

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
1 Visually Inspect pre-filtration systems for defects	
2 Check Pipes and fittings for leaks	
3 Check Operation of Magnum control valves on the sand and carbon filter.	PG101_____ kPa
4 Record the supply pressure of potable water 200-800 Kpa	PG102_____ kPa
5 Record pressure readings of the 1 micron filter 200-500 Kpa	

Comments

<div>Maintenance Work Conducted by (Sign)_____ (Date)_____</div>
--

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

Comments

<div>Maintenance Work Conducted by (Sign)_____ (Date)_____</div>
--

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

Comments

<div>Maintenance Work Conducted by (Sign)_____ (Date)_____</div>
--

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

Comments

<div>Maintenance Work Conducted by (Sign)_____ (Date)_____</div>
--

Delta Laboratories
Preventative Maintenance Task

Department	Equipment	Equipment No
Manufacturing	Waste Water Treatment Plant	WAT005

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

Task Procedure	Result
<ol style="list-style-type: none">1 Isolate lock and tag out main switch to control box – check for correct isolation2 Check and clean eyewash/shower station3 Drain treatment plant4 Wash down (Power is still available from outlets even though Plant is isolated)5 Inspect mixers and clean6 Check scraper chain is greased7 Re-assemble plant8 Clean inside drain pipe going to outside drain9 Ensure all guards are replaced and securely fitted and all equipment are back in safe and working order before de-isolating10 Turn On valve from feed line from Warehouse11 Ensure all valves are in their correct operating positions12 De-isolate control panel13 Re-fill plant14 Check polymer dosing pump is working by inspecting dosing inside tank, if tank is full check clear hose supplying the Tank15 Check acid and caustic dosing pumps are pumping correctly16 Ensure plant is left clean safe and in correct working order before deeming job complete	

Comments

<div>Maintenance Work Conducted by (Sign)_____ (Date)_____</div>
--

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
1 Inspect for leaks in compressors, dryer and pipework	
2 Drain receiver tank, check for leaks to drain	
3 Inspect air lines going into plant for condition and leaks	

Comments

<div>Maintenance Work Conducted by (Sign)_____ (Date)_____</div>
--

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
1 Check General Area Male Toilets are operating correctly	
2 Check General Area Female Toilets are operating correctly	
3 Check Upstairs Male Toilets are operating correctly	
4 Check Upstairs Female Toilets are operating correctly	
5 Inspect General taps for leaks	
6 Inspect washbay nozzle	
7 Check for Bugs and others in all factory lighting, clean if required	

Comments

<div>Maintenance Work Conducted by (Sign)_____ (Date)_____</div>
--

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
1 Contact Atlas Copco to carry out the annual maintenance	
2 Phone 02 9621 9634	

Comments

<div>Maintenance Work Conducted by (Sign)_____ (Date)_____</div>
--

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
1 List all Test and Tagging done this month and area that it was completed for		

Comments

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

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

Comments

<div>Maintenance Work Conducted by (Sign)_____ (Date)_____</div>
--

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

Comments

<div>Maintenance Work Conducted by (Sign)_____ (Date)_____</div>
--

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

Comments

<div>Maintenance Work Conducted by (Sign)_____ (Date)_____</div>
--

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

Comments

<div>Maintenance Work Conducted by (Sign)_____ (Date)_____</div>
--

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
1 Inspect air mixer and pipework for damage/defect	
2 Check to see if the oiler is full. If not, top up with food grade oil.	
3 Check for any leaks of air or oil	
4 Time taken to complete task _____	

Comments

<div>Maintenance Work Conducted by (Sign)_____ (Date)_____</div>
--

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
1 Inspect air mixer and pipe work for damage/defect	
2 Check to see if the oiler is full. If not, top up with food grade oil.	
3 Check for any leaks of air or oil	
4 Time taken to complete this task _____	

