

LEONEQ Automation Project Preparation Checklist

Basic Project Information

Project Name

Company Name

Contact Person

Job Title

Email

Phone / WhatsApp

Project Location

Date

You do not need to have all project information finalized at the beginning.

Please provide whatever information is currently available. Any missing or undecided details can be clarified together during further project discussions.

Please fill in the information currently available. Items that are unavailable or not yet confirmed may be left blank.

This checklist is primarily for your own project planning. You do not have to complete every item or send the file back to LEONEQ.

01 Product Information

Fill in what is available. Undecided items may be left blank.

Product name / type

Product dimensions

Product weight

Product models / specifications

Multiple products or changeover requirements

☐ Yes ☐ No ☐ To be confirmed

Required product orientation / position in the equipment

Pallets, pallet fixtures or dedicated fixtures required

☐ Yes ☐ No ☐ To be confirmed

Product images (if available)

2D drawings (if available)

3D models (if available)

Other product information

02 Process & Production Flow

Fill in what is available. Undecided items may be left blank.

Current production process

Operations to be automated

Previous process

Next process

Manual participation required

☐ Yes ☐ No ☐ To be confirmed

Interaction between manual operations and automated equipment

Operations involved (select what is currently known)

☐ Assembly

☐ Pressing

☐ Riveting

☐ Handling

☐ Inspection

☐ Testing

☐ Labeling

☐ Packaging

☐ Palletizing

☐ Other

Process Description

03 Cycle Time & Capacity

Fill in what is available. Undecided items may be left blank.

Target TT

Target CT

Output per hour

Output per shift

Output per day

Operating shifts

Buffering required

☐ Yes ☐ No ☐ To be confirmed

Accumulation required

☐ Yes ☐ No ☐ To be confirmed

Cycle-time balancing required

☐ Yes ☐ No ☐ To be confirmed

Parallel workstations required

☐ Yes ☐ No ☐ To be confirmed

Reserve workstations required

☐ Yes ☐ No ☐ To be confirmed

If accurate TT / CT data is not yet available, you may provide the current production output and shift information first. The cycle-time requirements can be clarified together later.

04 Layout & Site Conditions

Fill in what is available. Undecided items may be left blank.

Existing layout / floor plan (if available)

Available installation space (length × width × height)

Equipment height limit

Material handling aisles

Personnel aisles

Upstream equipment location

Downstream equipment location

Cross-line movement required

☐ Yes ☐ No ☐ To be confirmed

Lifting required

☐ Yes ☐ No ☐ To be confirmed

Turning required

☐ Yes ☐ No ☐ To be confirmed

Pallet return required

☐ Yes ☐ No ☐ To be confirmed

Power supply

Compressed air supply

Other utilities

Site photographs (if available)

05 Existing Equipment & Interfaces

Fill in what is available. Undecided items may be left blank.

If already known, enter the brand, model, communication protocol and interfaces of existing equipment. Undecided items may be left blank.

Existing equipment	Brand	Model	Protocol	Interfaces
PLC				
Robots				
Vision system				
Conveyors				
Other machines				

Interfaces may include I/O, Fieldbus or Ethernet. Enter the applicable information.

Systems or functions to connect (select what is currently known)

- | | |
|---|---|
| ☐ MES | ☐ ERP |
| ☐ WMS | ☐ Traceability system |
| ☐ Barcode / QR code | ☐ Data collection |
| ☐ Production records | ☐ Existing PLC |
| ☐ Existing robot | ☐ Existing vision system |

Other equipment and interface information

06 Quality, Safety & Acceptance

Fill in what is available. Undecided items may be left blank.

Positioning accuracy requirements

Permissible product tolerances

Inspection requirements

Testing standards

Handling of NG products

Error-proofing requirements

Traceability requirements

Safety guarding requirements

Customer internal equipment standards

Specified brands / components (if available)

FAT requirements

SAT requirements

Other acceptance criteria

Minimum Information to Start

You can begin a discussion with the following information, even if the full project details are not yet available.

1. What the product is
2. Which operation you would like to automate
3. Approximate cycle time or output
4. Site layout, images or videos, if available

Even if your project is still at an early stage, you are welcome to contact us.

We can start with the information currently available and define the automation scope step by step.

Ready to Discuss Your Project?

If you already have product, process, layout or cycle-time information available, you may share the existing materials with LEONEQ.

The information does not need to be complete — we can start with what is currently available.

info@leoneq.com

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