

SMED Changeover Worksheet

Internal / External Setup Analysis

List every changeover step, tag it internal or external, and track the time you move off the stopped machine.



Also available digitally
This checklist can also be completed on a **phone, tablet or PC** in flowdit. Add photos, notes and actions to each item, and generate the report automatically.
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Machine / line		Date	
Changeover (from / to)		Analyst	

Changeover steps

Type: I = internal (machine stopped), E = external (machine running).

#	Step	Type (I/E)	Time	Move to E?	New time
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					

Acceptance decision

Rule: the target is to convert internal steps to external and simplify what remains.

Baseline changeover time: _____ Internal time now: _____ Target changeover time: _____

Status: ☐ Analyzed ☐ Improved ☐ Standardized

Analyst

Production lead

Name / Signature / Date

Name / Signature / Date