

Delta Laboratories
Preventative Maintenance Task

Department	Equipment	Equipment No
Maintenance	Purified Water System	WAT002

Task Title	Task No
Monthly Pre-filtration System Inspection	MTDL-002

Task Procedure	Result	Completed
1 Visually Inspect pre-filtration systems for defects		<input type="checkbox"/>
2 Check Pipes and fittings for leaks		<input type="checkbox"/>
3 Check Operation of Magnum control valves on the sand and carbon filter.	PG101_____ kPa	<input type="checkbox"/>
4 Record the supply pressure of potable water 200-800 Kpa	PG102_____kPa	<input type="checkbox"/>
5 Record pressure readings of the 1 micron filter 200-500 Kpa		<input type="checkbox"/>

Comments

Maintenance Work Conducted by (Sign)_____ (Date)_____

Entered into Maintenance Database by (Sign)_____ (Date)_____

Delta Laboratories
Preventative Maintenance Task

Department	Equipment	Equipment No
Maintenance	Purified Water System	WAT002

Task Title	Task No
Monthly Staging System Inspection	MTDL-003

Task Procedure	Result	Completed
1 Visually Inspect staging system for defects		<input type="checkbox"/>
2 Check Pipes and fittings for leaks		<input type="checkbox"/>
3 Check function of float valve and over flow is free from obstruction		<input type="checkbox"/>
4 Verify the operation of UV lamp (UV101). Inspect sight glass		<input type="checkbox"/>
5 Verfiy the operation of the UV lamp (UV102). Inspect sight glass		<input type="checkbox"/>
6 Verfiy recirculation pump (PU101) is operating correctly		<input type="checkbox"/>
7 Verfiy recirculation pump (PU102) is operating correctly		<input type="checkbox"/>
8 Verify water level of break tank is below overflow pipe	pH_____ (pH6 - pH8)	<input type="checkbox"/>
9 Record the ph level in the break tank TA101 using the pH meter from the lab		<input type="checkbox"/>

Comments

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Delta Laboratories
Preventative Maintenance Task

Department	Equipment	Equipment No
Maintenance	Purified Water System	WAT002

Task Title	Task No
Monthly Generation System Inspection	MTDL-004

Task Procedure	Result	Completed
1 ☒Visually inspect generation system for defects.		<input type="checkbox"/>
2 ☒Check pipes and fittings for leaks		<input type="checkbox"/>
3 ☒Check generation pump PU103 for oil leaks, oil level and operation.		<input type="checkbox"/>
4 ☒Check generation pump PU104 for oil leaks, oil level and operation	FG101_____(9-12 l/m)	<input type="checkbox"/>
5 ☒Record flow meter readings for the purified water flow. (l/m)	FG103_____(9-12 l/m)	<input type="checkbox"/>
6 ☒Record flow meter readings for the purified water flow. (l/m)	PG103_____(0-400kPa)	<input type="checkbox"/>
7 Record pressure reading of 0.2µm filter		<input type="checkbox"/>

Comments

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Delta Laboratories
Preventative Maintenance Task

Department	Equipment	Equipment No
Maintenance	Purified Water System	WAT002

Task Title	Task No
Monthly Recirculation System Inspection	MTDL-006

Task Procedure	Result	Completed
1 ☑Visually inspect recirculation system for defects		<input type="checkbox"/>
2 ☑Check pipes and fittings for leaks		<input type="checkbox"/>
3 ☑Verify recirculation pump (PU105) is operating correctly.		<input type="checkbox"/>
4 Verify recirculation pump (PU106) is operating correctly	PT101_____kPa	<input type="checkbox"/>
5 From the HMI, record the pre-filter pressure	PT102_____kPa	<input type="checkbox"/>
6 Record Post Filter Pressure	PT103_____kPa	<input type="checkbox"/>
7 Record recirculation line pressure		<input type="checkbox"/>
8 Change filters if the pressure difference between PT101 and PT102 is more than 200 kPa		<input type="checkbox"/>

Comments

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Delta Laboratories

Preventative Maintenance Task

Department	Equipment	Equipment No
Manufacturing	Waste Water Treatmant Plant	WAT005

Task Title	Task No
Monthly Maintenance - Waste Water Treatment	MTDL-007

Task Procedure	Result	Completed
1 Isolate lock and tag out main switch to control box – check for correct isolation		<input type="checkbox"/>
2 Check and clean eyewash/shower station		<input type="checkbox"/>
3 Drain treatment plant		<input type="checkbox"/>
4 Wash down (Power is still available from outlets even though Plant is isolated)		<input type="checkbox"/>
5 Inspect mixers and clean		<input type="checkbox"/>
6 Check scraper chain is greased		<input type="checkbox"/>
7 Re-assemble plant		<input type="checkbox"/>
8 Clean inside drain pipe going to outside drain		<input type="checkbox"/>
9 Ensure all guards are replaced and securely fitted and all equipment are back in safe and working order before de-isolating		<input type="checkbox"/>
10 Turn On valve from feed line from Warehouse		<input type="checkbox"/>
11 Ensure all valves are in their correct operating positions		<input type="checkbox"/>
12 De-isolate control panel		<input type="checkbox"/>
13 Re-fill plant		<input type="checkbox"/>
14 Check polymer dosing pump is working by inspecting dosing inside tank, if tank is full check clear hose supplying the Tank		<input type="checkbox"/>
15 Check acid and caustic dosing pumps are pumping correctly		<input type="checkbox"/>
16 Ensure plant is left clean safe and in correct working order before deeming job complete		<input type="checkbox"/>

Comments

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Delta Laboratories
Preventative Maintenance Task

Department	Equipment	Equipment No
Maintenance	Air Compressor (fixed speed)	AX708

Task Title	Task No
Monthly Maintenance - Air Compressors	MTDL-009

Task Procedure	Result	Completed
1 Inspect for leaks in compressors, dryer and pipework		<input type="checkbox"/>
2 Drain receiver tank, check for leaks to drain		<input type="checkbox"/>
3 Inspect air lines going into plant for condition and leaks		<input type="checkbox"/>

Comments

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Delta Laboratories
Preventative Maintenance Task

Department	Equipment	Equipment No
Maintenance	General Plant	Plant

Task Title	Task No
6 Monthly Maintenance - General Plant	MTDL-012

Task Procedure	Result	Completed
1 Check General Area Male Toilets are operating correctly		<input type="checkbox"/>
2 Check General Area Female Toilets are operating correctly		<input type="checkbox"/>
3 Check Upstairs Male Toilets are operating correctly		<input type="checkbox"/>
4 Check Upstairs Female Toilets are operating correctly		<input type="checkbox"/>
5 Inspect General taps for leaks		<input type="checkbox"/>
6 Inspect washbay nozzle		<input type="checkbox"/>
7 Check for Bugs and others in all factory lighting, clean if required		<input type="checkbox"/>

Comments

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Delta Laboratories
Preventative Maintenance Task

Department	Equipment	Equipment No
Maintenance	Air Compressor (fixed speed)	AX708
Task Title	Task No	
Yearly Maintenance - Air Compressor	MTDL-014	
Task Procedure	Result	Completed
1 Contact Atlas Copco to carry out the annual maintenance		<input type="checkbox"/>
2 Phone 02 9621 9634		<input type="checkbox"/>

Comments

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Delta Laboratories
Preventative Maintenance Task

Department	Equipment	Equipment No
Maintenance	Utilities	Plant
Task Title	Task No	
Monthly Electrical Inspection - Equipment and Leads	MTDL-017	
Task Procedure	Result	Completed
1 List all Test and Tagging done this month and area that it was completed for		<input type="checkbox"/>

Comments

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Delta Laboratories
Preventative Maintenance Task

Department	Equipment	Equipment No
Maintenance	Air Supply Unit - Manufacturing	SF/01

Task Title	Task No
Monthly Maintenance - Manufacturing HVAC	MTDL-023

Task Procedure	Result	Completed
1 Record Differential Pressure SF/1 - Manometer reading (Change out pressure 250Pa max)	<input type="checkbox"/>
2 Inspect drive belts on motor (SPA2500 V Belt) (x2)	Install OK	<input type="checkbox"/>
3 Inspect Installations for signs of wear / Damage	Filters Good Cond	<input type="checkbox"/>
4 Inspect Pre-Filtration Filters - Replace if required	Cond OK	<input type="checkbox"/>
5 Supply ductwork / grill should be inspected for cleanliness		<input type="checkbox"/>
6 Check consumable status stickers for valid dates		<input type="checkbox"/>

Comments

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Delta Laboratories
Preventative Maintenance Task

Department	Equipment	Equipment No
Maintenance	HVAC unit Packaging	AC/01

Task Title	Task No
Monthly Maintenance Packaging HVAC	MTDL-024

Task Procedure	Result	Completed
1 Record differential pressure readings (max 250 Pa)	Cond OK	<input type="checkbox"/>
2 Inspect belts, drives bearings for wear (A50 V Belt) (x2)	Cond OK	<input type="checkbox"/>
3 Inspect condensing unit for heat or leaks	Filters good Cond	<input type="checkbox"/>
4 Inspect pre-filtration filters - Replace if required	Cond OK	<input type="checkbox"/>
5 Inspect Drain and S bend clear if needed		<input type="checkbox"/>
6 Check consumable stickers for valid dates		<input type="checkbox"/>

Comments

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Delta Laboratories
Preventative Maintenance Task

Department	Equipment	Equipment No
Maintenance	HVAC - Laboratory	AC/04

Task Title	Task No
Monthly Maintenance Laboratory HVAC	MTDL-025

Task Procedure	Result	Completed
1 Record Manometer Readings	Install OK	<input type="checkbox"/>
2 Inspect installation for signs of wear or damage	Filters Good Condition	<input type="checkbox"/>
3 Inspect Filtration (Replace if required)	Condition Ok	<input type="checkbox"/>
4 Inspect Fan and Electric motor	Condition OK	<input type="checkbox"/>
5 Inspect condensing unit for heat or leaks	Condition OK	<input type="checkbox"/>
6 Inspect Drain and S bend clear if needed		<input type="checkbox"/>
7 Check consumable status stickers for valid dates		<input type="checkbox"/>

