



## QMR 015 Equipment Commissioning Checklist

Commissioning checklist	Yes / No	Remarks
<b>Technical</b>		
1. Does it meet standards for foreign body control?		
2. Any loose moving parts?		
3. Is there good access for hygiene/swabs etc?		
4. Is the equipment made from suitable material?		
5. Does it contain glass/plastic?		
6. Are all lubricants food grade?		
7. Is there a pest risk?		
8. Is it covered by the HACCP plan?		
9. Check for hollow sections?		
10. Will it enable the business to comply with customer and industry best practices?		
<b>Production</b>		
1. Will changeovers cause problems?		
2. Is the capacity adequate?		
3. Will it meet sensible efficiencies?		
4. Is the equipment easy to use?		
5. What skills / training are required?		
6. Is there enough space?		
7. Will it cause bottlenecks?		
8. Are spare parts easily available?		
9. Will it be able to be adapted for future requirements?		
10. Are the tolerances acceptable?		
11. What are the wastage factors?		
12. Does the machine meet labour standards?		
13. What time and labour will be needed?		
14. Will it have an effect on other kit?		
<b>New Product Development</b>		
1. Will it take a different product / package size?		
2. Will it be able to be adapted for future requirements?		



# QMR 015 Equipment Commissioning Checklist

4. What is the effect of the equipment on product costing?		
5. What is the cost of spares?		
6. What needs to be covered in contract?		
7. What is the expected life of the equipment?		
Additional remarks / action		

Signed: ..... Quality Manager

Date: .....

Revision Number	Summary of Changes made from previous revision	Requested By:	Authorised By:
2	Update to meet the requirements of ISO	Quality	Site Director

Document Reference QMR 015 Equipment Commissioning Checklist Revision 2  
14<sup>th</sup> July 2010  
Owned By: Quality Manager  
Authorised By: Site Director

