

Plastic Injection Moulding Tool Transfer Checklist

It is important to consider that plastic injection mould tool transfers require organized upfront planning, communications, and investment to ensure all project goals and expectations are achieved.

In our blog, “How to Implement an Efficient Injection Moulding Tool Transfer,” we cover essential questions and steps to consider during the tool transfer process. Below, we have listed a foundational checklist to consider in partnership with your new plastic injection moulder. Please note that this list may need to be customized depending on the unique needs of your business.

Disclosure of Existing Documentation:

- 3D CAD Model
- Production part print
- Gauge/fixture print
- Master sample
- Tool drawings and tool maintenance record
- NCMR history/Quality History
- Last Full Layout

Documentation Conversion at New Moulder:

- Create BOM in appropriate MRP system
- Measure golden samples
- Create metrology instructions
- Create inspection report
- Create visual inspection report
- Create work instructions
- Set-up gauge identification and calibration schedule

Tool Evaluation:

- Document tool features
- Document tool wear
- Measure gate sizes
- Establish a preliminary preventative maintenance schedule

Validation Sample:

- Create visual set-up instructions
- Create process window sheet
- Document process related issues
- Document tooling related issues
- Measure samples (one part/cavity)
- Run a short Production Part Approval Process (PPAP) run to confirm capability

Qualification Process:

- Qualification documentation record sheet
- Control plan—by group
- Process flow—by group
- Part print
- Insert print (if applicable)
- Print acceptance form (PAF)
- First article inspection (FAI)
- Capability study (control dimensions only)
- Gauge Repeatability and Reproducibility
- Tool evaluation
- Material certification
- Warrant