# Machine Setup Checklist

**Purpose:** This checklist is designed to guide technicians and operators through the proper setup and verification steps required for manufacturing machines to ensure consistent production quality and reduce the risk of defects.

## Machine Information

* **Machine Name:** {machineName}
* **Model Number:** {modelNumber}
* **Serial Number:** {serialNumber}
* **Setup Date:** {setupDate}
* **Technician Name:** {technicianName}

## Pre-Setup Verification

* **Power Supply Checked:** {powerCheck}
* **Workspace is Clean and Organized:** {workspaceCheck}
* **Tools and Materials Ready:** {toolsReady}

## Setup Steps

{#setupSteps}

1. **Step {stepNumber}:** {description}

{/setupSteps}

## Calibration Checks

|  |  |  |  |
| --- | --- | --- | --- |
| **Component** | **Expected Value** | **Measured Value** | **Pass/Fail** |
| {#calibration}  {component} | {expectedValue} | {measuredValue} | {passFail}{/calibration} |

## Safety Checks

* **Emergency Stop Verified:** {emergencyStop}
* **Guarding Installed Properly:** {guarding}
* **Signage and Labels in Place:** {labelsSignage}

## Operator Training Confirmation

{^operatorTrained}Operator has **NOT** been trained on this machine. Training is required before operation.{/operatorTrained}

{#operatorTrained}*Operator training is complete and verified.*{/operatorTrained}

## Additional Notes

{additionalNotes}

## Sign-Off

|  |  |  |
| --- | --- | --- |
| **Technician Name** | **Signature** | **Date** |
| {technicianName} | {technicianSignature} | {setupDate} |