, and material reconciliation

13

Confirm all outgoing raw materials, components, work-in-process, finished units, packaging, labels, and printed materials are removed or positively segregated from the line.

CRITICAL

CHANGEOVER

Ready

Needs action

Stop release

LIVE PHOTO | Add

Execution tip: Walk the complete line from infeed to discharge. Remove previous-product materials, packaging, labels, documents, samples, waste, and loose...

14

Verify remaining quantities of outgoing materials are counted or reconciled and returned, scrapped, quarantined, or otherwise dispositioned according to the site process.

CHANGEOVER

Record / item	Current status	Owner	Evidence	Action
---------------	----------------	-------	----------	--------

Execution tip: Walk the complete line from infeed to discharge. Remove previous-product materials, packaging, labels, documents, samples, waste, and loose...

15

Inspect conveyors, hoppers, chutes, bins, feeders, pockets, fixtures, tables, guards, collection points, and hidden retention areas for residual outgoing product or components.

CRITICAL

CHANGEOVER

Ready

Needs action

Stop release

LIVE PHOTO | Add

Execution tip: Walk the complete line from infeed to discharge. Remove previous-product materials, packaging, labels, documents, samples, waste, and loose...

16

Confirm obsolete, damaged, rejected, quarantined, unidentified, or mixed material cannot remain at the line or enter the incoming production run.

CRITICAL

CHANGEOVER

Ready

Needs action

Stop release

LIVE PHOTO | Add

Execution tip: Walk the complete line from infeed to discharge. Remove previous-product materials, packaging, labels, documents, samples, waste, and loose...

17

Verify old labels, barcodes, cartons, inserts, instructions, batch documents, samples, and visual standards have been removed from the work area before new materials are introduced.

CRITICAL

CHANGEOVER

Ready

Needs action

Stop release

LIVE PHOTO | Add

Execution tip: Walk the complete line from infeed to discharge. Remove previous-product materials, packaging, labels, documents, samples, waste, and loose...

18

Record line-clearance completion, outgoing product, cleared zones, inspector, time, exceptions, reconciliation result, and evidence.

CHANGEOVER

Record / item	Current status	Owner	Evidence	Action
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Execution tip: Walk the complete line from infeed to discharge. Remove previous-product materials, packaging, labels, documents, samples, waste, and loose...

4. Cleaning, contamination control, housekeeping, and changeover-area readiness

19

Confirm required cleaning, wipe-down, purge, wash, vacuum, flush, sanitation, or other product-removal activities are completed according to the approved changeover procedure.

CRITICAL

CHANGEOVER

Record / item	Current status	Owner	Evidence	Action
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Execution tip: Use the approved cleaning level for the product and process. Verify difficult-to-access product-contact and retention areas instead of checking...

20

Inspect product-contact surfaces, tooling interfaces, chutes, transfer points, guards, conveyors, hoppers, tanks, piping, fixtures, and other retention areas for residue or contamination.

CRITICAL

CHANGEOVER

Ready

Needs action

Stop release

LIVE PHOTO | Add

Execution tip: Use the approved cleaning level for the product and process. Verify difficult-to-access product-contact and retention areas instead of checking...

21

Verify cleaning chemicals, tools, wipes, brushes, hoses, temporary covers, rags, and maintenance materials are removed or stored correctly before line reassembly.

CRITICAL

CHANGEOVER

Ready

Needs action

Stop release

LIVE PHOTO | Add

Execution tip: Use the approved cleaning level for the product and process. Verify difficult-to-access product-contact and retention areas instead of checking...

22

Check the work area, walkways, platforms, machine bases, drains, waste points, and operator stations are clean, dry, organized, and free from trip or slip hazards.

CHANGEOVER

Ready

Needs action

Stop release

LIVE PHOTO | Add

Execution tip: Use the approved cleaning level for the product and process. Verify difficult-to-access product-contact and retention areas instead of checking...

23

Confirm any allergen, chemical, color, odor, dust, oil, particulate, microbiological, or other cross-contamination controls applicable to the process have been completed and verified.

CRITICAL

CHANGEOVER

Record / item	Current status	Owner	Evidence	Action
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Execution tip: Use the approved cleaning level for the product and process. Verify difficult-to-access product-contact and retention areas instead of checking...

24

Record cleaning or sanitation verification, responsible person, inspection result, exceptions, required re-cleaning, and release evidence where applicable.