Comments

<div>Maintenance Work Conducted by (Sign)_____ (Date)_____</div>
--

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
----------------	--------

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

Comments

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

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
1 Isolate AC/13	
2 Remove the two "Cleanair" Pre-Filters prior to the efficiency filters with part No CX 335 x 1100 and replace	
3 De-isolate AC/13	
4 Replace Consumable Status Label	

Comments

<div>Maintenance Work Conducted by (Sign)_____ (Date)_____</div>
--

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
1 Contact Graham Pegram @ Twin Lakes Air 0425 330 386	Blow them out
2 Open front panel and remove the two filter membranes	
3 Clean around coil any excess dust	
4 Check drain is clear	
5 Check gas levels in compressor	

Comments

<div>Maintenance Work Conducted by (Sign)_____ (Date)_____</div>
--

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
1 Contact Graham Pegram @ Twin Lakes Air 0425 330 386	Blow them out.....
2 Open front panel and remove the two filter membranes	
3 Clean around coil any excess dust	
4 Check drain is clear	
5 Check gas levels in compressor	

Comments

<div>Maintenance Work Conducted by (Sign)_____ (Date)_____</div>
--

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	
1	Contact Graham Pegram @ Twin Lakes Air 0425 330 386	
2	Isolate unit and check pre-filter above northern door entrance	
3	Check for any leaks in roof cavity	
4	Climb up on roof and check gas levels in compressor	

Comments

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

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
1 Contact Graham Pegram @ Twin Lakes Air 0425 330 386	Blow them out
2 Open front panel and remove the two filter membranes	
3 Clean around coil any excess dust	
4 Check drain is clear	
5 Check gas levels in compressor	

Comments

<div>Maintenance Work Conducted by (Sign)_____ (Date)_____</div>
--

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
1 Contact Graham Pegram @ Twin Lakes Air 0425 330 386	
2 Check gas levels in compressor	
3 Check all electrical connections	
4 Check drain is clear	

Comments

<div>Maintenance Work Conducted by (Sign)_____ (Date)_____</div>
--

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	
1 Inspect Pre-Filters - Replace if required		
2 Inspect Drain and S bend clear if needed		
3 Check consumable status stickers for valid dates		

Comments

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

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	
1 Inspect Pre-Filters - Replace if required		
2 Inspect Drain and S bend clear if needed		
3 Check consumable status stickers for valid dates		

Comments

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

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	
1 Remove fan covers and check filters, if dirty blow them down or replace		

Comments

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

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
1 Isolate and remove lower guards	
2 Inspect gearbox for leaks/backlash and mounts	
3 Inspect all mounting bolts along drive shaft	
4 Inspect all drive cams and bearings, lubricate every 6 months	
5 Check E Stops/ controls buttons making sure they all function properly	
6 Inspect hopper motor for oil leaks and secure mounts	
7 Inspect and check level switch is functioning properly in hopper	
8 Check the functions and operations of the temperature controllers of the hot air sealer	
9 Inspect all jaw rollers and bearings for wear, lubricate if necessary	If so contact Maintenance
10 Check all electrical cabling and sensors for damage or wear	If so contact Maintenance
11 Inspect all electrical plugs and sockets for damage	
12 Check the operations of hopper heater, pump and temperature controller	
13 Check for air leaks and make sure all air valves are correctly operating	
14 Clean air filter for Vacuum system by blowing off with compressed air every 6 months	
15 Replace air filter for vacuum system every 12 months	
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.
17 Time taken to complete these tasks	

Comments

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

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

Comments

<div>Maintenance Work Conducted by (Sign)_____ (Date)_____</div>
--

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
1	To be completed by the Microbiologist	

Comments

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

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	
1 To be completed by the Microbiologist		

Comments

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

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	
1 To be completed by the Microbiologist		

Comments

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

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	
1 To be completed by the Microbiologist		

Comments

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

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	
1 To be completed by the Microbiologist		

