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Preventive Maintenance Instruction for Production Facility

1.0 Purpose

To outline the procedure in preventive maintenance instruction for production facility. It is a guideline to help production engineer to perform preventive maintenance in proper way to maintain equipment/ machine in good condition.

2.0 Scope

This scope of preventive maintenance to cover serial number label printer, FDD duplicator, HDD duplicator and packing machine.

3.0 Preventive Maintenance Equipment List

3.1 Serial number label printer

3.2 FDD duplicator

3.3 HDD duplicator

3.4 Packing machine

Ref : Doc No. PD-F-15

Item	Equipment No.	Description	Code	Brand	Model	Serial number	Specification	Installation date	Location	Status	Remark
1		Serial number label printer		Datamax	Prodigy	06265619	220/240V, 50/60Hz	10/10/00	Production	Normal	
2		FDD duplicator		Wytron	FD-312	3129909-0001	110/220V, 50/60Hz	10/10/00	Production	Normal	
3		HDD duplicator		Wytron	FD-3000	983000356	110/220V, 50/60Hz	10/10/00	Production	Normal	
4		Packing machine		Siat	XL36	6004	220/240V, 50/60Hz	10/10/00	Production	Normal	

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4.0 Procedure

4.1 Preventive maintenance is yearly scheduled for monthly performing check.

Yearly Preventive Maintenance Plan

Ref : Doc No. PD-F-16

Item	Equipment No.	Description	Code	Month												Remark	
				1	2	3	4	5	6	7	8	9	10	11	12		
1		Serial number label printer		X	X	X	X	X	X	X	X	X	X	X	X	X	
2		FDD duplicator		X	X	X	X	X	X	X	X	X	X	X	X	X	
3		HDD duplicator		X	X	X	X	X	X	X	X	X	X	X	X	X	
4		Packing machine		X	X	X	X	X	X	X	X	X	X	X	X	X	

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4.2 Preventive maintenance checklist is yearly scheduled for monthly check.

4.2.1 When production engineer finished to perform preventive maintenance after that to record the month that performed for PM into the form of monthly preventive maintenance check for year as attached below.

Monthly Preventive Maintenance Check for Year

Ref : Doc No. PD-F-17

Item	Equipment No.	Description	Code	Month												Remark	
				1	2	3	4	5	6	7	8	9	10	11	12		
1		Serial number label printer															
2		FDD duplicator															
3		HDD duplicator															
4		Packing machine															

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4.3 Preventive maintenance check result

4.3.1 Write down the month, year of performing preventive maintenance in the preventive maintenance form.

4.3.2 Production engineer to perform preventive maintenance as instruction of preventive maintenance and checking point which state details in the table of each equipment/machine.

4.3.3 After finished preventive maintenance and check then record check result, checked by, date and details into the form.

4.3.4 Send the equipment/ machine which not in good condition to repair or charge spare part.

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Monthly Preventive Maintenance Check Result for serial number label printer

Ref : Doc No. PD-F-18

Preventive Maintenance Check Result for Month Year

Equipment No.	Description	Code	Brand	Model	S/N	Specification
.....	S/N label printer	Datamax	Prodigy	06265619	220/240, 50/60Hz

Item	Preventive Maintenance & Check Point	Check Result			Checked By	Date	Remark
		Normal	Repair	Part change			
1	Check condition of print head.						
2	Check condition of stepping motor.						
3	Check condition and connection of jumper.						
4	Check condition and connection of power cord.						
5	Clean machine with soft cloth and cleaning detergent.						

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Monthly Preventive Maintenance Check Result for FDD duplicator

Ref : Doc No. PD-F-19

Preventive Maintenance Check Result for Month Year

Equipment No.	Description	Code	Brand	Model	S/N	Specification
.....	FDD duplicator	Wytron	FD-312	3129909-0001	110/220, 50/60Hz

Item	Preventive Maintenance & Check Point	Check Result			Checked By	Date	Remark
		Normal	Repair	Part change			
1	Check FDD noise when power on.						
2	Check condition and connection of power cord.						
3	Check duplicating/formatting.						
4	Clean FDD by using cleaning disk with cleaning fluid.						
5	Clean machine with soft cloth and cleaning detergent.						

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Monthly Preventive Maintenance Check Result for HDD duplicator

Ref : Doc No. PD-F-20

Preventive Maintenance Check Result for Month Year

Equipment No.	Description	Code	Brand	Model	S/N	Specification
.....	HDD duplicator	Wytron	FD-3000	983000356	110/220, 50/60Hz

Item	Preventive Maintenance & Check Point	Check Result			Checked By	Date	Remark
		Normal	Repair	Part change			
1	Check condition of hard drive control cable connector.						
2	Check condition of hard drive power cable connector.						
3	Check condition of jumper & all cables.						
4	Ensure all connections are securely connected.						
5	Clean machine with soft cloth and cleaning detergent.						

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Monthly Preventive Maintenance Check Result for packing machine

Ref : Doc No. PD-F-21

Preventive Maintenance Check Result for Month Year

Equipment No.	Description	Code	Brand	Model	S/N	Specification
.....	Packing machine	Siat	XL36	6004	220/240, 50/60Hz

Item	Preventive Maintenance & Check Point	Check Result			Checked By	Date	Remark
		Normal	Repair	Part change			
1	Check blade sharpness, clean blade.						
2	Check spring tensile force, brush.						
3	Check center position of tape on all rollers.						
4	Check tape tension freely or not.						
5	Check that all rollers turn freely or not.						
6	Check that core-holder friction is loosen.						
7	Clean machine with soft cloth and cleaning detergent.						

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