Line startup checklist

Date _____ **Time** _____

Line or cell _____ **Work order** _____

Operator _____ **Shift** _____

Area and safety	Pass	Fail	N/A
Area is clear, clean and free of tools and loose parts	☐	☐	☐
Guards are in place and interlocks work	☐	☐	☐
Emergency stops are tested and work	☐	☐	☐
Lockout is off and everyone who locked out has signed off	☐	☐	☐
Walkways and exits are clear	☐	☐	☐

Setup	Pass	Fail	N/A
Materials and components are staged and are the right ones	☐	☐	☐
Tooling and fixtures match the job	☐	☐	☐
Settings match the work order	☐	☐	☐
Gauges and instruments are in place and ready	☐	☐	☐
Scrap and reject bins are empty and labeled	☐	☐	☐

Handover and start	Pass	Fail	N/A
Handover notes from the last shift are read	☐	☐	☐
Open issues or defects from the last shift are known	☐	☐	☐
People on the line are briefed on the job and the hazards	☐	☐	☐
First piece is checked and passes before the run continues	☐	☐	☐
Lead is told the line is up	☐	☐	☐

Defects found and action taken

_____

_____

_____

Taken out of service? ☐ Yes ☐ No **Reported to** _____

Inspector signature _____ **Date** _____

Supervisor review _____ **Date** _____