Comments

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Delta Laboratories
Preventative Maintenance Task

Department	Equipment	Equipment No
Maintenance	HVAC - Lunchroom & Corridor	AC/05

Task Title	Task No
Monthly Maintenance Lunchroom & Corridor HVAC	MTDL-026

Task Procedure	Result	Completed
1 Record Manometer Readings	Installation OK	<input type="checkbox"/>
2 Inspect installation for signs of wear or damage	Filters good condition	<input type="checkbox"/>
3 Inspect filtration (Replace if required)	Condition Ok	<input type="checkbox"/>
4 Inspect Fan and Electric Motor	Condition Ok	<input type="checkbox"/>
5 Inspect condensing unit for heat or leaks	Condition Ok	<input type="checkbox"/>
6 Inspect Drain and S Bend clear if needed		<input type="checkbox"/>
7 Check consumable status stickers for valid dates		<input type="checkbox"/>

Comments

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Delta Laboratories
Preventative Maintenance Task

Department	Equipment	Equipment No
Maintenance	Manufacturing Tank MT306	MT306

Task Title	Task No
Quarterly inspection MT306	MTDL-029

Task Procedure	Result	Completed
1 Inspect air mixer and pipework for damage/defect		<input type="checkbox"/>
2 Check to see if the oiler is full. If not, top up with food grade oil.		<input type="checkbox"/>
3 Check for any leaks of air or oil		<input type="checkbox"/>
4 Time taken to complete task _____		<input type="checkbox"/>

Comments

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Delta Laboratories
Preventative Maintenance Task

Department	Equipment	Equipment No
Maintenance	Manufacturing Tank MT307	MT307

Task Title	Task No
Quarterly inspection MT307	MTDL-030

Task Procedure	Result	Completed
1 Inspect air mixer and pipe work for damage/defect		<input type="checkbox"/>
2 Check to see if the oiler is full. If not, top up with food grade oil.		<input type="checkbox"/>
3 Check for any leaks of air or oil		<input type="checkbox"/>
4 Time taken to complete this task _____		<input type="checkbox"/>

Comments

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Delta Laboratories

Preventative Maintenance Task

Department	Equipment	Equipment No
Packaging	Line 3 Production Line	PL603

Task Title	Task No
3 Monthly Maintenance Line 3 Conveyors	MTDL-040

Task Procedure	Result	Completed
1 CONVEYOR		<input type="checkbox"/>
2 Isolate / tagout conveyor		<input type="checkbox"/>
3 Remove belt and wash		<input type="checkbox"/>
4 Inspect conveyor main drive		<input type="checkbox"/>
5 Inspect conveyor main drive chain/sprockets		<input type="checkbox"/>
6 Inspect conveyor guide rails/ connecting rods and frames		<input type="checkbox"/>
7 Inspect compressed air supply/ exhaust manifolds/ fittings for leaks		<input type="checkbox"/>
8 Check compressed air water trap		<input type="checkbox"/>
9 Check operation of stop/start for conveyor.TEST.		<input type="checkbox"/>
10 Check operation of all 'e' stops. TEST.		<input type="checkbox"/>
11 TRANSFER CONVEYOR		<input type="checkbox"/>
12 Isolate conveyor		<input type="checkbox"/>
13 Check belts for condition/wear		<input type="checkbox"/>
14 Check pulley/bearing condition		<input type="checkbox"/>
15 Run drives and check operation of motors and variable speed controls		<input type="checkbox"/>
16 Check all cable connections.		<input type="checkbox"/>
17 Check all switches/control knobs are tight.		<input type="checkbox"/>
18 Check all 3 phase and 240v leads are tested and tagged and are in date on whole line.		<input type="checkbox"/>
19 Time taken to complete this task		<input type="checkbox"/>

Comments

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Delta Laboratories
Preventative Maintenance Task

Department	Equipment	Equipment No
Maintenance	Dispensary / Manufacturing Staging Area HVAC	AC/13

Task Title	Task No
Annual Replace Pre-Filters Staging HVAC	MTDL-047

Task Procedure	Result	Completed
1 Isolate AC/13		<input type="checkbox"/>
2 Remove the two "Cleanair"Pre-Filters prior to the efficiency filters with part No CX 335 x 1100 and replace		<input type="checkbox"/>
3 De-isolate AC/13		<input type="checkbox"/>
4 Replace Consumable Status Label		<input type="checkbox"/>

Comments

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Delta Laboratories
Preventative Maintenance Task

Department	Equipment	Equipment No
Maintenance	Achives Room Split Air Conditioning Unit	AC/14

Task Title	Task No
6 Monthly Service Archive Room HVAC	MTDL-053

Task Procedure	Result	Completed
1 Contact Graham Pegram @ Twin Lakes Air 0425 330 386	Blow them out	<input type="checkbox"/>
2 Open front panel and remove the two filter membanes		<input type="checkbox"/>
3 Clean around coil any excess dust		<input type="checkbox"/>
4 Check drain is clear		<input type="checkbox"/>
5 Check gas levels in compressor		<input type="checkbox"/>

Comments

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Delta Laboratories
Preventative Maintenance Task

Department	Equipment	Equipment No
Maintenance	Warehouse Office Split Air Conditioning	AC/15

Task Title	Task No
6 Monthly Service Warehouse Office HVAC	MTDL-054

Task Procedure	Result	Completed
1 Contact Graham Pegram @ Twin Lakes Air 0425 330 386	Blow them out.....	<input type="checkbox"/>
2 Open front panel and remove the two filter membranes		<input type="checkbox"/>
3 Clean around coil any excess dust		<input type="checkbox"/>
4 Check drain is clear		<input type="checkbox"/>
5 Check gas levels in compressor		<input type="checkbox"/>

Comments

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Delta Laboratories
Preventative Maintenance Task

Department	Equipment	Equipment No
Maintenance	Small Conference Room HVAC System	AC/16

Task Title	Task No
6 Monthly Service Small Meeting Room HVAC	MTDL-056

Task Procedure	Result	Completed
1 Contact Graham Pegram @ Twin Lakes Air 0425 330 386		<input type="checkbox"/>
2 Isolate unit and check pre-filter above northern door entrance		<input type="checkbox"/>
3 Check for any leaks in roof cavity		<input type="checkbox"/>
4 Climb up on roof and check gas levels in compressor		<input type="checkbox"/>

Comments

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Delta Laboratories
Preventative Maintenance Task

Department	Equipment	Equipment No
Maintenance	Upstairs Computer Room Split Air Conditioner	AC/17

Task Title	Task No
6 Monthly Service Upstairs Computer Room HVAC	MTDL-057

Task Procedure	Result	Completed
1 Contact Graham Pegram @ Twin Lakes Air 0425 330 386	Blow them out	<input type="checkbox"/>
2 Open front panel and remove the two filter membranes		<input type="checkbox"/>
3 Clean around coil any excess dust		<input type="checkbox"/>
4 Check drain is clear		<input type="checkbox"/>
5 Check gas levels in compressor		<input type="checkbox"/>

Comments

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Delta Laboratories
Preventative Maintenance Task

Department	Equipment	Equipment No
Maintenance	HVAC - Office South	AC/07

Task Title	Task No
6 Monthly Service on Up Stairs Middle Offices HVAC	MTDL-058

Task Procedure	Result	Completed
1 Contact Graham Pegram @ Twin Lakes Air 0425 330 386		<input type="checkbox"/>
2 Check gas levels in compressor		<input type="checkbox"/>
3 Check all electrical connections		<input type="checkbox"/>
4 Check drain is clear		<input type="checkbox"/>

Comments

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Delta Laboratories
Preventative Maintenance Task

Department	Equipment	Equipment No
Maintenance	HVAC - Sterile Room AC/2	AC/02
Task Title	Task No	
Monthly Maintenance Sterile HVAC	MTDL-059	
Task Procedure	Result	Completed
1 Inspect Pre-Filters - Replace if required		<input type="checkbox"/>
2 Inspect Drain and S bend clear if needed		<input type="checkbox"/>
3 Check consumable status stickers for valid dates		<input type="checkbox"/>

Comments

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Delta Laboratories
Preventative Maintenance Task

Department	Equipment	Equipment No
Maintenance	HVAC - Sterile Prep Room AC/3	AC/03

Task Title	Task No
Monthly Maintenance Sterile HVAC	MTDL-060

Task Procedure	Result	Completed
1 Inspect Pre-Filters - Replace if required		<input type="checkbox"/>
2 Inspect Drain and S bend clear if needed		<input type="checkbox"/>
3 Check consumable status stickers for valid dates		<input type="checkbox"/>

Comments

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Delta Laboratories
Preventative Maintenance Task

Department	Equipment	Equipment No
Maintenance	Schneider Power Factor Correction Unit	AX705
Task Title	Task No	
Monthly Check of Filters in Power Correction Unit	MTDL-061	
Task Procedure	Result	Completed
1 Remove fan covers and check filters, if dirty blow them down or replace		<input type="checkbox"/>

Comments

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Delta Laboratories

Preventative Maintenance Task

Department	Equipment	Equipment No
Packaging	Axomatic 1000 (Axo 1)	FL621

Task Title	Task No
Quarterly Maintenance Axo 1 tube filler	MTDL-067

Task Procedure	Result	Completed
1 Isolate and remove lower guards		<input type="checkbox"/>
2 Inspect gearbox for leaks/backlash and mounts		<input type="checkbox"/>
3 Inspect all mounting bolts along drive shaft		<input type="checkbox"/>
4 Inspect all drive cams and bearings, lubricate every 6 months		<input type="checkbox"/>
5 Check E Stops/ controls buttons making sure they all function properly		<input type="checkbox"/>
6 Inspect hopper motor for oil leaks and secure mounts		<input type="checkbox"/>
7 Inspect and check level switch is functioning properly in hopper		<input type="checkbox"/>
8 Check the functions and operations of the temperature controllers of the hot air sealer		<input type="checkbox"/>
9 Inspect all jaw rollers and bearings for wear, lubricate if necessary	If so contact Maintenance	<input type="checkbox"/>
10 Check all electrical cabling and sensors for damage or wear	If so contact Maintenance	<input type="checkbox"/>
11 Inspect all electrical plugs and sockets for damage		<input type="checkbox"/>
12 Check the operations of hopper heater, pump and temperature controller		<input type="checkbox"/>
13 Check for air leaks and make sure all air valves are correctly operating		<input type="checkbox"/>
14 Clean air filter for Vacuum system by blowing off with compressed air every 6 months		<input type="checkbox"/>
15 Replace air filter for vacuum system every 12 months		<input type="checkbox"/>
16 Check all guarding is fitted correctly and all safety interlocks on the guarding is functioning correctly. THIS MUST BE TESTED WITH THE MACHINE RUNNING ON ALL GUARDS.	<input type="checkbox"/>
17 Time taken to complete these tasks		<input type="checkbox"/>

