

"CHANGE OVER STEPS"

Please check off each step, sign and date:

- ~ 1. PURGE FEEDALL OF ALL PARTS.
- ~ 2. PURGE LINE OF ALL PARTS.
- ~ 3. PURGE ALL CONVEYORS OF PARTS.
- ~ 4. MAKE SURE WASHER IS EMPTY OF ALL PARTS.
- ~ 5. PACK ALL PARTS ON PACKING TABLE.
- ~ 6. PULL ALL TAPS (1-5).
- ~ 7. TAKE OUT TOOLING AND CLEAN (1-5).
- ~ 8. PUT CORRECT TOOLING IN FOR NEW PART (1-5).
- ~ 9. INSTALL CORRECT TAPS.
- ~ 10. PUT ON CORRECT SAFETY DEVICES FOR MACHINE #1 AND 2-5.
- ~ 11. PICK UP ALL LOOSE PARTS AROUND MACHINE AND ON THE FLOOR.
- ~ 12. RECHECK CONVEYORS AND LINE FOR PARTS.
- ~ 13. PUT NEW PARTS UP IN FEEDALL AND ADJUST LINE.
- ~ 14. CHECK FIRST PART OUT OF ALL MACHINES.
- ~ 15. TAKE FIRST BOX OF PARTS TO INSPECTION.
- ~ 16. TURN SAFETY GAGES ON FOR 20MM ONLY.

Signature

Date