Comments

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

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

Comments

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

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

Comments

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

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

Comments

<p>Maintenance Work Conducted by (Sign)_____ (Date)_____</p>
--

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
1 For each station check access	water supply is available
2 For each station check correct function	when activated
3 Laboratory - hand held eye wash station	All checks OK
4 Water Treatment - eye wash station	All checks OK
5 Water Treatment - shower	All checks OK
6 Dispensary - eye wash station	All checks OK
7 Dispensary - shower	All checks OK
8 Manufacturing - eye wash station	All checks OK
9 Manufacturing - shower	

Comments

<div>Maintenance Work Conducted by (Sign)_____ (Date)_____</div>
--

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	
1 Verify that the room pressure differences are recorded dailyPa	
2 Record the pressure differential of the final filters. (Change out pressure = 250Pa for final filters)		

Comments

Maintenance Work Conducted 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
1 Contact Graham Pegram @ Twin Lakes Air 0425 330 386	
2 Check gas levels in compressor	
3 Check all electricals are working correctly	
4 Clean cartridge filter and replace	

Comments

<div>Maintenance Work Conducted by (Sign)_____ (Date)_____</div>
--

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
----------------	--------

- 1 At the retention pond, check which pipes are flowing.
- 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.
- 3 Check 2"dia pipe is clear. If not, repeat step 2 on this pipe.
- 4 Make sure all ball valves are left in the open position.
- 5 Check drain pipe at other end of retention pond is clear and flowing.
- 6 Check all pipe joints for cracks and leaks.

Comments

<div>Maintenance Work Conducted by (Sign)_____ (Date)_____</div>
--

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	
1	Isolate AC/06 unit	
2	Remove and Replace the two 400x600 Merv 11 (Cleanair Filters)	
3	Replace Consumable status label	

Comments

<div>Maintenance Work Conducted by (Sign)_____ (Date)_____</div>
--

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
1	Isolate AC/07 Unit	
2	Remove and Replace the two 400x600 Merv 11 (Cleanair Filters)	
3	Replace Consumable status label	

Comments

Maintenance Work Conducted 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	
1	Isolate AC/10 Unit	
2	Remove and Replace the two 400x600 Merv 11 (Cleanair Filters)	
3	Replace Consumable status label	

Comments

Maintenance Work Conducted 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
1 Record differential pressure readings	
2 Check for leaks on outlet and Inlet of chilled water supply	
3 Inspect Pre-filters and Final filters if required replace	
4 Check consumable status label for valid dates	
5 Check drive belts (AX32) (x2)	

Comments

<div>Maintenance Work Conducted by (Sign)_____ (Date)_____</div>
--

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
1 Record differential pressure readings	
2 Check for leaks on outlet and Inlet of chilled water supply	
3 Inspect Pre-filters and Final filters if required replace	
4 Check consumable status label for valid dates	
5 Check drive belts (SPA1000) V Belt (x2)	

Comments

<div>Maintenance Work Conducted by (Sign)_____ (Date)_____</div>
--

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
1 Record differential pressure readings	
2 Check for leaks on outlet and Inlet of chilled water supply	
3 Inspect Pre-filter and Final filters if required replace	
4 Check consumable status label for valid dates	
5 Check drive belts (AX25) V Belt (x2)	

Comments

<div>Maintenance Work Conducted by (Sign)_____ (Date)_____</div>
--

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
1 Record differential pressure readings	
2 Check for leaks on outlet and Inlet of chilled water supply	
3 Inspect Pre-filters FA318 and Final filters if require replace	
4 Check consumable status label for valid dates	

Comments

<div>Maintenance Work Conducted by (Sign)_____ (Date)_____</div>
--

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
1 Dismantle the valves and replace the valve seals. Reassemble.	
2 Check the chamber seals on the in-line homogeniser, replace if necessary.	
3 Clean and sanitize as per SOP M-0017.	

Comments

<div>Maintenance Work Conducted by (Sign)_____ (Date)_____</div>
--

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
1	Dismantle the valves and replace the valve seals. Reassemble.	
2	Check the chamber seals on the in-line homogeniser, replace if necessary.	
3	Clean and sanitize as per SOP M-0017.	

