

Checklist for an Effective Transfer Tooling Procedure

Not all tooling transfers are the same. Be as thorough as possible, and be sure to speak with your transfer partnering company about any materials they may need. Additionally, consult with your previous provider about any proprietary info and materials that they must include in the transfer. This checklist will help to ensure nothing gets missed in the transfer between providers.

 Complete tool drawings Hard copy CAD files **Procedures** Tool installation Debugging **Spare parts list** High-risk of repair parts Replacement parts **Spare parts inventory** **Spare parts supplier information** Contact info Pricing Purchasing history **Complete records** Project management Tool service Repair

- Complete component QC records
 - May include inspection data

- Component-specific inspection fixtures and their drawings

- Final sample strip that represents the last material run off the tool

- Verify security or attachment of the tool to the shipping crate

- Verify that the shipping paperwork is accurate/complete
 - Tool
 - Asset #
 - Customs declarations
 - Bill of lading
 - Correct shipping address

- Final verification of the following:
 - Shut height
 - Die dimensions
 - Material thickness and width
 - Die type
 - Tonnage requirement
 - Nitro requirement
 - Air cushion requirement
 - Special feed requirement
 - Straightener requirement
 - Material specifications
 - Die shape
 - Remaining cut edge
 - Special oil requirements for die