

## Tool Transfer Procedure

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<http://www.sajarplastics.com/>

Sajar Plastics has managed hundreds of tool transfers and understands how to optimize customer satisfaction and minimize risk for every step of the process

Please follow this procedure to assure your transfer proceeds smoothly and on time:

<u>Step:</u>		<u>Target Date***</u>
1.)	Customer completes and submits "Checklist" worksheet.	
2.)	Customer submits mold drawings, current revision level part prints and specifications, 2D and 3D artwork files, and .jpps or mechanical drawings of any fixtures to be transferred.	
3.)	Sajar Plastics will review above info and confirm compatibility with Sajar equipment and process.	
4.)	Sajar and customer to generate timeline according to priorities.	
5.)	Customer to determine and order buffer stock from current supplier.	
6.)	Customer to arrange for transfer of residual inventory (resin, inserts, fixtures, WIP, etc...) from current supplier.	
7.)	Customer sends molds to Sajar Plastics.	
8.)	Sajar visually inspects mold upon receipt (Sajar to run complete PM on molds if transferred from outside N. America); results reported to Customer.	
9.)	Sajar runs molds and submits samples (with dimensional report) to Customer.	
10.)	Customer to review sample parts and note cosmetic requirements.	
11.)	Sajar to schedule mold for first production run.	

(\*\*\* Completion dates of all steps are target only, and depend upon number of tools and part complexity.)