Comments

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Delta Laboratories
Preventative Maintenance Task

Department	Equipment	Equipment No
Manufacturing	Vacuum System MT02-MT03	PU304

Task Title	Task No
Yearly Maintenance for the Vacuum System (MT02 & MT03)	MTDL-069

Task Procedure	Result	Completed
1 Inspect the external surfaces of the system for damage or wear		<input type="checkbox"/>
2 Inspect pipe work and fittings for leaks.		<input type="checkbox"/>
3 Verify the operation of tank vacuum / pressure gauges.		<input type="checkbox"/>
4 Verify the operating of the pressure and vacuum safety switch attached to pressure gauges PG301 and PG 302.		<input type="checkbox"/>
5 Check the vessel pressure relief valves (PR301 and PR302) are operating correctly.		<input type="checkbox"/>
6 Verify the operation of automatic valves XV301 XV302		<input type="checkbox"/>
7 Verify the operation of the potable water supply solenoid valve XV305 to vacuum pump PU301.		<input type="checkbox"/>

Comments

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Delta Laboratories
Preventative Maintenance Task

Department	Equipment	Equipment No
Microbiologist	Sampling Room HVAC System	AC/11
Task Title	Task No	
Quarterly Particle Counting - Sampling Suite	MTDL-080	
Task Procedure	Result	Completed
1 To be completed by the Microbiologist		<input type="checkbox"/>

Comments

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Delta Laboratories
Preventative Maintenance Task

Department	Equipment	Equipment No
Microbiologist	Dispensary HVAC	AC/12
Task Title	Task No	
Quarterly Particle Counting - Dispensary	MTDL-081	
Task Procedure	Result	Completed
1 To be completed by the Microbiologist		<input type="checkbox"/>

Comments

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Delta Laboratories
Preventative Maintenance Task

Department	Equipment	Equipment No
Microbiologist	Air Supply Unit - Manufacturing	SF/01
Task Title	Task No	
Quarterly Particle Counting - Manufacturing	MTDL-082	
Task Procedure	Result	Completed
1 To be completed by the Microbiologist		<input type="checkbox"/>

Comments

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Delta Laboratories
Preventative Maintenance Task

Department	Equipment	Equipment No
Microbiologist	HVAC unit Packaging	AC/01
Task Title	Task No	
Quarterly Particle Counting - Packaging	MTDL-083	
Task Procedure	Result	Completed
1 To be completed by the Microbiologist		<input type="checkbox"/>

Comments

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Delta Laboratories
Preventative Maintenance Task

Department	Equipment	Equipment No
Microbiologist	HVAC - Sterile Room AC/2	AC/02
Task Title	Task No	
Quarterly Particle Counting - Sterile Suite	MTDL-084	
Task Procedure	Result	Completed
1 To be completed by the Microbiologist		<input type="checkbox"/>

Comments

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Delta Laboratories
Preventative Maintenance Task

Department	Equipment	Equipment No
Maintenance	HVAC unit Packaging	AC/01

Task Title	Task No
Annual Pre-Filter Change Packaging HVAC	MTDL-085

Task Procedure	Result	Completed
1 Take reading from Manometer	Install new filters	<input type="checkbox"/>
2 Remove all 6 pre-filters	Clean State	<input type="checkbox"/>
3 Clean pre-filter housing and surrounding duct work of foreign material / dust.		<input type="checkbox"/>
4 Install the 6 New Pre-Filters (595x595x45) XL 11 HCPa	<input type="checkbox"/>
5 Take another reading from Manometer		<input type="checkbox"/>
6 Apply new consumable status label		<input type="checkbox"/>

Comments

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Delta Laboratories
Preventative Maintenance Task

Department	Equipment	Equipment No
Maintenance	HVAC unit Packaging	AC/01

Task Title	Task No
3 Yearly Final Filter Change Packaging HVAC	MTDL-086

Task Procedure	Result	Completed
1 Record differential pressure readings (Pre Work)	Filters Replaced	<input type="checkbox"/>
2 Remove 6 final stage filters and replace with (BE242422 F8) multibag	Clean state	<input type="checkbox"/>
3 Clean housing and surrounding duct work	_____ kPa	<input type="checkbox"/>
4 Record differential pressure readings (Post Work)		<input type="checkbox"/>
5 Replace Consumable Status Label		<input type="checkbox"/>
6 Request a Particle Count to be done and attach results to Return to Service Form		<input type="checkbox"/>
7 Attach RTS form to PM form		<input type="checkbox"/>

Comments

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Delta Laboratories
Preventative Maintenance Task

Department	Equipment	Equipment No
Administration	Pharmix Database Management System	IQ-004

Task Title	Task No
Monthly Disk Maintenance - Pharmix	MTDL-089

Task Procedure	Result	Completed
1 Log off all users -> PD PHA	Deletes P file backup	<input type="checkbox"/>
2 Delete previous P file backup -> D D:PHAP	Deletes K file backup	<input type="checkbox"/>
3 Delete previous K file backup -> D D:PHAK	Deletes R file backup	<input type="checkbox"/>
4 Delete previous R file backup -> D D:PHAR	Creates P file backup	<input type="checkbox"/>
5 Create new P file backup -> C PHAP D:PHAP	Create K file backup	<input type="checkbox"/>
6 Create new K file backup -> C PHAK D:PHAK	Creates R file backup	<input type="checkbox"/>
7 Create new R file backup -> C PHAR D:PHAR	Deletes P file master	<input type="checkbox"/>
8 Delete previous P file master -> D PHAP	Deletes K file master	<input type="checkbox"/>
9 Delete previous K file master -> D PHAK	Deletes R file master	<input type="checkbox"/>
10 Delete previous R file master -> D PHAR	Creates new P file master	<input type="checkbox"/>
11 Create new P file master -> C D:PHAP PHAP	Creates new K file master	<input type="checkbox"/>
12 Create new K file master -> C D:PHAK PHAK	Creates new R file master	<input type="checkbox"/>
13 Create new R file master -> C D:PHAR PHAR	Allow users to logon	<input type="checkbox"/>
14 Allow users to logon -> PE PHA		<input type="checkbox"/>

Comments

Maintenance Work Conducted by (Sign)_____ (Date)_____

Entered into Maintenance Database by (Sign)_____ (Date)_____

Delta Laboratories
Preventative Maintenance Task

Department	Equipment	Equipment No
Maintenance	Plant and Building	Plant

Task Title	Task No
Monthly check of emergency shower and eye wash stations	MTDL-090

Task Procedure	Result	Completed
1 For each station check access	water supply is available when activated	<input type="checkbox"/>
2 For each station check correct function	All checks OK	<input type="checkbox"/>
3 Laboratory - hand held eye wash station	All checks OK	<input type="checkbox"/>
4 Water Treatment - eye wash station	All checks OK	<input type="checkbox"/>
5 Water Treatment - shower	All checks OK	<input type="checkbox"/>
6 Dispensary - eye wash station	All checks OK	<input type="checkbox"/>
7 Dispensary - shower	All checks OK	<input type="checkbox"/>
8 Manufacturing - eye wash station	All checks OK	<input type="checkbox"/>
9 Manufacturing - shower		<input type="checkbox"/>

Comments

Maintenance Work Conducted by (Sign)_____ (Date)_____

Entered into Maintenance Database by (Sign)_____ (Date)_____

Delta Laboratories
Preventative Maintenance Task

Department	Equipment	Equipment No
Warehouse	Sampling Room HVAC System	AC/11

Task Title	Task No
Quarterly Inspection Sampling Room HVAC	MTDL-092

Task Procedure	Result	Completed
1 Verify that the room pressure differences are recorded dailyPa	<input type="checkbox"/>
2 Record the pressure differential of the final filters. (Change out pressure = 250Pa for final filters)		<input type="checkbox"/>

Comments

Maintenance Work Conducted by (Sign)_____ (Date)_____

Entered into Maintenance Database by (Sign)_____ (Date)_____

Delta Laboratories
Preventative Maintenance Task

Department	Equipment	Equipment No
Maintenance	HVAC - S/E Corner Office Upstairs	AC/08

Task Title	Task No
6 Monthly Service on S/E Corner Office HVAC	MTDL-094

Task Procedure	Result	Completed
1 Contact Graham Pegram @ Twin Lakes Air 0425 330 386		<input type="checkbox"/>
2 Check gas levels in compressor		<input type="checkbox"/>
3 Check all electricals are working correctly		<input type="checkbox"/>
4 Clean cartridge filter and replace		<input type="checkbox"/>

Comments

Maintenance Work Conducted by (Sign)_____ (Date)_____

Entered into Maintenance Database by (Sign)_____ (Date)_____

Delta Laboratories
Preventative Maintenance Task

Department	Equipment	Equipment No
Maintenance	Storm Water Catch Tank	WAT004

Task Title	Task No
Monthly Storm Water Inspection	MTDL-098

Task Procedure	Result	Completed
1 At the retention pond, check which pipes are flowing.		<input type="checkbox"/>
2 Check 1"dia pipe is clear. If not, remove union at tank and prod pipe with s/s bar which can be found sitting on top of the tank.		<input type="checkbox"/>
3 Check 2"dia pipe is clear. If not, repeat step 2 on this pipe.		<input type="checkbox"/>
4 Make sure all ball valves are left in the open position.		<input type="checkbox"/>
5 Check drain pipe at other end of retention pond is clear and flowing.		<input type="checkbox"/>
6 Check all pipe joints for cracks and leaks.		<input type="checkbox"/>

