

# Entire System - Daily Checklist

## Before starting operation\*:

- Make sure the product is free of flanges, excess plastic, short shots, or noticeable gates.
- Check if any tools or materials are left in the equipment.
- Check that all power (utility) supplies have been turned ON.
- Check that air and speed settings correspond to the specified values.
- Check that product has been supplied to the prefeeder hopper.
- Check that all sensors are clean and free of smudges and/or condensation.
- Check that there is no leakage (oil, grease, water, fluids, etc.)
- Remove any dirt, debris from gravity track and leadscrew.
- Make sure tooling in the turret is correct for the part to be run.

## During warm up of the system\*:

- Check if there is any abnormal noise or vibration in the equipment.
- Wipe off any excess oil or grease after warm-up.
- Check for air leaks throughout the system.
- Run the machine slowly to check for any problems with the flow of products through the system.

## After the shift is finished\*:

- Remove any broken parts or fragments.
- Check that all sensors are clean and free of smudges and/or condensation.
- Check to see if the speed reducer/motors are running abnormally hot.
- Lubrication any sections of the equipment called out in the Maintenance Charts under the "Daily" interval.

*These charts are for quick-reference only. For detailed descriptions and procedures, please refer to the equipment's Operations Manual.*



**\*The maintenance procedures listed above charts should be performed only when the equipment has been shut down and locked-out/tagged out. A no time should any personnel be inside any safety cages while the equipment is operational. Remove the keys from corresponding control panels before starting any repair, maintenance or troubleshooting.**

# Weekly/Monthly Inspection Checklists

**Carry out the following inspections on a weekly basis, regardless of whether the equipment has been operated or not.**

- Check if all belts and chains are tensioned correctly (no too loose or too tight).
- Check if any belts (elevator, conveyor, etc.) are worn or damaged.
- Check that all safety devices are secured for safe operation (covers, guards, etc.) and not bypassed.
- Check that if any lubrication is needed that it has been performed.
- Check that the air supply inlet filters are not clogged or dirty.
- Check that nothing has been removed from the system.
- Remove any dirt, debris from chutes, bowl rim, bowl, conveyor tracks, etc.

**Carry out the following inspections on a monthly basis, regardless of whether the equipment has been operated or not.**

- Check if lubrication is needed or that lubrication has been performed as described in Chapter 6.
- Check that all fasteners, screws, bolts, etc. are secure and tight.
- Check that the machine drive systems are secure.
- Check that any filters have been cleaned, replaced or are not clogged or dirty.
- Check for overall deterioration of wiring, piping or tubing.

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