Comments

Maintenance Work Conducted 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
1 Dismantle the valves and replace the valve seals. Reassemble.	
2 Check the chamber seals on the in-line homogeniser, replace if necessary.	
3 Clean and sanitize as per SOP M-0017.	

Comments

<div>Maintenance Work Conducted by (Sign)_____ (Date)_____</div>
--

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
1 Contact Graham Pegram @ Twin Lakes Air 0425 330 386	
2 Check gas levels in compressor	
3 Check all electricals are working correctly	
4 Clean dust from around coil unit	
5 Check drain is clear	

Comments

<div>Maintenance Work Conducted by (Sign)_____ (Date)_____</div>
--

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	
1	Replace Sterilight Gold UV lamp S810RL 50HZ, 230Volts, 3.0Amps UV101	
2	Model number 5810RL	
3	Replace Quartz Sleeve cat no QS81023	

Comments

Maintenance Work Conducted 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
1 Contact Graham Pegram @ Twin Lakes Air 0425 330 386	
2 Check gas levels in compressor	
3 Check all electricals are working correctly	
4 Clean dust from around coil unit	
5 Check drainis clear	

Comments

<div>Maintenance Work Conducted by (Sign)_____ (Date)_____</div>
--

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
1 To be completed by the Microbiologist		

Comments

Maintenance Work Conducted 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
1 To be completed by the Microbiologist		

Comments

Maintenance Work Conducted 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
1 To be completed by the Microbiologist		

Comments

Maintenance Work Conducted 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	
1 To be completed by the Microbiologist		

Comments

Maintenance Work Conducted 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	
1 To be completed by the Microbiologist		

Comments

Maintenance Work Conducted 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	
1 NOZZLE/FILL ASSEMBLY		
2 Inspect all fill hoses for condition/wear		
3 Inspect all pneumatic connections/hoses for wear/damage		
4 Inspect all air cylinders and nozzles for leaks/wear		
5 Replace all O-rings in the nozzle assembly		
6 Inspect nozzle location rails/clamp blocks are tight		
7 Inspect valve assemblies/valves on bottom of hopper for damage		
8 Check valve seals for damage/wear		
9 Check all tri-clover ferrules/clamps for wear/damage		
10 Inspect main cylinders/rods/piston seals for wear/damage		
11 Inspect air cylinders for wear/damage on valves		
12 Inspect main cylinder>air cylinder for damage/wear		
13 Inspect fill hose ferrules/hose clamps for damage/wear		
14 Inspect nozzle up/down air cylinder for leaks/damage/wear.Check reed switch/cabling for damage/wear.		
15 Inspect hopper for damage/wear		
16 BOTTLE NECK LOCATER		
17 Inspect bottle neck locater clamp blocks assembly		
18 Inspect bottle neck locater air cylinders and sliding teflon bush assembly.		
19 Check all ratchet clamps on bottle neck assembly		
20 Check all thumb screws for wear/damage		

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	
21 Check bottle neck locator height adjustment for wear/damage		
22 Check condition of bronze bushes and guide shafts		
23 Check reed switches on air cylinders for damage/wear		
24 MACHINE GUARDING		
25 Inspect all machine guarding for damage/wear		
26 Ensure all guarding is fitted to machine correctly		
27 Ensure filler is bolted tight to line & feet are secure		
28 ELECTRICAL/PNEUMATIC		
29 Verify main air pressure is set no greater than 600kPa.		
30 Inspect control display for damage/wear		
31 Inspect all control knobs for damage/wear		
32 Inspect all bottle sensors/reflectors for damage/wear		
33 Inspect air regulator/pressure guage for damage/wear		
34 Inspect main cylinder proximity switch for damage/wear		
35 Inspect main power cable in for damage and ensure it has been tested/ tagged		
36 Inspect caterpillar track for damage/wear		
37 Inspect all guard switches		
38 Check operation of all guard switches and control switches		
39 Inspect all air control needle valves are operational and not loose		
40 With machine isolated remove side cover and inspect all internal air hoses/ cabling/valves for damage/wear		