CHANGEOVER

Record / item	Current status	Owner	Evidence	Action
---------------	----------------	-------	----------	--------

Execution tip: Use the approved cleaning level for the product and process. Verify difficult-to-access product-contact and retention areas instead of checking...

5. Tooling, dies, molds, fixtures, change parts, and mechanical setup

25

Confirm incoming tooling, dies, molds, fixtures, guides, rollers, cutters, nozzles, screens, plates, change parts, or product-contact components match the approved incoming product setup.

CRITICAL

CHANGEOVER

Record / item	Current status	Owner	Evidence	Action
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Execution tip: Match every installed change part to the approved setup specification. Wrong or poorly secured tooling can create quality defects, equipment...

26

Inspect removed and installed tooling for cracks, wear, contamination, deformation, damage, missing fasteners, or other conditions that could affect safe or reliable operation.

CRITICAL

CHANGEOVER

Ready

Needs action

Stop release

LIVE PHOTO | Add

Execution tip: Match every installed change part to the approved setup specification. Wrong or poorly secured tooling can create quality defects, equipment...

27

Verify installed tooling and change parts are correctly oriented, seated, aligned, secured, torqued, clamped, or locked according to the approved setup method.

CRITICAL

CHANGEOVER

Ready

Needs action

Stop release

LIVE PHOTO | Add

Execution tip: Match every installed change part to the approved setup specification. Wrong or poorly secured tooling can create quality defects, equipment...

28

Confirm guides, rails, stops, sensors, feeders, conveyors, belts, clamps, workholding devices, and mechanical adjustments are set to the incoming product dimensions or configuration.

CRITICAL

CHANGEOVER

Record / item	Current status	Owner	Evidence	Action
---------------	----------------	-------	----------	--------

Execution tip: Match every installed change part to the approved setup specification. Wrong or poorly secured tooling can create quality defects, equipment...

29

Verify removed tooling is cleaned, identified, protected, and returned to its designated storage location with defects or maintenance needs clearly recorded.

CHANGEOVER

Record / item	Current status	Owner	Evidence	Action
---------------	----------------	-------	----------	--------

Execution tip: Match every installed change part to the approved setup specification. Wrong or poorly secured tooling can create quality defects, equipment...

30

Record tooling or change-part IDs, setup dimensions, critical mechanical settings, setter, verifier, and any approved deviation before energy is restored for testing.

CHANGEOVER

Record / item	Current status	Owner	Evidence	Action
---------------	----------------	-------	----------	--------

Execution tip: Match every installed change part to the approved setup specification. Wrong or poorly secured tooling can create quality defects, equipment...

6. Incoming materials, components, packaging, labels, and traceability setup

31

Confirm incoming raw materials, components, subassemblies, packaging, and consumables match the approved bill of materials, production order, and current specification.

CRITICAL

CHANGEOVER

Record / item	Current status	Owner	Evidence	Action
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Execution tip: Do not load the new line until identity and release status are confirmed. Match each staged material, label, and packaging component to the...

32

Verify material identity, batch or lot, status, quantity, expiry or use-by date where applicable, and release status before feeding or loading the line.

CRITICAL

CHANGEOVER

Record / item	Current status	Owner	Evidence	Action
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Execution tip: Do not load the new line until identity and release status are confirmed. Match each staged material, label, and packaging component to the...

33

Check labels, printed packaging, artwork, barcodes, date-code formats, inserts, instructions, and product identifiers match the incoming product and approved revision.

CRITICAL

CHANGEOVER

Ready

Needs action

Stop release

LIVE PHOTO | Add

Execution tip: Do not load the new line until identity and release status are confirmed. Match each staged material, label, and packaging component to the...

34

Confirm damaged, contaminated, unidentified, obsolete, expired, mixed, quarantined, or unreleased materials are segregated and cannot enter production.

CRITICAL

CHANGEOVER

Ready

Needs action

Stop release

LIVE PHOTO | Add

Execution tip: Do not load the new line until identity and release status are confirmed. Match each staged material, label, and packaging component to the...

35

Verify traceability settings can link finished output to the required incoming material lots, packaging lots, line, shift, date, and production order.

CHANGEOVER

Record / item	Current status	Owner	Evidence	Action
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Execution tip: Do not load the new line until identity and release status are confirmed. Match each staged material, label, and packaging component to the...

36

Record material issue or scanning confirmation, shortages, substitutions, excess material, label reconciliation, and required approvals before trial production.

CHANGEOVER

Record / item	Current status	Owner	Evidence	Action
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Execution tip: Do not load the new line until identity and release status are confirmed. Match each staged material, label, and packaging component to the...

