
	GILES CHEMICAL ~ PREMIER MAGNESIA		
	Company Form		
	Title: PM Autopouch Line #4	Number: M15-PR-200-F054	
	Owner: Thomas Evans	Revision: 01	
	Effective Date: 05/1/2018	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.

Items to be completed	Completed	Not Completed
-----------------------	-----------	---------------

Auto Pouch #4 Machine

Asset Tag #:

Clean Gripper jaws.		
Check springs on gripper arms for proper tension and attachment.		
Clean bushing(s) on gripper arms (both big hole and small).		
Check black nylon bushing for wear and replace if necessary.		
Check vacuum cups for wear and replace as necessary.		
Check vacuum lines for dust and blow out any trash or dust that is noticeable		
Change all vacuum filters (quantity of three)		
Grease all fittings on moving parts		
Change Teflon tape on seal bars and cooling bars		
Check bag		
Check leakage on scale (above platform toward machine)		

Conveyor

Check belt connector wires for proper connection and repair and/or replace if necessary		
Clean salt and trash from around end roller		
Check drive chain and grease/oil as required for proper operation		



Combi Case Erector/Sealer

Asset Tag #:

Clean salt dust and corrugate dust from inside case erector and sealer.		
Check all filter regulators for correct labeled psi air pressure and drain water if needed.		
Check vacuum cups for visible wear and tears. Replace if cracked or worn.		
Check for loose belts on belt drives. Tighten if needed. Tensioning procedure in Combi Operating Manual if needed.		
Clean salt and trash from around end rollers on white plastic product conveyor belt and black packing conveyor belt.		
Check all air lines for cracks, leaks, or kinks. Replace if needed.		
Clean all photo eyes and reflectors. Do not use solvent based cleaners.		
Clean all threaded adjustment rods with mild cleaning solution.		
Lube all grease fittings (erector belt drives, sealer belt drives, product conveyor, box conveyor, carriage roller bearings)		
Check all bolts and fasteners for looseness. Tighten as needed.		
Clean and wipe down all doors and components.		
Check tape knives and clean.		

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 Autopouches Line #4	Number: M15-PR-200-F054	
	Owner: Thomas Evans	Revision: 01	
	Effective Date: 05/1/2018	Page: 2 of 2	

Oil pads that knives stop on.		
Check all springs to see if they are in proper operating condition and operating properly.		

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