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
41 Re-assemble machine and test run ensuring all operations are working correctly	
42 Time taken to complete this task	

Comments

<div>Maintenance Work Conducted by (Sign)_____ (Date)_____</div>
--

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
1 Open Door 1 in Manufacturing's west wall	
2 Inspect the two oilers inside wall cavity and fill if needed	
3 Run MX323 and MX324 for a few minutes	
4 Close and lock Door 1	

Comments

Maintenance Work Conducted 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
1 contact Graham Pegram @ Twin Lakes Air 0425 330 386	
2 Check gas levels in compressor	
3 Check all electricals are working correctly	
4 Clean cartridge filter and replace	

Comments

<div>Maintenance Work Conducted by (Sign)_____ (Date)_____</div>
--

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
1 Contact Graham Pegram @ Twin Lakes Air 0425 330 386	
2 Check gas levels in compressor	
3 Check all electricals are working correctly	
4 Clean dust from around coil units	
5 Check drains is clear	

Comments

<div>Maintenance Work Conducted by (Sign)_____ (Date)_____</div>
--

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
1 Contact Graham Pegram @ Twin Lakes Air 0425 330 386	
2 Check gas levels in compressor	
3 Check all electricals are working correctly	
4 Check drains are clear	

Comments

<div>Maintenance Work Conducted by (Sign)_____ (Date)_____</div>
--

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
1 Contact Graham Pegram @ Twin Lakes Air 0425 330 386	
2 Check gas levels in both compressors	
3 Check all electricals are working correctly	
4 Check drains are clear	

Comments

<div>Maintenance Work Conducted by (Sign)_____ (Date)_____</div>
--

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

This task is contined on the next page

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	

Comments

Maintenance Work Conducted 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
-----------------------	---------------

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

Comments

<div>Maintenance Work Conducted by (Sign)_____ (Date)_____</div>
--

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

Comments

<div>Maintenance Work Conducted by (Sign)_____ (Date)_____</div>
--

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

This task is continued on the next page

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	

Comments

Maintenance Work Conducted 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	
1 Sanitise all Purified Water Outlet Valves	
2 Time Taken		

Comments

Maintenance Work Conducted 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
1 Visually inspect the hand holes in the boiler (3 off per boiler)	
2 If any leakage is evident contact the boiler contractor to replace the gasket	
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	
4 Clean the sight glass. If any leakage is evident, replace the gasket	
5 Inspect all steam lines for leaks, damage or corrosion including all pressure reducing stations (Manufacturing / Purified Water / Autoclave Station)	
6 Inspect dosing pump on header tank for correct operation	_____degrees C
7 Inspect that the header tank remains at a temperature of 80 to 90C maximum	
8 Inspect header tank for condition and cleanliness	
9 Test the low water level and flameout alarm	
10 Check control panel lights are working and condition of the electrical connections inside control cabinet	
11 Inspect blowdown lines for condition and any leakage including blowdown tank	

Comments

<div>Maintenance Work Conducted by (Sign)_____ (Date)_____</div>
--

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

Comments

<div>Maintenance Work Conducted by (Sign)_____ (Date)_____</div>
--

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
1 Grease main coupling and mechanical components via the grease nipples at the back of the machine	
2 Check the condition of the water in the pump seal container attached to the pump and change the water if contaminated	
3 Check the oil level in the reducer and refill if necessary	

Comments

<div>Maintenance Work Conducted by (Sign)_____ (Date)_____</div>
--

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	
1 Check the pump for leaks. If any found, advise maintenance to replace seals.		