7. Recipe, program, parameter, sensor, and control-system changeover

37

Confirm the correct incoming recipe, PLC program, machine program, product code, vision recipe, robot program, or other controlled digital configuration is selected.

CRITICAL

CHANGEOVER

Record / item	Current status	Owner	Evidence	Action
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Execution tip: Compare the machine configuration with the approved setup sheet, not memory. Verify recipe names, parameter limits, programs, sensors,...

38

Verify critical process settings such as speed, temperature, pressure, torque, timing, fill quantity, dimensions, tension, flow, or cycle parameters match the approved specification.

CRITICAL

CHANGEOVER

Record / item	Current status	Owner	Evidence	Action
---------------	----------------	-------	----------	--------

Execution tip: Compare the machine configuration with the approved setup sheet, not memory. Verify recipe names, parameter limits, programs, sensors,...

39

Check sensors, photoeyes, limit switches, vision systems, reject devices, counters, alarms, interlocks, and automated quality controls are repositioned or configured correctly.

CRITICAL

CHANGEOVER

Record / item	Current status	Owner	Evidence	Action
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Execution tip: Compare the machine configuration with the approved setup sheet, not memory. Verify recipe names, parameter limits, programs, sensors,...

40

Confirm obsolete or outgoing recipes, programs, parameter files, setup sheets, and operator selections cannot be unintentionally used for the incoming product.

CRITICAL

CHANGEOVER

Record / item	Current status	Owner	Evidence	Action
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Execution tip: Compare the machine configuration with the approved setup sheet, not memory. Verify recipe names, parameter limits, programs, sensors,...

41

Verify any software, PLC, safety-control, recipe, or parameter change outside the approved standard setup is reviewed, authorized, documented, and tested before production release.

CRITICAL

CHANGEOVER

Record / item	Current status	Owner	Evidence	Action
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Execution tip: Compare the machine configuration with the approved setup sheet, not memory. Verify recipe names, parameter limits, programs, sensors,...

42

Record incoming recipe or program ID, critical parameter values, configuration verifier, revision, and any authorized deviation.

CHANGEOVER

Record / item	Current status	Owner	Evidence	Action
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Execution tip: Compare the machine configuration with the approved setup sheet, not memory. Verify recipe names, parameter limits, programs, sensors,...

8. Guard restoration, safety-device checks, calibration, and pre-run quality readiness

43

Confirm all guards, covers, panels, barriers, access gates, and protective devices removed for changeover are reinstalled, secured, and correctly positioned.

CRITICAL

CHANGEOVER

Ready

Needs action

Stop release

[LIVE PHOTO](#) | [Add](#)

Execution tip: Before trial operation, confirm every removed guard is restored and safety devices work. Then verify the instruments and quality checks needed...

44

Test applicable emergency stops, pull cords, guard interlocks, light curtains, scanners, mats, gate switches, alarms, and other protective devices using the approved verification method.

CRITICAL

CHANGEOVER

Record / item	Current status	Owner	Evidence	Action
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Execution tip: Before trial operation, confirm every removed guard is restored and safety devices work. Then verify the instruments and quality checks needed...

45

Verify resetting an emergency stop, interlock, fault, or restored energy does not create unintended automatic start-up of hazardous movement.

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Execution tip: Before trial operation, confirm every removed guard is restored and safety devices work. Then verify the instruments and quality checks needed...

46

Confirm required gauges, scales, torque tools, thermometers, pressure instruments, test devices, and measurement equipment are available and within calibration or verification status.

CRITICAL

CHANGEOVER

Record / item	Current status	Owner	Evidence	Action
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Execution tip: Before trial operation, confirm every removed guard is restored and safety devices work. Then verify the instruments and quality checks needed...

47

Verify inspection plans, control plans, reference samples, defect standards, drawings, specifications, sampling frequency, and first-off acceptance limits match the incoming product.

CRITICAL

CHANGEOVER

Record / item	Current status	Owner	Evidence	Action
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Execution tip: Before trial operation, confirm every removed guard is restored and safety devices work. Then verify the instruments and quality checks needed...

48

Record safeguard verification, measurement-equipment status, quality readiness, responsible reviewers, and any restriction that must be resolved before trial run.

CHANGEOVER

Record / item	Current status	Owner	Evidence	Action
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Execution tip: Before trial operation, confirm every removed guard is restored and safety devices work. Then verify the instruments and quality checks needed...

