

TOOL & FIXTURE MAINTENANCE CHECKLIST

Practical inspection record for manufacturing tools, jigs and fixtures

Company / Plant: _____	Department / Line: _____	Date: _____	Shift: _____
Tool / Fixture Name: _____	ID / Asset No.: _____	Machine No.: _____	Usage / Cycles: _____
Inspection Type: ☐ Pre-use ☐ Daily ☐ PM ☐ After repair	Inspector: _____	Next due date: _____	Work order: _____

A. Inspection Checklist

No.	Check item	Inspection method / point	Acceptance criteria	Result (OK / NG / N.A.)	Action / remarks
1	Cleanliness	Remove chips, dirt, coolant and residue; clean contact surfaces.	No contamination affecting fit or function.		
2	Identification	Check tool/fixture ID and status label.	Item is identifiable and traceable.		
3	Locating pins, bushes and stops	Check wear, damage, looseness and seating.	Within defined wear and dimensional limits.		
4	Clamps and locking devices	Check secure clamping, movement, locking and release.	Workpiece held securely and consistently.		
5	Guide elements / moving parts	Check guide pins, bushes, slides, springs and pivots, where fitted.	Smooth operation; no unacceptable play.		
6	Fasteners and mounting	Check bolts, nuts, dowels, mounting points and base seating.	Secure; no unacceptable looseness.		
7	Body, base and welds	Inspect for cracks, deformation, corrosion or impact damage.	No defect affecting safety or product quality.		
8	Pneumatic / hydraulic system	Where fitted, check hoses, fittings, cylinders and leakage.	No leakage; correct operation.		
9	Cutting / wear components	Where applicable, inspect edges, inserts, punches and wear plates.	Wear within approved limits; no cracks or chipping.		
10	Lubrication	Lubricate applicable points with specified lubricant.	Lubricated as specified; no contamination.		
11	Critical dimensions / alignment	Verify dimensions, datum position or alignment when specified.	Meets approved drawing / verification criteria.		
12	Functional trial	Confirm loading, locating, clamping and safe operation.	Function and repeatability acceptable.		
13	Gauge / measuring device status	Check condition and calibration status if used for acceptance.	Valid status; remove damaged/overdue gauges from use.		
14	Storage and protection	Check designated location, protective cover and corrosion protection.	Protected from impact, dirt and corrosion.		
15	Records and due date	Review maintenance history, open actions and next due date.	Records updated; no unresolved critical action.		

B. Findings, Corrective Action and Release

Defect / abnormality found: _____

Corrective action / parts replaced: _____

Re-inspection / trial result: _____

Overall status: ■ Released ■ Repair required ■ Hold / Do not use

Inspected by: _____

Verified / approved by: _____

Date: _____

Important: This is a sample checklist. Define inspection points, limits and frequency based on the approved drawing, manufacturer instructions, tooling criticality, usage, failure history and customer-specific requirements. Do not return defective tooling to production until required repair, verification and authorization are complete. Gauge calibration is separate from routine maintenance.

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