

Location	PS:	Year:				Remarks
	Quarterly Checklist	Quarter:				
		1	2	3	4	
Actuators	Check and adjust limit & torque switch settings for electric actuators and moisture/oil levels/temperature protection sensors.					
PLC Controller, HMI Panels	Check Panel indicators, LED status indicators and diagnostic displays for PLC/RTU and loop checks. Check communication transducers and modems. Check and ensure that alarm settings are operational. Check all HMI functions/keys for LCD and LED displays. Check Hand, Off, Auto switch functions. Check instrument signals, function of auto relays, manual start of equipment and space heater.					
Instruments & UPS	Visually Inspection and cleaning as necessary of all instrumentation and wiring.					
Bar Screens	Check the Bar Screens, make sure no large gaps are formed, replace corroded or deformed bars. This should be done every six months.					
Stop Logs Sliding Channels	Clean and remove all deposits, and check for any damages.					