

Automotive Parts Assembly Changeover Validation Checklist

General Information

Project/Changeover Name

Location/Line

Date

Shift

Team/Operator(s) Involved

Supervisor/Engineer

Checklist

Item	Verified	Notes
Old part completely removed from assembly area	<input type="text"/>	<input type="text"/>
New part and components available at point of use	<input type="text"/>	<input type="text"/>
Fixtures and tools changed and set up correctly	<input type="text"/>	<input type="text"/>
Machine settings updated	<input type="text"/>	<input type="text"/>
Quality control checks in place	<input type="text"/>	<input type="text"/>
Work instructions updated and available	<input type="text"/>	<input type="text"/>
First-off part inspection passed	<input type="text"/>	<input type="text"/>
Line cleared for production	<input type="text"/>	<input type="text"/>

Additional Notes/Comments

Sign-Off

Validated By

Date

Comments