

# KINTO – RFC Machine Daily Checklist

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Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Shift: ☐ Regular ☐ Morning ☐ Afternoon ☐ Night

Supervisor Name: \_\_\_\_\_

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## Section 1: RFC Machine

Task	Verification Criteria	Result (Pass/Fail)	Remarks	Verified By (Name & Signature)
Clean the Machine	Wipe down surfaces and parts to remove any spills or residues			
	Check for and clear any blockages in the rinsing and filling areas			
Check for Leaks	Inspect hoses and fittings for leaks during operation			
	Ensure no coolant or cleaning solutions are leaking			
Inspect Safety Features	Test emergency stop buttons			
	Ensure safety guards are in place			
Functionality Check	Run a sample batch to confirm that the rinsing, filling, and capping functions work correctly			

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## Section 2: Additional Notes / Observations

(To be filled by the plant team if any anomalies are detected)

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## Section 3: Supervisor Approval

✓ Reviewed & Approved By (Name & Signature): \_\_\_\_\_

✓ Date & Time: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ & \_\_\_\_ : AM/PM

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This checklist is to be maintained daily and submitted to the Quality & Operations Team at the end of each shift.

**Note:** Any failures or anomalies must be reported immediately for corrective action.