

**GILES CHEMICAL ~ PREMIER MAGNESIA****Company Form**Title: **PM Manual Lines**Number: **M13-PR-200-F035**Owner: **Lee Cagle**Revision: **01**Effective Date: **07/24/2014**Page: **1 of 1**

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.

☐ **Manual #1**☐ **Manual #2**☐ **Manual #4**

Items to be completed	Completed	Not Completed
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AMS**Machine #:****Asset Tag #:**

Remove fill funnel from AMS and clean		
Remove auger from AMS and clean		
Remove adapter piece from AMS and clean		
Remove cover from top of AMS and blow out with air and check to ensure drive belt is in proper condition and tensioned correctly		
Remove cover from front of AMS and oil chain if needed (lightly)		
Blow AMS motor fan out with air		
Replace all covers removed in prior steps		

Sealer**Machine #:****Asset Tag #:**

Blow off machine		
Remove top plate(s) on in-feed rail		
Lower in-feed rail		
Check seal belts for wear or improper tracking		
Clean in feed rail with steam cleaner and then finish by blowing off with air		
After cleaning, reverse steps to re-install rails		
Replace top covers on rail		
Open front control panel with screwdriver, blow off with air, and then reinstall		
If speed controllers available on sealer check to ensure they are not loose on motor		

Video Jet Date Coder**Machine #:****Asset Tag #:**

Check hours on machine		
Change cartridge as needed		
Inform vendor of any maintenance needs		

Tape Machine**Machine #:****Asset Tag #:**

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)		

Notes:

Maintenance Signature: _____ Date: _____

Maintenance Supervisor: _____ Date: _____

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