

Injection mold transfer checklist.

Moving a mold to a new molder goes wrong in the same few places: no proof you own it, no process sheet, no last-shot samples, a crate that lets water lines rust, a press it does not fit. Tick through this before the tool leaves, and again when it lands.

PART / MOLD NO.

FROM MOLDER

TO MOLDER · DATE

1 · Ownership, before you ask

- ☐ **Tooling PO or agreement** naming you as owner
- ☐ **Proof of full payment** for the tool (invoices, wire records)
- ☐ **Asset tag** on the mold with your company name and tool number
- ☐ **Open invoices settled or disputed in writing**, so the tool is not held over a balance
- ☐ **Written release date** agreed with the current molder

3 · Process record

- ☐ **Last validated process sheet**: melt and mold temperatures, injection speed and pressure, hold, cooling, cycle time
- ☐ **Press used**: tonnage, screw size, shot size
- ☐ **Resin and colorant**: grade, supplier, let-down ratio, drying settings
- ☐ **Shot count** to date and the maintenance log

5 · Prepare and ship the tool

- ☐ **Photos and video** of the mold open and closed, cavities, cores, ejector side
- ☐ **Cleaned and rust-preventive applied**; water lines blown dry and plugged
- ☐ **Hot runner wiring and connectors labeled**; loose inserts and spares bagged and listed
- ☐ **Mold strap fitted**; crated on skid with lift points marked
- ☐ **Freight insured** at replacement value; packing list matches the BOM

7 · On arrival

- ☐ **Inspect against departure photos** before signing for damage
- ☐ **Clean, service and check** vents, gates, slides, lifters and water flow
- ☐ **T1 trial** using the old process sheet as the starting point

2 · Data package

- ☐ **Part 3D CAD** (native and STEP) at the current revision
- ☐ **Mold 3D and 2D drawings**, cavity layout, cooling and ejector layout
- ☐ **Mold component BOM**: steels and hardness, standard parts, spares
- ☐ **Hot runner drawings**, zone map and controller settings
- ☐ **Change history**: engineering changes and repairs since T1

4 · Quality file and samples

- ☐ **Last-shot samples** from the final run: several per cavity, labeled date, cavity, press
- ☐ **Golden sample** if one was signed
- ☐ **Last first-article or dimensional report** and the control plan
- ☐ **Known issues**: flash, short shots, sink, cosmetic limits agreed with the buyer

6 · Confirm the new press fits

- ☐ **Clamp tonnage** and **tie-bar spacing** clear the mold width
- ☐ **Platen size** and **mold height** range (min and max daylight)
- ☐ **Locating ring diameter** and **sprue bushing radius** match the nozzle
- ☐ **Ejector pattern, shot size**, water and hot runner connections

8 · Qualify before production

- ☐ **Compare T1 parts with last-shot samples**, cavity by cavity
- ☐ **First-article dimensional report** against the drawing
- ☐ **New process sheet signed**, then release the first production lot