

Production Run Readiness Checklist

By Checklister

- ☐ **Match the run to the controlled work order**
Keep different orders and product revisions separate; use the controlled quantity unit.
- ☐ **Identify the current work order and product**
Compare the order with the actual line traveler and product identity.
- ☐ **Verify the approved specification revision**
Compare every controlling document. A newer file is not necessarily an approved revision; hold unresolved mismatches.
- ☐ **Identify the production line or equipment**
Use the exact asset or line identifier for the planned run.
- ☐ **Record the planned run quantity**
Use the current order's actual nonnegative quantity for this product and revision. Do not aggregate unrelated orders.
- ☐ **Record the work-order quantity unit**
Use the exact controlled unit, such as pieces, metres or kilograms, for the planned quantity.
- ☐ **Confirm materials, equipment and people**
This checklist verifies approved records; technical setup and isolation use the machine-specific site procedure.
- ☐ **Match actual material IDs and lots to the work order**
Compare each actual material ID/lot, approved status and required/available quantity with the work order. Record the controlled issue/pick-list reference and any shortage or substitution awaiting authority.
- ☐ **Verify prior-work line-clearance evidence**
Verify the applicable prior-product, material, label and document clearance under the machine-specific site procedure. Add its reference or a gap where relevant; leave blank when the approved process requires no separate clearance record.
- ☐ **Verify equipment release and current restrictions**
Confirm required release/status and current restrictions for the actual equipment with its authorized owner. Add the release reference or restriction here where useful; this field does not clear isolation or authorize restart.
- ☐ **Verify the correct tooling is available**
For tooling used in this run, compare actual tool/fixture IDs and revision with the approved setup plan. Add readiness evidence or a gap where relevant; leave blank when no separate tooling applies.
- ☐ **Verify measuring resources are available and in status**
Where the inspection plan uses measuring resources, verify the actual instrument IDs and required current status. Add evidence or a gap here when useful; leave blank when no such resource is required.
- ☐ **Starter check: match packaging and label materials**
Keep this step when labels or packaging are issued for this run. Compare their part/revision and approved status with the order; record discrepancies in task notes. Remove this example before use if irrelevant.
- ☐ **Confirm the assigned qualified operator or line lead**
Select the authorized person for this run; selection does not confer competence.
- ☐ **Review the required first-piece evidence**
The approved engineering and quality process supplies methods, sample sizes and acceptance limits.
- ☐ **Confirm the first-piece review requirement**
Use the approved inspection plan to establish whether first-piece or other start evidence is required. An inapplicable check needs a recorded approved basis; it is not a missing result.
- ☐ **Identify the actual first piece or required sample**
Record its stable traceability ID under the approved procedure. If a first-piece check does not apply, record the approved basis in task notes.
- ☐ **Verify the actual inspection results**
When start inspection is required, reference the actual quality record with sample ID, measurements/units, approved criteria and qualified review. If it does not apply, record the approved basis here. Missing required evidence keeps the run held.
- ☐ **Record remaining run blockers**
If a revision, material, tooling or inspection blocker remains, record affected scope, accepted owner and next review, and create an open corrective task. Leave blank when no blockers remain.

☐ **Record and communicate the authorized start decision**

Recheck relevant changes or corrected results before seeking a new decision.

☐ **Identify the person authorized to decide start or hold**

Choose the qualified role permitted by the site process, and retain its approval reference in task notes.

☐ **Record the authorized run decision**

Record only the designated authority's decision for the identified run. This is neither a machine interlock nor an automatic product release.

☐ **Record the start-or-hold approval reference**

Add the controlled approval reference when the site process uses one, or additional permitted-scope/restriction details. The actual decision maker, outcome and time are already recorded separately.

☐ **Record the decision time**

Enter the actual decision date and time.

☐ **Confirm the operator received the decision**

Tell the operator the authorized start or hold scope, restrictions and re-review trigger. Add a receiving acknowledgment/reference or exception here if useful; routine communication does not require a duplicate transcript.