



# MANUFACTURING LINE SHUTDOWN CHECKLIST



Date \_\_\_\_\_

Machine Name \_\_\_\_\_

Machine Number \_\_\_\_\_

Department \_\_\_\_\_

Operator(s) Names \_\_\_\_\_

## NOTES

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# Steps to follow

Scheduled

WIP

Completed

## #1 - End of production sequence



If necessary, remove designated elements manually

## #2 - Air purge



Release air through the pressure valve and make sure that air pressure accumulator is relieved if equipped.

## #3 - Cleaning of the machine



Make sure to clean the product line from any residual elements:

- ▶ Purge air line
- ▶ Clean filters
- ▶ Remove all dirt and Foreign Object from the equipment.

## #4 - Preventive maintenance



Follow your company preventive maintenance program or use the operation and maintenance manual from your partners.

Fill up spare parts and components' list.

## #5 - Environmental



Make sure that your equipment is in a stable environment, control temperature, humidity, and cleanliness.

Ventilation needs to be checked every week to be sure that there is no moisture or humidity.

If approved by the engineering department proceed to WD40 spray on certain elements.

## #6 - Protection



Put all protection devices in place to avoid any unintentional start.

Use a protection for your entire equipment.

## #7 - Electricity



Make a backup of all your machines:

- ▶ PLC
- ▶ HMI
- ▶ Robots

Replace the batteries following the manufacturer's recommendations.

Control that breakers are open and secure.

## #8 - Get support



Call external support for your product line manufacturer.

Contact Our Specialized Engineers