INJECTION MOLD RELEASE PACKAGE CHECKLIST

Controlled handover record for release-package completeness - revision, interfaces, spares, process evidence, quality baseline, open issues and authorized disposition.

Tool ID		**Part / Program**	
Part No.		**Mold Revision**	
Part Revision		**Release Date**	
Customer / Site		**Receiving Function / Site**	

Release basis: Apply only the records, spares, tests and approvals required by the released project, customer or production handover scope. This checklist does not create universal mold-acceptance, PPAP, sampling or process-window requirements.

1. RELEASE PACKAGE EVIDENCE REVIEW

Section	Controlled Check	Evidence / Reference	Applicability	Status	Remarks / Ref.
REVISION & CONFIG.	**Tool identity and revision** Tool ID, part number, part/mold revision and cavity ID where applicable match the released configuration.	Released drawing set / controlled identifiers	Req. / Cond. / N/A	OK / OPEN / N/A	
REVISION & CONFIG.	**Engineering change status** Approved ECN/change status is reflected in the released tool and current document set.	ECN / approved change record	Req. / Cond. / N/A	OK / OPEN / N/A	
REVISION & CONFIG.	**As-built references** Tool BOM, assembly data and controlled as-built references correspond to the state being handed over.	Tool BOM / assembly reference	Req. / Cond. / N/A	OK / OPEN / N/A	
UTILITIES & INTERFACES	**Cooling / hot-runner / electrical** Applicable interfaces are identified and tied to the current circuit or connection reference.	Circuit map / zone map / connector ID	Req. / Cond. / N/A	OK / OPEN / N/A	
UTILITIES & INTERFACES	**Hydraulic / pneumatic / special hardware** Applicable ports, adapters, controllers or special interface hardware are identified.	Interface reference / BOM item	Req. / Cond. / N/A	OK / OPEN / N/A	
SPARES	**Required spare scope** Project-required custom, wear, electrical, hot-runner or other backup parts are identified.	Spare list / BOM / drawing reference	Req. / Cond. / N/A	OK / OPEN / N/A	
SPARES	**Quantity and location** Required spare quantity, storage/package location and receiving status are recorded.	Inventory / package location	Req. / Cond. / N/A	OK / OPEN / N/A	
PROCESS EVIDENCE	**Approved setup reference** Current setup, machine/mold reference, material condition and approved parameter set are included where required.	Setup sheet / approved parameter record	Req. / Cond. / N/A	OK / OPEN / N/A	
PROCESS EVIDENCE	**Process-window / validation evidence** Applicable process-window, trial or validation record is attached or referenced when required by the release scope.	Process-window / validation record	Req. / Cond. / N/A	OK / OPEN / N/A	
QUALITY EVIDENCE	**FAI / dimensional baseline** Current FAI, layout or approved inspection record corresponds to the released drawing and sample state.	FAI / layout / inspection record	Req. / Cond. / N/A	OK / OPEN / N/A	
QUALITY EVIDENCE	**Approved sample / CTQ / cavity trace** Sample, CTQ and cavity-level traceability are identified only where required by the approved program.	Sample ID / CTQ ref. / cavity ref.	Req. / Cond. / N/A	OK / OPEN / N/A	

2. OPEN ISSUES & CONDITIONAL RELEASE CONTROL

Issue No.	Open Item / Affected Scope	Temporary Control / Restriction	Owner	Due Date	Closure Evidence / Approval
1					
2					
3					
4					
5					

Conditional release rule: Use only when the authorized project or customer process permits the issue to remain open. Record scope, temporary control, owner, due date, validity/limits and the evidence required for closure.

3. FINAL RELEASE DECISION

OK	Use when all applicable release-package requirements are complete and no unresolved item prevents the approved handover.
CONDITIONAL	Use only when an authorized process permits the remaining issue to stay open within a defined scope, control, owner, validity and closure plan.
BLOCKED	Use when a required release condition is missing, conflicting or unacceptable and no approved containment, exception or authorized decision permits handover.

Overall Release Status	■ OK ■ CONDITIONAL ■ BLOCKED	**Decision Date**	
Authorized Release Basis / Reference		**Release Validity / Limits**	

4. REVIEW / APPROVAL RECORD

Function / Role	Name	Signature / Approval Ref.	Date	Scope / Remarks
Tooling / Toolroom				
Process / Production				
Quality				
Project / Customer / Other (if required)				

Use note: This is a project-specific release review template. It does not replace final mold-acceptance criteria, customer PPAP requirements, transfer logistics, shipping/Incoterms, maintenance planning, or process-window development methodology. Mark items N/A when they are outside the approved handover scope; do not convert optional evidence into a universal hard stop.

Document: SPI Injection Mold Release Package Checklist v2.0