Comments

Maintenance Work Conducted by (Sign)_____ (Date)_____

Entered into Maintenance Database by (Sign)_____ (Date)_____

Delta Laboratories
Preventative Maintenance Task

Department	Equipment	Equipment No
Maintenance	HVAC - Reception	AC/06

Task Title	Task No
Annual Replace filter reception HVAC	MTDL-100

Task Procedure	Result	Completed
1 Isolate AC/06 unit		<input type="checkbox"/>
2 Remove and Replace the two 400x600 Merv 11 (Cleanair Filters)		<input type="checkbox"/>
3 Replace Consumable status label		<input type="checkbox"/>

Comments

Maintenance Work Conducted by (Sign)_____ (Date)_____

Entered into Maintenance Database by (Sign)_____ (Date)_____

Delta Laboratories
Preventative Maintenance Task

Department	Equipment	Equipment No
Maintenance	HVAC - Office South	AC/07

Task Title	Task No
Annual Replace Filter office south HVAC	MTDL-101

Task Procedure	Result	Completed
1 Isolate AC/07 Unit		<input type="checkbox"/>
2 Remove and Replace the two 400x600 Merv 11 (Cleanair Filters)		<input type="checkbox"/>
3 Replace Consumable status label		<input type="checkbox"/>

Comments

Maintenance Work Conducted by (Sign)_____ (Date)_____

Entered into Maintenance Database by (Sign)_____ (Date)_____

Delta Laboratories
Preventative Maintenance Task

Department	Equipment	Equipment No
Maintenance	HVAC - Office North	AC/10
Task Title	Task No	
Annual replace filter office north HVAC	MTDL-102	
Task Procedure	Result	Completed
1 Isolate AC/10 Unit		<input type="checkbox"/>
2 Remove and Replace the two 400x600 Merv 11 (Cleanair Filters)		<input type="checkbox"/>
3 Replace Consumable status label		<input type="checkbox"/>

Comments

Maintenance Work Conducted by (Sign)_____ (Date)_____

Entered into Maintenance Database by (Sign)_____ (Date)_____

Delta Laboratories
Preventative Maintenance Task

Department	Equipment	Equipment No
Maintenance	Clean Equipment Room Fan Coil Unit	FC302

Task Title	Task No
Monthly Maintenance Clean Equip Room HVAC	MTDL-118

Task Procedure	Result	Completed
1 Record differential pressure readings		<input type="checkbox"/>
2 Check for leaks on outlet and Inlet of chilled water supply		<input type="checkbox"/>
3 Inspect Pre-filters and Final filters if required replace		<input type="checkbox"/>
4 Check consumable status label for valid dates		<input type="checkbox"/>
5 Check drive belts (AX32) (x2)		<input type="checkbox"/>

Comments

Maintenance Work Conducted by (Sign)_____ (Date)_____

Entered into Maintenance Database by (Sign)_____ (Date)_____

Delta Laboratories
Preventative Maintenance Task

Department	Equipment	Equipment No
Maintenance	Packaging & Bulk Staging Room Fan Coil Unit	FC303

Task Title	Task No
Monthly Maintenance Packaging & Bulk Room HVAC	MTDL-119

Task Procedure	Result	Completed
1 Record differential pressure readings		<input type="checkbox"/>
2 Check for leaks on outlet and Inlet of chilled water supply		<input type="checkbox"/>
3 Inspect Pre-filters and Final filters if required replace		<input type="checkbox"/>
4 Check consumable status label for valid dates		<input type="checkbox"/>
5 Check drive belts (SPA1000) V Belt (x2)		<input type="checkbox"/>

Comments

Maintenance Work Conducted by (Sign)_____ (Date)_____

Entered into Maintenance Database by (Sign)_____ (Date)_____

Delta Laboratories
Preventative Maintenance Task

Department	Equipment	Equipment No
Maintenance	Wash Bay / Air Lock Fan Coil Unit	FC304

Task Title	Task No
Monthly Maintenance Wash Bay / Air Lock HVAC	MTDL-120

Task Procedure	Result	Completed
1 Record differential pressure readings		<input type="checkbox"/>
2 Check for leaks on outlet and Inlet of chilled water supply		<input type="checkbox"/>
3 Inspect Pre-filter and Final filters if required replace		<input type="checkbox"/>
4 Check consumable status label for valid dates		<input type="checkbox"/>
5 Check drive belts (AX25) V Belt (x2)		<input type="checkbox"/>

Comments

Maintenance Work Conducted by (Sign)_____ (Date)_____

Entered into Maintenance Database by (Sign)_____ (Date)_____

Delta Laboratories
Preventative Maintenance Task

Department	Equipment	Equipment No
Maintenance	Drying Room Fan Coil Unit	FC305

Task Title	Task No
Monthly Maintenance Drying Room HVAC	MTDL-121

Task Procedure	Result	Completed
1 Record differential pressure readings		<input type="checkbox"/>
2 Check for leaks on outlet and Inlet of chilled water supply		<input type="checkbox"/>
3 Inspect Pre-filters FA318 and Final filters if require replace		<input type="checkbox"/>
4 Check consumable status label for valid dates		<input type="checkbox"/>

Comments

Maintenance Work Conducted by (Sign)_____ (Date)_____

Entered into Maintenance Database by (Sign)_____ (Date)_____

Delta Laboratories
Preventative Maintenance Task

Department	Equipment	Equipment No
Manufacturing	Manufacturing Tank MT301	MT301

Task Title	Task No
6 Monthly Valve Seal Replacement for MT301	MTDL-122

Task Procedure	Result	Completed
1 Dismantle the valves and replace the valve seals. Reassemble.		<input type="checkbox"/>
2 Check the chamber seals on the in-line homogeniser, replace if necessary.		<input type="checkbox"/>
3 Clean and sanitize as per SOP M-0017.		<input type="checkbox"/>

Comments

Maintenance Work Conducted by (Sign)_____ (Date)_____

Entered into Maintenance Database by (Sign)_____ (Date)_____

Delta Laboratories
Preventative Maintenance Task

Department	Equipment	Equipment No
Manufacturing	Manufacturing Tank MT303	MT303

Task Title	Task No
6 Monthly Valve Seal Replacement for MT303	MTDL-124

Task Procedure	Result	Completed
1 Dismantle the valves and replace the valve seals. Reassemble.		<input type="checkbox"/>
2 Check the chamber seals on the in-line homogeniser, replace if necessary.		<input type="checkbox"/>
3 Clean and sanitize as per SOP M-0017.		<input type="checkbox"/>

Comments

Maintenance Work Conducted by (Sign)_____ (Date)_____

Entered into Maintenance Database by (Sign)_____ (Date)_____

Delta Laboratories
Preventative Maintenance Task

Department	Equipment	Equipment No
Manufacturing	Manufacturing Tank MT304	MT304

Task Title	Task No
6 Monthly Valve Seal Replacement for MT304	MTDL-125

Task Procedure	Result	Completed
1 Dismantle the valves and replace the valve seals. Reassemble.		<input type="checkbox"/>
2 Check the chamber seals on the in-line homogeniser, replace if necessary.		<input type="checkbox"/>
3 Clean and sanitize as per SOP M-0017.		<input type="checkbox"/>

Comments

Maintenance Work Conducted by (Sign)_____ (Date)_____

Entered into Maintenance Database by (Sign)_____ (Date)_____

Delta Laboratories
Preventative Maintenance Task

Department	Equipment	Equipment No
Maintenance	HVAC - Reception	AC/06

Task Title	Task No
Half Yearly Service on Reception HVAC	MTDL-130

Task Procedure	Result	Completed
1 Contact Graham Pegram @ Twin Lakes Air 0425 330 386		<input type="checkbox"/>
2 Check gas levels in compressor		<input type="checkbox"/>
3 Check all electricals are working correctly		<input type="checkbox"/>
4 Clean dust from around coil unit		<input type="checkbox"/>
5 Check drain is clear		<input type="checkbox"/>

Comments

Maintenance Work Conducted by (Sign)_____ (Date)_____

Entered into Maintenance Database by (Sign)_____ (Date)_____

Delta Laboratories
Preventative Maintenance Task

Department	Equipment	Equipment No
Maintenance	Purified Water System	WAT002

Task Title	Task No
Yearly UV Lamp Replacement (Staging) UV101	MTDL-145

Task Procedure	Result	Completed
1 Replace Sterilight Gold UV lamp S810RL 50HZ, 230Volts, 3.0Amps UV101		<input type="checkbox"/>
2 Model number 5810RL		<input type="checkbox"/>
3 Replace Quartz Sleeve cat no QS81023		<input type="checkbox"/>

Comments

Maintenance Work Conducted by (Sign)_____ (Date)_____

Entered into Maintenance Database by (Sign)_____ (Date)_____

Delta Laboratories
Preventative Maintenance Task

Department	Equipment	Equipment No
Maintenance	Sampling Room HVAC System	AC/11

Task Title	Task No
6 Monthly Service Sampling Room HVAC	MTDL-159

Task Procedure	Result	Completed
1 Contact Graham Pegram @ Twin Lakes Air 0425 330 386		<input type="checkbox"/>
2 Check gas levels in compressor		<input type="checkbox"/>
3 Check all electricals are working correctly		<input type="checkbox"/>
4 Clean dust from around coil unit		<input type="checkbox"/>
5 Check drainis clear		<input type="checkbox"/>

Comments

Maintenance Work Conducted by (Sign)_____ (Date)_____

Entered into Maintenance Database by (Sign)_____ (Date)_____

Delta Laboratories
Preventative Maintenance Task

Department	Equipment	Equipment No
Microbiologist	Wash Bay / Air Lock Fan Coil Unit	FC304
Task Title	Task No	
Quarterly Particle Counting - Wash Bay	MTDL-160	
Task Procedure	Result	Completed
1 To be completed by the Microbiologist		<input type="checkbox"/>

