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| **Total Preventative Maintenance Plan** | | | | |
| **Process** | **Frequency** | **Maintenance Standard** | **Required Equipment** | **Estimated Time** |
| Full Visual Inspection | D | Check for missing/damaged parts. Check for abnormal vibrations. | Visual | < 2 Mins |
| Check Guards and Covers | D | Repair/replace damaged/missing covers. | Visual | < 2 Mins |
| Check Pneumatic Pressure | D | Check the regulator pressure is set to 0.46MPa. | Visual | < 2 Mins |
| Check Main Air Inlet Filters | D |  | Visual | < 2 Mins |
| Clean Worktable | D | Worktable should be clear of dirt, grease, and swarf. | Lint free cloth, Handy Foam | < 5 Mins |
| Clean Optical Scales | D | Scale should be free of grease. | Lint free cloth Isopropanol ONLY | < 5 Mins |
| Clean Bearing Ways | D | Bearing way should be clear of dirt, grease, and swarf. | Lint free cloth, Fastklean ONLY | < 10 Mins |
| Check The Jogbox Cable | M | Ensure cable outer sheath is undamaged. | Visual | < 2 Mins |
| Clean The CMM Frame | M | Frame should be clear of dirt, grease, and swarf. | Lint free cloth, Handy Foam | < 10 Mins |
| Check E-Stops | M | Physically intact and in working order. | Physically depress to ensure operation | < 2 Mins |
| Check Buttons and Switches | Q | Physically intact and in working order. Physically depress to ensure operation. | - | < 2 Mins |
| Check Air Pipes for Leaks | Q | No leakage of positive air. | Torch | < 10 Mins |
| Counterbalance Wire | 5M | Carefully inspect, clean, and grease the steel wire counterbalancing cylinder. | NLGI 1 Rated Grease, 3mm Hex Key | < 15 Mins |
| Check Axis Reduction & Drive Belts | 5M | Ensure there are no signs of wear or that belt is loose. | Visual | < 15 Mins |

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| **Key** | | | |
| **D** | **M** | **Q** | **5M** |
| Daily / Every 8 Hours | Monthly / Every 165 Hours | Quarterly / Every 500 Hours | 5 Monthly / Every 850 Hours |