

**GILES CHEMICAL ~ PREMIER MAGNESIA****Company Form**Title: **PM Carton Machine Lines**Number: **M14-PR-200-F040**Owner: **Lee Cagle**Revision: **01**Effective Date: **07/26/2014**Page: **1 of 2**

For each of the items listed below please place a check in the **Completed** column as you complete that task. For any item that is not completed please place a check in the **Not Completed** column and give a brief explanation in the **Notes** section as to why it wasn't completed.

☐ **Carton Line #1**☐ **Carton Line #2**

Items to be completed	Completed	Not Completed
<b>Carton Machine</b>	<b>Machine #:</b>	<b>Asset Tag #:</b>
Cover all sensitive/electronic component areas		
Clean underneath machine with water		
After cleaning both machines-remove all mats on the floor and platform-spray floor and platform with cleaning solution-take a course broom and scrub the floor and platform good-removing all grease between carton machines		
Squeegee the floor to remove all standing water		
Clean trench and drain out and remove all trash and wood from sump pit		
Grease all bearings underneath both machines with proper lubricant		
Wash outside of machines s/s parts		
Clean heater heads on top seal jaw area		
Clean all salt and trash from conveyors and both drive motors and packing areas		
Final sweep of floor		
Clean blower intake filter		
Check auto lube		
Check chain lube 30#		
Check grease in drives and carriage		
Check air oil level		
Grease conveyor at 90 bends and ends; check for salt build up at push table (clean and wash)		
Grease un-loader on machine		
Grease all fittings on machine		
<b>Video Jet Date Coder</b>	<b>Machine #:</b>	<b>Asset Tag #:</b>
Check hours on machine		
Change cartridge as needed		
Inform vendor of any maintenance needs		
<b>Tape Machine</b>	<b>Machine #:</b>	<b>Asset Tag #:</b>
Check knives and clean		
Oil pads that knives stop on		
Clean up and blow out all trash from machine		
Check all springs (ensure they are in proper operating condition and correct tension)		
Check drive belts for wear (if worn replace them)		

**Controlled Document**

Only those quality documents viewed through the Giles Chemical electronic Documentation System are officially controlled. All other copies, whether viewed through another computer program or a printed version, are not controlled and, therefore, the Quality Unit at Giles assumes no responsibility for accuracy of the document



# GILES CHEMICAL ~ PREMIER MAGNESIA

## Company Form

Title: **PM Carton Machine Lines**

Number: **M14-PR-200-F040**

Owner: **Lee Cagle**

Revision: **01**

Effective Date: **07/26/2014**

Page: **2 of 2**



### Notes:

Maintenance Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Maintenance Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_

### Controlled Document

Only those quality documents viewed through the Giles Chemical electronic Documentation System are officially controlled. All other copies, whether viewed through another computer program or a printed version, are not controlled and, therefore, the Quality Unit at Giles assumes no responsibility for accuracy of the document