
	GILES CHEMICAL ~ PREMIER MAGNESIA		
	Company Form		
	Title: PM Autopouches Line #2	Number: M13-PR-200-F029	
	Owner: Lee Cagle	Revision: 01	
	Effective Date: 07/26/2014	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.

Items to be completed	Completed	Not Completed
Auto Pouches #2 Machine Machine #: Asset Tag #:		
Clean out all-fill and wash out with water (remove cups and bottom plate... Note: Do not allow motor to get wet!)		
Steam clean gripper arm and all linkages connecting gripper arms		
Clean all vacuum filters (be careful they will break)		
Change all vacuum filters		
Grease all fittings on top and bottom and on cams		
Replace all grease caps on fittings		
Wash down machine using water on all stainless parts		
Clean door and all Plexiglas panels with clean water only		
Inspect tape on sealing and cooling bars and replace as necessary		
Inspect discharge belt to ensure there is no salt under belt, it is tracking properly, and tension is appropriate to maintain proper operation		
Inspect floor and clean all salt from under machine and all-fill stand		
Weight Checker Machine #: Asset Tag #:		
Clean all rollers removing all salt.		
Check belts on all 3 sections of machine (in feed, middle weight, and exit).		
Make sure all salt is out from under conveyor including load cell on middle section.		
Clean around all air and electrical connections.		
Check chain on conveyor and use air to blow out chain		
Conveyor		
Check belt connector wires for proper connection and repair or replace if necessary.		
Clean salt and trash from around end roller.		
Check drive chain and grease/oil as required for proper operation		
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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