Comments

Maintenance Work Conducted 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
1 Replace Pall 0.2um EMFLON PFR Filter	
2 Part Number C3PFRP1	
3 Pall Australia Customer Service 1800 635 082	
4 Delta Laboratories Customer No: 1000038762	
5 Apply new consumable status label	

Comments

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

Delta Laboratories
Preventative Maintenance Task

Department	Equipment	Equipment No
Maintenance	Labec Depyrogenation Oven	OV811

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

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

Comments

<div>Maintenance Work Conducted by (Sign)_____ (Date)_____</div>
--

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

Comments

<div>Maintenance Work Conducted by (Sign)_____ (Date)_____</div>
--

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

Comments

<div>Maintenance Work Conducted by (Sign)_____ (Date)_____</div>
--

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

Comments

<div>Maintenance Work Conducted by (Sign)_____ (Date)_____</div>
--

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

Comments

<div>Maintenance Work Conducted by (Sign)_____ (Date)_____</div>
--

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

Comments

<div>Maintenance Work Conducted by (Sign)_____ (Date)_____</div>
--

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

Comments

<div>Maintenance Work Conducted by (Sign)_____ (Date)_____</div>
--

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

Comments

<div>Maintenance Work Conducted by (Sign)_____ (Date)_____</div>
--

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

Comments

<div>Maintenance Work Conducted by (Sign)_____ (Date)_____</div>
--

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
1 Replace Pall 0.2µm EMFLON PFR FILTER	
2 Part Number C3PFRP1	
3 Pall Australia Customer Service 1800 635 082	
4 Delta Laboratories Customer No: 1000038762	
5 Apply new consumable status label	

Comments

<div>Maintenance Work Conducted by (Sign)_____ (Date)_____</div>
--

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	
1	Check the pump for leaks. If any found, advise maintenance to replace seals.	

Comments

Maintenance Work Conducted 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	
1 Check the pump for leaks. If any found, advise maintenance to replace seals.		

Comments

Maintenance Work Conducted 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
1 Replace Pall 0.2um EMFLON PFR FILTER	
2 Part Number C3PFRP1	
3 Pall Australia Customer Service 1800 635 082	
4 Delta Laboratories Customer No: 1000038762	
5 Apply new consumable status label	

Comments

<div>Maintenance Work Conducted by (Sign)_____ (Date)_____</div>
--

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	
1 Carry out alarm testing as per SOP H-0005		
2 Fill out form H-0005-3 in the folder located in the HR Managers office		

Comments

Maintenance Work Conducted 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
1 Isolate the filter set from the compressed air supply	
2 Replace the filter element	
3 De-isolate the filter set	
4 Apply a consumable status label J-0004-1A	

Comments

<div>Maintenance Work Conducted by (Sign)_____ (Date)_____</div>
--

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
1 Isolate the filter set from the compressed air supply	
2 Replace the filter element	
3 De-isolate the filter set	
4 Apply a consumable status label J-0004-1A	

Comments

<div>Maintenance Work Conducted by (Sign)_____ (Date)_____</div>
--

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	
1 Contact Atlas Copco to carry out the annual maintenance		

Comments

Maintenance Work Conducted 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
1 Contact Atlas Copco to replace the element	
2 Apply new consumable status label	

Comments

<div>Maintenance Work Conducted by (Sign)_____ (Date)_____</div>
--

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
1 Contact Atlas Copco to replace the element	
2 Apply new consumable status label	

Comments

Maintenance Work Conducted 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	
1	Contact Atlas Copco to replace the element	
2	Apply new consumable status label	

Comments

Maintenance Work Conducted 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
1 Isolate / unplug machine	
2 Remove tape machine from packing room and thoroughly clean down. Blow all dust out with compressed air	
3 Check all switches for correct operation	
4 Inspect tape brushes and knives for wear or damage, repair or replace as required	
5 Inspect condition of all bearings and rollers	
6 Check condition of all belts	_____
7 Time taken to complete task	

Comments

<div>Maintenance Work Conducted by (Sign)_____ (Date)_____</div>
--

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	
1	Adjust all clocks 1 hour forward	
2	HVAC systems	
3	Air compressors	
4	Dryer	
5	Chilled water system	

Comments

Maintenance Work Conducted 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
-----------------------	---------------

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

Comments

<div>Maintenance Work Conducted by (Sign)_____ (Date)_____</div>
--