

## Equipment Changeover Questions – For Evaluation

1. How many changeovers occur within the day, week, or month?
2. How are you informed of a changeover is required?
3. How is it scheduled? Who is informed?
4. What is the procedure for a changeover?
5. Who is involved in a changeover? Dedicated team?
6. What tools are required for a changeover? Are they available?
7. What materials must be ordered in advance of a changeover?
8. How long do the changeovers take? Has it been timed?
9. How many variations exist for changeovers?
10. What are the barriers to a successful changeover?
11. How is the success of a changeover measured?
12. What can be done to improve changeovers?
13. How long should they take? Does history exist?
14. What happens if they take too long? What are the impacts?
15. Is there a standard to perform a changeover?
16. Why do changeovers occur?
17. Is there a preferred order for product changeovers to minimize waste, etc.? production wheel?
18. Is training provided to perform changeovers?
19. Has the changeover been recorded and analyzed?
20. Does a review occur after a changeover?

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