9. Controlled trial run, first-off approval, operator readiness, and abnormal response

49

Confirm trained and authorized operators understand the incoming product setup, new or changed work instructions, critical quality points, safety controls, and abnormal-condition response.

CRITICAL

CHANGEOVER

Record / item	Current status	Owner	Evidence	Action
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Execution tip: Run the first cycles deliberately. Observe both the machine and the product before normal speed or volume is released, and stop quickly if the...

50

Verify required PPE is available, suitable, serviceable, and worn before the line is energized and operators are exposed to production hazards.

CRITICAL

CHANGEOVER

Ready

Needs action

Stop release

LIVE PHOTO | Add

Execution tip: Run the first cycles deliberately. Observe both the machine and the product before normal speed or volume is released, and stop quickly if the...

51

Restore energy using the approved release procedure and start the line in the controlled sequence while confirming personnel are clear of hazardous areas.

CRITICAL

CHANGEOVER

Record / item	Current status	Owner	Evidence	Action
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Execution tip: Run the first cycles deliberately. Observe both the machine and the product before normal speed or volume is released, and stop quickly if the...

52

Observe initial cycles for abnormal noise, vibration, heat, leakage, misfeeds, jams, contact, unstable motion, alarms, rejects, or other equipment or process abnormalities.

CRITICAL

CHANGEOVER

Ready

Needs action

Stop release

LIVE PHOTO | Add

Execution tip: Run the first cycles deliberately. Observe both the machine and the product before normal speed or volume is released, and stop quickly if the...

53

Verify first-off, first-piece, setup sample, or initial batch results meet the defined dimensions, function, appearance, coding, labeling, packaging, and other quality criteria.

CRITICAL

CHANGEOVER

Record / item	Current status	Owner	Evidence	Action
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Execution tip: Run the first cycles deliberately. Observe both the machine and the product before normal speed or volume is released, and stop quickly if the...

54

If a safety, quality, material, setup, equipment, or process issue is detected, stop or contain the run, record the problem, correct it, and repeat the relevant verification before release.

CRITICAL

CHANGEOVER

Record / item	Current status	Owner	Evidence	Action
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Execution tip: Run the first cycles deliberately. Observe both the machine and the product before normal speed or volume is released, and stop quickly if the...

10. Production release, changeover records, deviations, CAPA, and performance review

55

Record formal production release including line, incoming product, order or batch, changeover start and finish time, first-off result, approving person, and release time.

CRITICAL

CHANGEOVER

RELEASE STATUS | Enter

REVIEWER | Enter

APPROVAL | Enter

Execution tip: A changeover is complete only when the line is formally released and exceptions have owners. Trend repeat setup losses and first-off failures so...

56

Confirm all critical safety, quality, material, guarding, setup, utility, or equipment issues are resolved before unrestricted production is authorized.

CRITICAL

CHANGEOVER

Record / item	Current status	Owner	Evidence	Action
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Execution tip: A changeover is complete only when the line is formally released and exceptions have owners. Trend repeat setup losses and first-off failures so...

57

Assign every remaining noncritical changeover finding to a named owner with priority, due date, interim control, required evidence, and escalation route.

CHANGEOVER

Record / item	Current status	Owner	Evidence	Action
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Execution tip: A changeover is complete only when the line is formally released and exceptions have owners. Trend repeat setup losses and first-off failures so...

58

Verify approved deviations, temporary settings, replacement parts, temporary guards or controls, and conditional releases are documented, time-limited, and actively monitored.

CRITICAL

CHANGEOVER

Record / item	Current status	Owner	Evidence	Action
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Execution tip: A changeover is complete only when the line is formally released and exceptions have owners. Trend repeat setup losses and first-off failures so...

59

Review changeover duration, downtime, first-off yield, scrap, setup defects, maintenance support, material delays, repeat adjustments, and recurring checklist failures for improvement opportunities.

CHANGEOVER

Record / item	Current status	Owner	Evidence	Action
---------------	----------------	-------	----------	--------

Execution tip: A changeover is complete only when the line is formally released and exceptions have owners. Trend repeat setup losses and first-off failures so...

60

Record final checklist status, unresolved restrictions, follow-up actions, next review date, production owner, quality or EHS reviewer where applicable, date, and management approval.

CRITICAL

CHANGEOVER

RELEASE STATUS | Enter

REVIEWER | Enter

APPROVAL | Enter

Execution tip: A changeover is complete only when the line is formally released and exceptions have owners. Trend repeat setup losses and first-off failures so...