Comments

Maintenance Work Conducted by (Sign)_____ (Date)_____

Entered into Maintenance Database by (Sign)_____ (Date)_____

Delta Laboratories
Preventative Maintenance Task

Department	Equipment	Equipment No
Microbiologist	Wash Bay / Air Lock Fan Coil Unit	FC304

Task Title	Task No
Quarterly Particle Counting - Wash Bay Air Lock	MTDL-161

Task Procedure	Result	Completed
1 To be completed by the Microbiologist		<input type="checkbox"/>

Comments

Maintenance Work Conducted by (Sign)_____ (Date)_____

Entered into Maintenance Database by (Sign)_____ (Date)_____

Delta Laboratories
Preventative Maintenance Task

Department	Equipment	Equipment No
Microbiologist	Packaging & Bulk Staging Room Fan Coil Unit	FC303

Task Title	Task No
Quarterly Particle Counting - Bulk/Packaging Staging	MTDL-162

Task Procedure	Result	Completed
1 To be completed by the Microbiologist		<input type="checkbox"/>

Comments

Maintenance Work Conducted by (Sign)_____ (Date)_____

Entered into Maintenance Database by (Sign)_____ (Date)_____

Delta Laboratories
Preventative Maintenance Task

Department	Equipment	Equipment No
Microbiologist	Drying Room Fan Coil Unit	FC305
Task Title	Task No	
Quarterly Particle Counting - Drying Room	MTDL-163	
Task Procedure	Result	Completed
1 To be completed by the Microbiologist		<input type="checkbox"/>

Comments

Maintenance Work Conducted by (Sign)_____ (Date)_____

Entered into Maintenance Database by (Sign)_____ (Date)_____

Delta Laboratories
Preventative Maintenance Task

Department	Equipment	Equipment No
Microbiologist	Clean Equipment Room Fan Coil Unit	FC302
Task Title	Task No	
Quarterly Particle Counting - Equipment Room	MTDL-164	
Task Procedure	Result	Completed
1 To be completed by the Microbiologist		<input type="checkbox"/>

Comments

Maintenance Work Conducted by (Sign)_____ (Date)_____

Entered into Maintenance Database by (Sign)_____ (Date)_____

Delta Laboratories

Preventative Maintenance Task

Department	Equipment	Equipment No
Packaging	Collier 6 Head Filler	FL619
Task Title	Task No	
3 Monthly Maintenance Collier 6 Head Filler Line 3	MTDL-166	
Task Procedure	Result	Completed
1 NOZZLE/FILL ASSEMBLY		<input type="checkbox"/>
2 Inspect all fill hoses for condition/wear		<input type="checkbox"/>
3 Inspect all pneumatic connections/hoses for wear/damage		<input type="checkbox"/>
4 Inspect all air cylinders and nozzles for leaks/wear		<input type="checkbox"/>
5 Replace all O-rings in the nozzle assembly		<input type="checkbox"/>
6 Inspect nozzle location rails/clamp blocks are tight		<input type="checkbox"/>
7 Inspect valve assemblies/valves on bottom of hopper for damage		<input type="checkbox"/>
8 Check valve seals for damage/wear		<input type="checkbox"/>
9 Check all tri-clover ferrules/clamps for wear/damage		<input type="checkbox"/>
10 Inspect main cylinders/rods/piston seals for wear/damage		<input type="checkbox"/>
11 Inspect air cylinders for wear/damage on valves		<input type="checkbox"/>
12 Inspect main cylinder>air cylinder for damage/wear		<input type="checkbox"/>
13 Inspect fill hose ferrules/hose clamps for damage/wear		<input type="checkbox"/>
14 Inspect nozzle up/down air cylinder for leaks/damage/wear.Check reed switch/cabling for damage/wear.		<input type="checkbox"/>
15 Inspect hopper for damage/wear		<input type="checkbox"/>
16 BOTTLE NECK LOCATER		<input type="checkbox"/>
17 Inspect bottle neck locater clamp blocks assembly		<input type="checkbox"/>
18 Inspect bottle neck locater air cylinders and sliding teflon bush assembly.		<input type="checkbox"/>
19 Check all ratchet clamps on bottle neck assembly		<input type="checkbox"/>
20 Check all thumb screws for wear/damage		<input type="checkbox"/>
21 Check bottle neck locater height adjustment for wear/damage		<input type="checkbox"/>
22 Check condition of bronze bushes and guide shafts		<input type="checkbox"/>
23 Check reed switches on air cylinders for damage/wear		<input type="checkbox"/>
24 MACHINE GUARDING		<input type="checkbox"/>
25 Inspect all machine guarding for damage/wear		<input type="checkbox"/>
26 Ensure all guarding is fitted to machine correctly		<input type="checkbox"/>
27 Ensure filler is bolted tight to line & feet are secure		<input type="checkbox"/>

This task is contined on the next page

Delta Laboratories

Preventative Maintenance Task

Department	Equipment	Equipment No
Packaging	Collier 6 Head Filler	FL619

Task Title	Task No
3 Monthly Maintenance Collier 6 Head Filler Line 3	MTDL-166

Task Procedure	Result	Completed
28 ELECTRICAL/PNEUMATIC		<input type="checkbox"/>
29 Verify main air pressure is set no greater than 600kPa.		<input type="checkbox"/>
30 Inspect control display for damage/wear		<input type="checkbox"/>
31 Inspect all control knobs for damage/wear		<input type="checkbox"/>
32 Inspect all bottle sensors/reflectors for damage/wear		<input type="checkbox"/>
33 Inspect air regulator/pressure guage for damage/wear		<input type="checkbox"/>
34 Inspect main cylinder proximity switch for damage/wear		<input type="checkbox"/>
35 Inspect main power cable in for damage and ensure it has been tested/ tagged		<input type="checkbox"/>
36 Inspect caterpillar track for damage/wear		<input type="checkbox"/>
37 Inspect all guard switches		<input type="checkbox"/>
38 Check operation of all guard switches and control switches		<input type="checkbox"/>
39 Inspect all air control needle valves are operational and not loose		<input type="checkbox"/>
40 With machine isolated remove side cover and inspect all internal air hoses/ cabling/valves for damage/wear		<input type="checkbox"/>
41 Re-assemble machine and test run ensuring all operations are working correctly		<input type="checkbox"/>
42 Time taken to complete this task		<input type="checkbox"/>

Comments

Maintenance Work Conducted by (Sign)_____ (Date)_____

Entered into Maintenance Database by (Sign)_____ (Date)_____

Delta Laboratories
Preventative Maintenance Task

Department	Equipment	Equipment No
Maintenance	Lightnin Pedistal Air Mixer	MX323

Task Title	Task No
3 Monthly check oilers for Air Mixer MX323 and MX324	MTDL-167

Task Procedure	Result	Completed
1 Open Door 1 in Manufacturing's west wall		<input type="checkbox"/>
2 Inspect the two oilers inside wall cavity and fill if needed		<input type="checkbox"/>
3 Run MX323 and MX324 for a few minutes		<input type="checkbox"/>
4 Close and lock Door 1		<input type="checkbox"/>

Comments

Maintenance Work Conducted by (Sign)_____ (Date)_____

Entered into Maintenance Database by (Sign)_____ (Date)_____

Delta Laboratories
Preventative Maintenance Task

Department	Equipment	Equipment No
Maintenance	HVAC - Board Room	AC/09

Task Title	Task No
6 Monthly Service on Board Room HVAC	MTDL-168

Task Procedure	Result	Completed
1 contact Graham Pegram @ Twin Lakes Air 0425 330 386		<input type="checkbox"/>
2 Check gas levels in compressor		<input type="checkbox"/>
3 Check all electricals are working correctly		<input type="checkbox"/>
4 Clean cartridge filter and replace		<input type="checkbox"/>

Comments

Maintenance Work Conducted by (Sign)_____ (Date)_____

Entered into Maintenance Database by (Sign)_____ (Date)_____

Delta Laboratories
Preventative Maintenance Task

Department	Equipment	Equipment No
Maintenance	HVAC - Office South	AC/10

Task Title	Task No
6 Monthly Service on Office South HVAC	MTDL-169

Task Procedure	Result	Completed
1 Contact Graham Pegram @ Twin Lakes Air 0425 330 386		<input type="checkbox"/>
2 Check gas levels in compressor		<input type="checkbox"/>
3 Check all electricals are working correctly		<input type="checkbox"/>
4 Clean dust from around coil units		<input type="checkbox"/>
5 Check drains is clear		<input type="checkbox"/>

Comments

Maintenance Work Conducted by (Sign)_____ (Date)_____

Entered into Maintenance Database by (Sign)_____ (Date)_____

Delta Laboratories
Preventative Maintenance Task

Department	Equipment	Equipment No
Maintenance	HVAC - Sterile Room AC/2	AC/02

Task Title	Task No
6 Monthly Service on Sterile Room HVAC	MTDL-170

Task Procedure	Result	Completed
1 Contact Graham Pegram @ Twin Lakes Air 0425 330 386		<input type="checkbox"/>
2 Check gas levels in compressor		<input type="checkbox"/>
3 Check all electricals are working correctly		<input type="checkbox"/>
4 Check drains are clear		<input type="checkbox"/>

Comments

Maintenance Work Conducted by (Sign)_____ (Date)_____

Entered into Maintenance Database by (Sign)_____ (Date)_____

Delta Laboratories
Preventative Maintenance Task

Department	Equipment	Equipment No
Maintenance	Dispensary HVAC	AC/12

Task Title	Task No
6 Monthly Service Dispensary HVAC	MTDL-171

Task Procedure	Result	Completed
1 Contact Graham Pegram @ Twin Lakes Air 0425 330 386		<input type="checkbox"/>
2 Check gas levels in both compressors		<input type="checkbox"/>
3 Check all electricals are working correctly		<input type="checkbox"/>
4 Check drains are clear		<input type="checkbox"/>

