
	<b>GILES CHEMICAL ~ PREMIER MAGNESIA</b>		
	<b>Company Form</b>		
	Title: <b>PM Autopouch Line #3</b>	Number: <b>M14-PR-200-F052</b>	
	Owner: <b>Lee Cagle</b>	Revision: <b>01</b>	
	Effective Date: <b>07/24/2014</b>	Page: <b>1 of 1</b>	

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
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#### Scale

Clean scales out		
Clean fill switch in Flexicon, remove all buckets and pan		
Check all linkages on buckets for wear		
Make sure that buckets are on mounting brackets good before running scale		
Check mounting brackets on bottom of pan to make sure they're not broken		
Make sure all slat is out from underneath machine and around scale stand		

#### Auto Pouch #3 Machine

Clean Gripper jaws		
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		
Check all bearings for sticking and replace as necessary		
Grease all fittings inside the cabinet with food grade grease		
In back of cabinet use Extreme grease on cam, Red grease on fitting, Chain lube on all chains, and check springs for wear		
Change Teflon tape on seal bars and cooling bars		
Check all door switches		
Check the drive belt on the conveyor for wear and replace as necessary		
Check leakage on scale		
Drain water from air tank in the back of the cabinet		
Wash with diluted Dawn detergent		

#### 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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