The plastic molding industry has, for many years, published and promoted world-wide standards for tooling and process equipment resulting in a high degree of uniformity among processors. Buyers of plastic components now recognize that the transfer of their proprietary tooling from one supplier to another, world-wide, is a relatively simple matter.

Moraine Plastics assists our customers with tool transfers with a process that is guided by a **Tool Transfer Checklist**. This process ensures that all customer-owned assets are accounted for, and all relevant data is captured minimizing supply disruptions and downtime.

Tool Transfer Checklist

Customer: _____ **Date:** _____

Project Name: _____

X Information needed to provide a quotation

X Additional discovery (after project is awarded)

X Planning for the tooling transfer

Parts: **Notes**

- [ ] Determine part/runner weights (part model & drawing)
- [ ] Obtain & label "last shot" samples

Materials:

- [ ] Confirm material specification
- [ ] Confirm material costs
- [ ] Confirm mat'l/colorant availability & lead time
- [ ] Request Customer internal mat'l spec.

Quality Assurance Discovery:

- [ ] Identify qualification requirements (PPAP, etc.):
- [ ] General understanding of customer quality system
- [ ] Identify quality contact person
- [ ] Identify gages or inspection fixtures
- [ ] Understand quality practices
  - inspection processes
  - inspection equipment needed
  - data reporting plan
  - visual, aesthetic requirements
  - traceability & labelling reqmts

Tooling Discovery:

- [ ] Confirm mold characteristics:
  - cavitation
  - tool type, size, weight
  - mold steels
  - tooling condition, cycle count
- [ ] Identify tooling contact person
- [ ] Identify loose parts, spare parts
- [ ] Identify fixtures, misc. tools
- [ ] Identify EOA tooling
- [ ] Identify tooling adaptation (if needed)
  - KO pattern

Tool Transfer Checklist

- nozzle seat
- fittings & connectors
- Discuss tool maintenance & repair policy
  - maintenance schedule
  - responsibilities - maint & repairs
- Request tooling documentation:
  - tool files & drawings
  - maint & repair history
  - original tool manufacturer
  - tool identity (asset number)

Process & Equipment Discovery:

- Request process information:
  - cycle time
  - machine size & type
  - regrind allowance
  - incumbant scrap rate
  - secondary equipments & fixtures
- Identify current packing method:
  - type, size, weight (constraints)
  - protective elements (gloves, etc.)
  - part count & auto box requirements
- Request processing information

Transfer Planning:

- Identify transfer project leader
- Define production requirements:
  - incumbent bank build
  - future production requirements
- Establish transfer parameters:
  - confirm method & destination
  - confirm extra parts, fixtures, gages
  - confirm/purchase excess materials
- Establish cost responsibilities
- Create transfer timeline