Comments

Maintenance Work Conducted by (Sign)_____ (Date)_____

Entered into Maintenance Database by (Sign)_____ (Date)_____

Delta Laboratories

Preventative Maintenance Task

Department	Equipment	Equipment No
Packaging	Heated Single Nozzle Filler	FL620

Task Title	Task No
Quartly Maintenance Heated Single Nozzle Filler	MTDL-172

Task Procedure	Result	Completed
1 Isolate Machine Power/Air		<input type="checkbox"/>
2 Inspect hopper stirrer motor drive/gearbox		<input type="checkbox"/>
3 Inspect hopper/stirrer for wear or damage making sure heating element wires in base of hopper are intact and not damaged		<input type="checkbox"/>
4 Inspect heater and stirrer electrical plugs,sockets and leads		<input type="checkbox"/>
5 Inspect seals in filling system & replace if worn		<input type="checkbox"/>
6 Inspect filling valve & piston/cylinder for wear or damage		<input type="checkbox"/>
7 Reassemble filling head and fit hopper to unit		<input type="checkbox"/>
8 Fill hopper jacket with water and check there are no leaks		<input type="checkbox"/>
9 Deisolate Machine Power/air		<input type="checkbox"/>
10 Inspect pneumatic system for air leaks		<input type="checkbox"/>
11 Inspect electrical switches,thermostat controllers and timers for damage and that they are working correctly		<input type="checkbox"/>
12 Inspect power lead and lead tag for validation		<input type="checkbox"/>
13 Switch on agitator and ensure stirrer is operating correctly		<input type="checkbox"/>
14 Switch on Pump and Tank temperature switches		<input type="checkbox"/>
15 Set thermostat controllersto 60Deg C (Ensure hopper jacket is full of water prior to this step)	Hopper.....Valve Block.....	<input type="checkbox"/>
16 Using the digital thermometer with the surface probe measure the temperature of the inside of hopper and valve block.		<input type="checkbox"/>
17 With machine assembled start a cycle, ensure it runs thru it		<input type="checkbox"/>
18 Ensure all guarding is fitted properly	<input type="checkbox"/>
19 Time taken to complete task		<input type="checkbox"/>

Comments

Maintenance Work Conducted by (Sign)_____ (Date)_____

Entered into Maintenance Database by (Sign)_____ (Date)_____

Delta Laboratories
Preventative Maintenance Task

Department	Equipment	Equipment No
Packaging	Asset Cap Feeding Machine	CP607

Task Title	Task No
Quarterly Maintenance on Asset Cap Feeder Line 1	MTDL-174

Task Procedure	Result	Completed
1 Check the operations of Emergency stop button		<input type="checkbox"/>
2 Check the operation of all guard switches		<input type="checkbox"/>
3 Inspect sensors and cables		<input type="checkbox"/>
4 Inspect all buttons/fitting and tooling		<input type="checkbox"/>
5 Inspect conveyor slats for damage or wear		<input type="checkbox"/>
6 Inspect placer servo drive belt		<input type="checkbox"/>
7 Pull apart Hopper and clean it		<input type="checkbox"/>
8 Check for free movement of spring loaded spindle in top housing		<input type="checkbox"/>
9 Check chain and screw threads on height adjustment mechanism		<input type="checkbox"/>
10 Check conveyor belt drive chain		<input type="checkbox"/>

Comments

Maintenance Work Conducted by (Sign)_____ (Date)_____

Entered into Maintenance Database by (Sign)_____ (Date)_____

Delta Laboratories
Preventative Maintenance Task

Department	Equipment	Equipment No
Packaging	Impresstik Labeller Line 2	LB605

Task Title	Task No
6 Monthly Maintenance Impresstik Labeller Line 2	MTDL-175

Task Procedure	Result	Completed
1 Isolate and Tag out Labeller		<input type="checkbox"/>
2 Ensure all guide rollers are clean, not damaged and clear from any waste		<input type="checkbox"/>
3 Clean machine internally		<input type="checkbox"/>
4 Check all gearboxes for leaks and check levels		<input type="checkbox"/>
5 Apply a light coating of grease to the slide shafts and adjuster screws		<input type="checkbox"/>
6 Check all timing belts, pulley & tensioners		<input type="checkbox"/>
7 Lightly lubricate any moving parts, adjustable spindles and Universal joints		<input type="checkbox"/>
8 Reconnect power and check all switches for correct operations and in working order		<input type="checkbox"/>
9 Clean all filters over Ventillation fans		<input type="checkbox"/>
10 Ensure all guards and parts are fitted correctly and are working correctly		<input type="checkbox"/>
11 Remove belt, slat and check all drive rollers and idlers		<input type="checkbox"/>
12 Check locking clamp on control panel Boom arm is tight (not to spin 360degs)		<input type="checkbox"/>

Comments

Maintenance Work Conducted by (Sign)_____ (Date)_____

Entered into Maintenance Database by (Sign)_____ (Date)_____

Delta Laboratories

Preventative Maintenance Task

Department	Equipment	Equipment No
Packaging	Axomatic 1000 Tube Filler (Axo 2)	FL624

Task Title	Task No
3 Monthly Maintenance Axomatic 1000 tube filler (Axo 2)	MTDL-183

Task Procedure	Result	Completed
1 Isolate and remove lower guards		<input type="checkbox"/>
2 Inspect gearbox for leaks/backlash and mounts		<input type="checkbox"/>
3 Inspect all mounting bolts along drive shaft		<input type="checkbox"/>
4 Inspect all drive cams and bearings, lubricate every 6 months		<input type="checkbox"/>
5 Check E-stops and control buttons making sure they all function properly		<input type="checkbox"/>
6 Inspect hopper motor for oil leaks and secure mounts		<input type="checkbox"/>
7 Inspect and check level switch is functioning properly in hopper		<input type="checkbox"/>
8 Check the functions and operations of the temperature controllers of the hot air sealer		<input type="checkbox"/>
9 Inspect all jaw rollers and bearings for wear, lubricate if necessary	If socontact maintenance	<input type="checkbox"/>
10 Check all electrical cabling and sensors for damage or wear	If so contact Maintenance	<input type="checkbox"/>
11 Inspect all electrical plugs and sockets for damage		<input type="checkbox"/>
12 Check the operations of hopper heater, pump and temperature controller		<input type="checkbox"/>
13 Check for air leaks and make sure all air valves are operating correctly		<input type="checkbox"/>
14 Clean air filter for vacuum system by blowing off with compressed air and blow dust from cooling fans every 6 months		<input type="checkbox"/>
15 Replace air filter for vacuum system every 12 months		<input type="checkbox"/>
16 Check all guarding is fiited correctly and all safety interlocks on the guarding is functioning correctly. THIS MUST BE TESTED WITH THE MACHINE RUNNING ON ALL GUARDS.	<input type="checkbox"/>
17 Time taken to complete these tasks		<input type="checkbox"/>

Comments

Maintenance Work Conducted by (Sign)_____ (Date)_____

Entered into Maintenance Database by (Sign)_____ (Date)_____

Delta Laboratories
Preventative Maintenance Task

Department	Equipment	Equipment No
Manufacturing	Purified Water System	WAT002
Task Title	Task No	
Quarterly Sanitisation of Purified Water Outlet Valves	MTDL-204	
Task Procedure	Result	Completed
1 Sanitise all Purified Water Outlet Valves	<input type="checkbox"/>
2 Time Taken		<input type="checkbox"/>

Comments

Maintenance Work Conducted by (Sign)_____ (Date)_____

Entered into Maintenance Database by (Sign)_____ (Date)_____

Delta Laboratories
Preventative Maintenance Task

Department	Equipment	Equipment No
Maintenance	Fulton 30J Boiler	AX706

Task Title	Task No
Monthly Maintenance - Steam Plant	MTDL-212

Task Procedure	Result	Completed
1 Visually inspect the hand holes in the boiler (3 off per boiler)		<input type="checkbox"/>
2 If any leakage is evident contact the boiler contractor to replace the gasket		<input type="checkbox"/>
3 Inspect the flanged joint covering the rear inspection port in which the blowdown valve is fitted, if any leakage is evident replace the gasket		<input type="checkbox"/>
4 Clean the sight glass. If any leakage is evident, replace the gasket		<input type="checkbox"/>
5 Inspect all steam lines for leaks, damage or corrosion including all pressure reducing stations (Manufacturing / Purified Water / Autoclave Station)		<input type="checkbox"/>
6 Inspect dosing pump on header tank for correct operation	_____degrees C	<input type="checkbox"/>
7 Inspect that the header tank remains at a temperature of 80 to 90C maximum		<input type="checkbox"/>
8 Inspect header tank for condition and cleanliness		<input type="checkbox"/>
9 Test the low water level and flameout alarm		<input type="checkbox"/>
10 Check control panel lights are working and condition of the electrical connections inside control cabinet		<input type="checkbox"/>
11 Inspect blowdown lines for condition and any leakage including blowdown tank		<input type="checkbox"/>

Comments

Maintenance Work Conducted by (Sign)_____ (Date)_____

Entered into Maintenance Database by (Sign)_____ (Date)_____

Delta Laboratories
Preventative Maintenance Task

Department	Equipment	Equipment No
Maintenance	Fulton 30J Boiler	AX707

Task Title	Task No
Monthly Maintenance - Steam Plant	MTDL-213

Task Procedure	Result	Completed
1 Visually inspect the hand holes in the boiler (3 off per boiler)		<input type="checkbox"/>
2 If any leakage is evident contact the boiler contractor to replace the gasket		<input type="checkbox"/>
3 Inspect the flanged joint covering the rear inspection port in which the blowdown valve is fitted, if any leakage is evident replace the gasket		<input type="checkbox"/>
4 Clean the sight glass. If any leakage is evident, replace the gasket		<input type="checkbox"/>
5 Inspect all steam lines for leaks, damage or corrosion including all pressure reducing stations (Manufacturing / Purified Water / Autoclave Station)		<input type="checkbox"/>
6 Inspect dosing pump on header tank for correct operation	_____degrees C	<input type="checkbox"/>
7 Inspect that the header tank remains at a temperature of 80 to 90C maximum		<input type="checkbox"/>
8 Inspect header tank for condition and cleanliness		<input type="checkbox"/>
9 Test the low water level and flameout alarm		<input type="checkbox"/>
10 Check control panel lights are working and condition of the electrical connections inside control cabinet		<input type="checkbox"/>
11 Inspect blowdown lines for condition and any leakage including blowdown tank		<input type="checkbox"/>

