Mold delivery and receiving dossier

Transfer identity, documentation, accessories and open issues without confusing receipt with release.

Audience: Mold shops, mold owners and receiving plants.

INSTRUCTIONS

1. Define sender, receiver, purpose, date and scope. Identify the mold and its revision from existing documents.

2. Inventory drawings, manuals, connections, spares and accessories. Mark each item received, pending or not applicable; identify file and revision.

3. Record documented condition, last intervention, available test evidence and open restrictions. Attach identified evidence without replacing a required inspection.

4. Assign an owner, expected date and closure criterion to every open item. Separate physical inventory, document review and compatibility assessment.

5. Keep receiving acceptance and subsequent release decisions as distinct events. Do not declare production readiness without the applicable review.

LIMITS

Does not assess lifting capacity, transport, installation, connections or machine compatibility. Those decisions require specific documentation and competent personnel.

ORIGINAL EXAMPLE

FICTIONAL: mold DEMO-T10 arrives with drawing revision C and eight listed accessories. The current cooling diagram is missing. Physical receipt is recorded on October 10; the document owner must resolve the gap before the use assessment. Receipt is not marked as release.

RECORD FORM

Complete one copy per record. Attach sheets if more space is needed. Avoid ambiguous blanks: state unavailable or not applicable.

Mold / revision / origin / destination
Sender / receiver / date / scope
Drawings / manuals / file / revision
Connections / diagram / interfaces
Accessories / spares / quantity / status
Last work / tests / evidence
Restrictions / open items / owner
Receipt / discrepancies / signatures
Later review / decision / authority

SOURCES AND USE

General guidance and original VYRCO form. Sources support the context; they do not certify this template.

Husky · Maintenance and Refurbishment

Manufacturer example of inspection, intervention and testing; no general intervals are established.

https://campaigns.husky.co/hot-runner-refurbishment-maintenance-program

NASA · Configuration Management

Principles for identifying, reviewing and verifying changes. VYRCO formats are original, not NASA forms.

https://www.nasa.gov/reference/6-5-configuration-management/

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