FREE VYRCO RESOURCE

Mold preservation and storage: handoff and return record

Maintain traceability from the last run through storage and the next return to service

Mold technicians and maintenance, production, quality and storage personnel. Intermediate level.

Document condition, applied protection, location, open items and required review before storing a mold and before returning it to service.

Use one copy per storage event. The competent organization defines cleaning, draining, preservation, handling, inspection and startup methods based on the mold, materials, environment, equipment and applicable documentation. This template records those decisions; it does not replace them.

How to use it

1. Define the event

Identify the mold and revision, the last work order or run, the reason for removal and the expected storage duration or condition. Avoid vague labels such as 'temporary' when no review condition exists.

2. Record received condition

Link the inspection, most recent intervention, open anomalies and evidence. Separate observed condition, completed work and open work. Do not interpret an absence of visible damage as functional confirmation.

3. Document approved preservation

Record included surfaces and circuits, the authorized product or method, manufacturer, lot identification where applicable, technical data sheet or procedure, date, responsible person and application conditions. Selection depends on material, contaminants, duration, environment and part requirements.

4. Control location and handling

Record mass or center of gravity only from a controlled source; identify authorized lift points, supports, blocking, orientation, rack capacity and location. If critical information is unconfirmed, stop the transfer through the organization's procedure.

5. Set a review condition

Define the event that requires mold review: an approved date, environmental change, relocation, moisture evidence, product expiration or production request. Do not invent a universal interval; retain the basis and responsible person.

6. Prepare the return

Before removing protection or connecting energy, verify identity, current documentation, storage condition and open items. Authorized personnel define specific cleaning, inspection, installation and tests. Record the decision and link subsequent verification; this template does not release the mold.

Sheet A - handoff to storage

Complete one set per event. Use 'not verified' or 'not applicable with reason' instead of blanks that may be interpreted as acceptance.

Record ID / mold / revision / record owner / date
Last work order or run / reason for removal / expected condition or duration
Received condition / linked inspection / linked intervention / evidence
Anomalies, removed components or open items / owner / restriction
Included surfaces, cavities and circuits / condition before protection
Authorized preservation product or method / manufacturer / ID or lot / document and revision
Recorded application / date / responsible person / conditions and evidence
Mass and center of gravity: controlled source / authorized lift and support points
Rack or support / capacity confirmed by / location / orientation / blocking
Review condition / owner / expiration or change signal / planned evidence

These are documentary status labels proposed by VYRCO. 'Ready for authorized process' means the mold may continue through the organization's defined workflow; it does not certify safety, part quality, legal compliance or production fitness.

Sheet B - review and return to service

Complete one set per event. Use 'not verified' or 'not applicable with reason' instead of blanks that may be interpreted as acceptance.

Original record ID / confirmed mold and revision / date / reviewer
Reason for return or review / location found / known environmental condition
Exterior, labels, supports and blocking integrity / evidence / anomalies
Protection and accessible surface condition / evidence / unevaluated areas
Current documentation located / changes since storage / open items
Preservation product: removal or compatibility instructions / source and revision
Authorized handling, cleaning, installation and inspection plan / responsible persons
Required subsequent checks / VYRCO resource 14 or other record / status
Documentary decision: pending, intervention required or ready for authorized process
Authority / rationale / restrictions / owners and closeout evidence

These are documentary status labels proposed by VYRCO. 'Ready for authorized process' means the mold may continue through the organization's defined workflow; it does not certify safety, part quality, legal compliance or production fitness.

Fictional example: a label does not authorize return

Context

FICTIONAL: mold DEMO-M15, revision B, removed after work order DEMO-410. This example represents no actual company, customer, facility, equipment or product.

Handoff

The record links a fictional inspection, identifies an open item on an exterior cover and states that preservative selection used the current technical data sheet. Location is recorded as DEMO-RACK-2 only after capacity is confirmed through fictional internal record DEMO-RK.

Review

When the mold is requested, the outside label remains legible but evidence for one protected zone is missing. Status is 'not verified.' The surface is not assumed to be protected, and corrosion is not inferred either.

Decision

The responsible person assigns an authorized inspection before protection is removed and keeps the cover item open. The work order does not proceed to installation until evidence is linked and subsequent checks are defined. No technical value is derived from this example.

Sources, scope and limitations

Sources accessed: 2026-10-14

S1 - Meusburger - Corrosion protection for your moulds and dies

The manufacturer distinguishes oils, greases and waxes by use and removal and explains the role of a continuous protective layer. This supports documenting selection and instructions; VYRCO adopts no universal product or duration.

Open primary source

S2 - Slide Products - How to Prepare Your Injection Molds for Storage

The manufacturer relates preparation to cleaning, observed contamination and a preventive rated for the storage period. This supports recording condition, product and basis, but does not transfer its instructions to other manufacturers' products.

Open primary source

S3 - OSHA 29 CFR 1910.176 - Handling materials, general

The standard requires storage not to create a hazard and materials to remain stable against sliding or collapse. It supports documenting location and support; it defines neither a rack capacity nor a lifting method.

Open primary source

S4 - OSHA 29 CFR 1910.147 - Control of hazardous energy

Maintenance involving unexpected energization risk requires documented procedures and hazardous-energy control. The template points to the applicable procedure and does not reproduce a lockout or reenergization sequence.

Open primary source

S5 - OSHA eTool - Horizontal Injection Molding Machines

The guide identifies crushing hazards and notes that servicing and mold changes can require lockout based on exposure. It supports separating storage documentation from authorized installation and service operations.

Open primary source

Application limits

- Original documentation template; not a lifting, transport, hazardous-energy control, cleaning, preservation, installation or startup procedure.

- Specifies no product, coating thickness, time, temperature, humidity, rack capacity, interval, lift point or acceptance criterion. These must come from applicable sources and competent personnel.

- Cited manufacturer instructions apply to their products or systems. Verify compatibility with steel, coatings, elastomers, lubricants, resin, finish and part requirements.

- OSHA references are U.S. sources included to frame documentation risks; they do not determine law applicable in another jurisdiction.

- The record does not certify absence of corrosion, mold function, rack safety, process release or legal compliance.

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