Comments

Maintenance Work Conducted by (Sign)_____ (Date)_____

Entered into Maintenance Database by (Sign)_____ (Date)_____

Delta Laboratories
Preventative Maintenance Task

Department	Equipment	Equipment No
Packaging	CMI 6 head Filler	FL625

Task Title	Task No
Monthly Maintenance CMI Filler	MTDL-230

Task Procedure	Result	Completed
1 Grease main coupling and mechanical components via the grease nipples at the back of the machine		<input type="checkbox"/>
2 Check the condition of the water in the pump seal container attached to the pump and change the water if contaminated		<input type="checkbox"/>
3 Check the oil level in the reducer and refill if necessary		<input type="checkbox"/>

Comments

Maintenance Work Conducted by (Sign)_____ (Date)_____

Entered into Maintenance Database by (Sign)_____ (Date)_____

Delta Laboratories
Preventative Maintenance Task

Department	Equipment	Equipment No
Manufacturing	Portable Manufacturing Homogeniser/Pump	PU307

Task Title	Task No
Yearly Mechanical Seal Check PU307	MTDL-235

Task Procedure	Result	Completed
1 Check the pump for leaks. If any found, advise maintenance to replace seals.		<input type="checkbox"/>

Comments

Maintenance Work Conducted by (Sign)_____ (Date)_____

Entered into Maintenance Database by (Sign)_____ (Date)_____

Delta Laboratories
Preventative Maintenance Task

Department	Equipment	Equipment No
Maintenance	Bottle Blower (Bossapak)	BB602

Task Title	Task No
Annual Bottle Blower Filter Replacement	MTDL-237

Task Procedure	Result	Completed
1 Replace Pall 0.2um EMFLON PFR Filter		<input type="checkbox"/>
2 Part Number C3PFRP1		<input type="checkbox"/>
3 Pall Australia Customer Service 1800 635 082		<input type="checkbox"/>
4 Delta Laboratories Customer No: 1000038762		<input type="checkbox"/>
5 Apply new consumable status label		<input type="checkbox"/>

Comments

Maintenance Work Conducted by (Sign)_____ (Date)_____

Entered into Maintenance Database by (Sign)_____ (Date)_____

Delta Laboratories
Preventative Maintenance Task

Department	Equipment	Equipment No
Maintenance	Labec Depyrogeneration Oven	OV811

Task Title	Task No
6 Monthly Replacement of pre filter on oven	MTDL-239

Task Procedure	Result	Completed
1 Check if Delta has stock of the filter, if not order a filter from Camfil Australia		<input type="checkbox"/>
2 Contact number (02) 8832 5500		<input type="checkbox"/>
3 Stock code 049880006 (30/30 Cardboard 289x594x44)		<input type="checkbox"/>
4 Check with the Production Manager when the oven will be free for filter replacement		<input type="checkbox"/>
5 Replace the filter and apply a new consumable status label		<input type="checkbox"/>

Comments

Maintenance Work Conducted by (Sign)_____ (Date)_____

Entered into Maintenance Database by (Sign)_____ (Date)_____

Delta Laboratories
Preventative Maintenance Task

Department	Equipment	Equipment No
Packaging	Impresstik Labeller 2001VAC RCT	LA604

Task Title	Task No
6 Monthly maintenance Impresstik syringe labeller	MTDL-243

Task Procedure	Result	Completed
1 Isolate and Tag out Labeller		<input type="checkbox"/>
2 Ensure all guide rollers are clean, not damaged and clear from any waste		<input type="checkbox"/>
3 Clean machine internally		<input type="checkbox"/>
4 Clean the vacuum belt with IPA		<input type="checkbox"/>
5 Check all gearboxes for leaks and check oil levels		<input type="checkbox"/>
6 Apply a light coating of grease to the slide shafts and adjuster screws		<input type="checkbox"/>
7 Check all timing belts, pulleys and tensioners		<input type="checkbox"/>
8 Lightly lubricate any moving parts, adjustable spindles and universal joints		<input type="checkbox"/>
9 De-isolate and check all switches for correct operation		<input type="checkbox"/>
10 Clean all filters over ventilation fans		<input type="checkbox"/>
11 Ensure all guards and light curtains are fitted correctly and are working correctly		<input type="checkbox"/>

Comments

Maintenance Work Conducted by (Sign)_____ (Date)_____

Entered into Maintenance Database by (Sign)_____ (Date)_____

Delta Laboratories
Preventative Maintenance Task

Department	Equipment	Equipment No
Packaging	Case Taper	CT601

Task Title	Task No
3 Monthly Maintenance Case Taper CT601	MTDL-251

Task Procedure	Result	Completed
1 Isolate / unplug machine		<input type="checkbox"/>
2 Remove tape machine from packing room and thoroughly clean down. Blow all dust out with compressed air		<input type="checkbox"/>
3 Check all switches for correct operation		<input type="checkbox"/>
4 Inspect tape brushes and knives for wear or damage, repair or replace as required		<input type="checkbox"/>
5 Inspect condition of all bearings and rollers		<input type="checkbox"/>
6 Check condition of all belts	_____	<input type="checkbox"/>
7 Time taken to complete task		<input type="checkbox"/>

Comments

Maintenance Work Conducted by (Sign)_____ (Date)_____

Entered into Maintenance Database by (Sign)_____ (Date)_____

Delta Laboratories
Preventative Maintenance Task

Department	Equipment	Equipment No
Packaging	Case Taper	CT602

Task Title	Task No
3 Monthly Maintenance Case Taper CT602	MTDL-252

Task Procedure	Result	Completed
1 Isolate / unplug machine		<input type="checkbox"/>
2 Remove tape machine from packing room and thoroughly clean down. Blow all dust out with compressed air		<input type="checkbox"/>
3 Check all switches for correct operation		<input type="checkbox"/>
4 Inspect tape brushes and knives for wear or damage, repair or replace as required		<input type="checkbox"/>
5 Inspect condition of all bearings and rollers		<input type="checkbox"/>
6 Check condition of all belts	_____	<input type="checkbox"/>
7 Time taken to complete task		<input type="checkbox"/>

Comments

Maintenance Work Conducted by (Sign)_____ (Date)_____

Entered into Maintenance Database by (Sign)_____ (Date)_____

Delta Laboratories
Preventative Maintenance Task

Department	Equipment	Equipment No
Packaging	Case Taper	CT603

Task Title	Task No
3 Monthly Maintenance Case Taper CT603	MTDL-253

Task Procedure	Result	Completed
1 Isolate / unplug machine		<input type="checkbox"/>
2 Remove tape machine from packing room and thoroughly clean down. Blow all dust out with compressed air		<input type="checkbox"/>
3 Check all switches for correct operation		<input type="checkbox"/>
4 Inspect tape brushes and knives for wear or damage, repair or replace as required		<input type="checkbox"/>
5 Inspect condition of all bearings and rollers		<input type="checkbox"/>
6 Check condition of all belts	_____	<input type="checkbox"/>
7 Time taken to complete task		<input type="checkbox"/>

Comments

Maintenance Work Conducted by (Sign)_____ (Date)_____

Entered into Maintenance Database by (Sign)_____ (Date)_____

Delta Laboratories
Preventative Maintenance Task

Department	Equipment	Equipment No
Packaging	Case Taper	CT604

Task Title	Task No
3 Monthly Maintenance Case Taper CT604	MTDL-254

Task Procedure	Result	Completed
1 Isolate / unplug machine		<input type="checkbox"/>
2 Remove tape machine from packing room and thoroughly clean down. Blow all dust out with compressed air		<input type="checkbox"/>
3 Check all switches for correct operation		<input type="checkbox"/>
4 Inspect tape brushes and knives for wear or damage, repair or replace as required		<input type="checkbox"/>
5 Inspect condition of all bearings and rollers		<input type="checkbox"/>
6 Check condition of all belts	_____	<input type="checkbox"/>
7 Time taken to complete task		<input type="checkbox"/>

Comments

Maintenance Work Conducted by (Sign)_____ (Date)_____

Entered into Maintenance Database by (Sign)_____ (Date)_____

Delta Laboratories
Preventative Maintenance Task

Department	Equipment	Equipment No
Packaging	Case Taper	CT605

Task Title	Task No
3 Monthly Maintenance Case Taper CT605	MTDL-255

Task Procedure	Result	Completed
1 Isolate / unplug machine		<input type="checkbox"/>
2 Remove tape machine from packing room and thoroughly clean down. Blow all dust out with compressed air		<input type="checkbox"/>
3 Check all switches for correct operationCheck all switches for correct operation		<input type="checkbox"/>
4 Inspect tape brushes and knives for wear or damage, repair or replace as required		<input type="checkbox"/>
5 Inspect condition of all bearings and rollers		<input type="checkbox"/>
6 Check condition of all belts	_____	<input type="checkbox"/>
7 Time taken to complete task		<input type="checkbox"/>

Comments

Maintenance Work Conducted by (Sign)_____ (Date)_____

Entered into Maintenance Database by (Sign)_____ (Date)_____

Delta Laboratories
Preventative Maintenance Task

Department	Equipment	Equipment No
Packaging	Turntable Line 2	TU603

Task Title	Task No
6 Monthly Maintenance Turntable Line 2	MTDL-259

Task Procedure	Result	Completed
1 Isolate turntable		<input type="checkbox"/>
2 Check table is stable and table surface is in good condition, check turntable guide rails are tight and in good condition		<input type="checkbox"/>
3 Check gearbox / motor for leaks on external surfaces		<input type="checkbox"/>
4 Check drive chain, bearings. Lubricate chain and sprockets, tension if required		<input type="checkbox"/>
5 De-isolate turntable		<input type="checkbox"/>
6 Check operation of turntable and variable speed control	_____	<input type="checkbox"/>
7 Time taken to complete this task		<input type="checkbox"/>

Comments

Maintenance Work Conducted by (Sign)_____ (Date)_____

Entered into Maintenance Database by (Sign)_____ (Date)_____

Delta Laboratories
Preventative Maintenance Task

Department	Equipment	Equipment No
Packaging	Turntable Line 2	TU604

Task Title	Task No
6 Monthly Maintenance Turntable Line 2	MTDL-260

Task Procedure	Result	Completed
1 Isolate turntable		<input type="checkbox"/>
2 Check table is stable and table surface is in good condition, check turntable guide rails are tight and in good condition		<input type="checkbox"/>
3 Check gearbox / motor for leaks on external surfaces		<input type="checkbox"/>
4 Check drive chain, bearings. Lubricate chain and sprockets, tension if required		<input type="checkbox"/>
5 De-isolate turntable		<input type="checkbox"/>
6 Check operation of turntable and variable speed control	_____	<input type="checkbox"/>
7 Time taken to complete this task		<input type="checkbox"/>

Comments

Maintenance Work Conducted by (Sign)_____ (Date)_____

Entered into Maintenance Database by (Sign)_____ (Date)_____

Delta Laboratories
Preventative Maintenance Task

Department	Equipment	Equipment No
Packaging	Bottle Blower - portable	BB603

Task Title	Task No
Annual bottle blower filter replacement	MTDL-267

Task Procedure	Result	Completed
1 Replace Pall 0.2µm EMFLON PFR FILTER		<input type="checkbox"/>
2 Part Number C3PFRP1		<input type="checkbox"/>
3 Pall Australia Customer Service 1800 635 082		<input type="checkbox"/>
4 Delta Laboratories Customer No: 1000038762		<input type="checkbox"/>
5 Apply new consumable status label		<input type="checkbox"/>

Comments

Maintenance Work Conducted by (Sign)_____ (Date)_____

Entered into Maintenance Database by (Sign)_____ (Date)_____

Delta Laboratories
Preventative Maintenance Task

Department	Equipment	Equipment No
Manufacturing	Portable Manufacturing Homogeniser/Pump	PU308

Task Title	Task No
Yearly mechanical seal check PU308	MTDL-268

Task Procedure	Result	Completed
1 Check the pump for leaks. If any found, advise maintenance to replace seals.		<input type="checkbox"/>

Comments

Maintenance Work Conducted by (Sign)_____ (Date)_____

Entered into Maintenance Database by (Sign)_____ (Date)_____

Delta Laboratories
Preventative Maintenance Task

Department	Equipment	Equipment No
Manufacturing	Portable Manufacturing Homogeniser/Pump	PU310

Task Title	Task No
Yearly mechanical seal check PU310	MTDL-269

Task Procedure	Result	Completed
1 Check the pump for leaks. If any found, advise maintenance to replace seals.		<input type="checkbox"/>

Comments

Maintenance Work Conducted by (Sign)_____ (Date)_____

Entered into Maintenance Database by (Sign)_____ (Date)_____

Delta Laboratories
Preventative Maintenance Task

Department	Equipment	Equipment No
Packaging	Bottle Blower - portable	BB604

Task Title	Task No
Annual bottle blower filter replacement	MTDL-270

Task Procedure	Result	Completed
1 Replace Pall 0.2um EMFLON PFR FILTER		<input type="checkbox"/>
2 Part Number C3PFRP1		<input type="checkbox"/>
3 Pall Australia Customer Service 1800 635 082		<input type="checkbox"/>
4 Delta Laboratories Customer No: 1000038762		<input type="checkbox"/>
5 Apply new consumable status label		<input type="checkbox"/>

Comments

Maintenance Work Conducted by (Sign)_____ (Date)_____

Entered into Maintenance Database by (Sign)_____ (Date)_____

Delta Laboratories
Preventative Maintenance Task

Department	Equipment	Equipment No
Maintenance	Plant and Building	Plant
Task Title	Task No	
Monthly Alarm Testing	MTDL-274	
Task Procedure	Result	Completed
1 Carry out alarm testing as per SOP H-0005		<input type="checkbox"/>
2 Fill out form H-0005-3 in the folder located in the HR Managers office		<input type="checkbox"/>

Comments

Maintenance Work Conducted by (Sign)_____ (Date)_____

Entered into Maintenance Database by (Sign)_____ (Date)_____

Delta Laboratories
Preventative Maintenance Task

Department	Equipment	Equipment No
Maintenance	Compressed air filter above sterile	FA701

Task Title	Task No
Annual compressed air filter replacement	MTDL-275

Task Procedure	Result	Completed
1 Isolate the filter set from the compressed air supply		<input type="checkbox"/>
2 Replace the filter element		<input type="checkbox"/>
3 De-isolate the filter set		<input type="checkbox"/>
4 Apply a consumable status label J-0004-1A		<input type="checkbox"/>

Comments

Maintenance Work Conducted by (Sign)_____ (Date)_____

Entered into Maintenance Database by (Sign)_____ (Date)_____

Delta Laboratories
Preventative Maintenance Task

Department	Equipment	Equipment No
Maintenance	Compressed air filter above sterile	FA702

Task Title	Task No
Annual compressed air filter replacement	MTDL-276

Task Procedure	Result	Completed
1 Isolate the filter set from the compressed air supply		<input type="checkbox"/>
2 Replace the filter element		<input type="checkbox"/>
3 De-isolate the filter set		<input type="checkbox"/>
4 Apply a consumable status label J-0004-1A		<input type="checkbox"/>

Comments

Maintenance Work Conducted by (Sign)_____ (Date)_____

Entered into Maintenance Database by (Sign)_____ (Date)_____

Delta Laboratories
Preventative Maintenance Task

Department	Equipment	Equipment No
Maintenance	Air Compressor (variable speed)	AX709
Task Title	Task No	
Yearly Maintenance - air compressor	MTDL-280	
Task Procedure	Result	Completed
1 Contact Atlas Copco to carry out the annual maintenance		<input type="checkbox"/>

Comments

Maintenance Work Conducted by (Sign)_____ (Date)_____

Entered into Maintenance Database by (Sign)_____ (Date)_____

Delta Laboratories
Preventative Maintenance Task

Department	Equipment	Equipment No
Maintenance	Compressed air carbon tower	FA705
Task Title	Task No	
Yearly compressed air filter replacement	MTDL-283	
Task Procedure	Result	Completed
1 Contact Atlas Copco to replace the element		<input type="checkbox"/>
2 Apply new consumable status label		<input type="checkbox"/>

Comments

Maintenance Work Conducted by (Sign)_____ (Date)_____

Entered into Maintenance Database by (Sign)_____ (Date)_____

Delta Laboratories
Preventative Maintenance Task

Department	Equipment	Equipment No
Maintenance	Compressed air carbon tower	FA706

Task Title	Task No
Yearly compressed air filter replacement	MTDL-284

Task Procedure	Result	Completed
1 Contact Atlas Copco to replace the element		<input type="checkbox"/>
2 Apply new consumable status label		<input type="checkbox"/>

Comments

Maintenance Work Conducted by (Sign)_____ (Date)_____

Entered into Maintenance Database by (Sign)_____ (Date)_____

Delta Laboratories
Preventative Maintenance Task

Department	Equipment	Equipment No
Maintenance	Compressed air filter	FA707
Task Title	Task No	
Yearly compressed air filter replacement	MTDL-285	
Task Procedure	Result	Completed
1 Contact Atlas Copco to replace the element		<input type="checkbox"/>
2 Apply new consumable status label		<input type="checkbox"/>

Comments

Maintenance Work Conducted by (Sign)_____ (Date)_____

Entered into Maintenance Database by (Sign)_____ (Date)_____

Delta Laboratories
Preventative Maintenance Task

Department	Equipment	Equipment No
Packaging	Case Taper	CT607

Task Title	Task No
3 Monthly Maintenance Case Taper CT607	MTDL-287

Task Procedure	Result	Completed
1 Isolate / unplug machine		<input type="checkbox"/>
2 Remove tape machine from packing room and thoroughly clean down. Blow all dust out with compressed air		<input type="checkbox"/>
3 Check all switches for correct operation		<input type="checkbox"/>
4 Inspect tape brushes and knives for wear or damage, repair or replace as required		<input type="checkbox"/>
5 Inspect condition of all bearings and rollers		<input type="checkbox"/>
6 Check condition of all belts	_____	<input type="checkbox"/>
7 Time taken to complete task		<input type="checkbox"/>

Comments

Maintenance Work Conducted by (Sign)_____ (Date)_____

Entered into Maintenance Database by (Sign)_____ (Date)_____

Delta Laboratories
Preventative Maintenance Task

Department	Equipment	Equipment No
Maintenance	N/A	*N/A

Task Title	Task No
Annual daylight savings October adjustment	MTDL-289

Task Procedure	Result	Completed
1 Adjust all clocks 1 hour forward		<input type="checkbox"/>
2 HVAC systems		<input type="checkbox"/>
3 Air compressors		<input type="checkbox"/>
4 Dryer		<input type="checkbox"/>
5 Chilled water system		<input type="checkbox"/>

Comments

Maintenance Work Conducted by (Sign)_____ (Date)_____

Entered into Maintenance Database by (Sign)_____ (Date)_____

Delta Laboratories
Preventative Maintenance Task

Department	Equipment	Equipment No
Packaging	Collier Capper-line 3	CP605

Task Title	Task No
3 Monthly Maintenance Collier Capper Line 3	MTDL-308

Task Procedure	Result	Completed
1 Isolate/ release air pressure		<input type="checkbox"/>
2 Inspect guide rails/ linear bearings on up/down stroke. Grease if necessary		<input type="checkbox"/>
3 Inspect and grease linear bearings/cam on gripper wheel assembly		<input type="checkbox"/>
4 Inspect condition of gripper wheels. Replace if necessary		<input type="checkbox"/>
5 Check all air cylinders/valves for leaks and for condition. Check rotary actuator		<input type="checkbox"/>
6 Check the oiler is operating correctly and top up as required		<input type="checkbox"/>
7 Check operation of all timers/switches		<input type="checkbox"/>
8 Check condition of bottle grab arms and gripping rubbers. Replace if necessary		<input type="checkbox"/>
9 Run/test check operation of all cylinders, actuators and timers		<input type="checkbox"/>

Comments

Maintenance Work Conducted by (Sign)_____ (Date)_____

Entered into Maintenance Database by (Sign)_____ (Date)_____