Title:	Preventive Maintenance Instruction	Doc. No.	PD-W-03
	for Production Facility	Rev.	А
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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	Description	Code	Brand	Model	Serial number	Specification	Installlation	Location	Status	Remark
	No.							date			
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	

Approved by	Prepared by	John P.

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l.0 Proce		enance is yearly sc	heduled	l for r	mon	thly	perf	form	ing (	ched	ck.						
	Yearly Pr	reventive Maintenar	nce Plar	1													
_		c No. PD-F-16															
	Item Equipment No.	Desc ription	Code	1	2	3	4	5	Month 6	7	8	9	10	11	12	Remark	
-	1 2	Se rial number la bel printe r FDD duplicato r		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		
Approve	ed by					Pr	ера	red	by			Joh	n P				

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										' '	.90							
4.2.1 V	Vhen	product	tenance checklist is ion engineer finished 'M into the form of m	d to pe	rforn	n pre	even	ıtive	mair	nten	ance	e aft						elow.
Monthly Preventive Maintenance Check for Y  Ref : Doc No. PD-F-17											••••							
	Item	Equipm ent	Equipment Description Code						Month								Remark	1
		No.			1	2	3	4	5	6	7	8	9	10	11	12		1
	1		Se rial number label printer															4
	2		FDD duplicator															4
	3		HDD duplicator  Packing machine															4
Approved by					Р	repa	ared	l by	,		Jol	nn F	Р.					

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			<u> </u>		•
4.3 Preve	ntive mainter	nance check result			
4.3.1 Write	e down the m	nonth, year of performing prevention	ve maintenance in th	ne preventiv	ve maintenance form.
4.3.2 Proc	duction engin	eer to perform preventive mainten	ance as instruction	of preventiv	ve maintenance and
checking	point which s	state details in the table of each ed	quipment/machine.		
4.3.3 Afte	r finished pre	eventive maintenance and check the	nen record check re	sult, check	ed by, date and
details inte	o the form.				
4.3.4 Send	d the equipm	ent/ machine which not in good co	ondition to repair or	charge spa	are part.
Approve	d by		Prepared by	John I	 P
, while	ч Бу		i ropuled by	John	

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	Monthly F	Preventive M	aintenance	Check F	Result fo	or serial n	umber la	bel printe	r
	Ref : Doo	No. PD-F-1	8						
		nance Check Result		1	1	I			
	Equipment No.	Description S/N label printer	Code	Brand Datamax	Model Prodigy	S/N 06 2656 19		fication 50/60Hz	
		on aberprinter		⊔atai∏dX	Flouigy	00 2000 19	2 20/240	JU/UUIIZ	
ltem	n Pre ventiv	e Maintenance & Ch	neck Point		Check Resu	ılt	Checked	Date	Remark
				Normal	Repair	Part change	Ву		
1	Check condition of								
	Check condition of	f stepping motor. nd connection of jur	ner						
		nd connection of po							
_	Clean machine with								

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		Preventive N		e Check	Result	for FDD c	luplicator		
	Preventive Mainten			Year					
	Equipment No.	Description	Code	Brand	Model	S/N	1	ication	
		FDD duplicator		Wytron FD-312 3129909-			110/220,	50/60Hz	
Item	Preventive	e Maintenance & Cl	neck Point	Normal	Check Resu	ılt Part change	Checked By	Date	Remark
1	Check FDD noise w	vhen power on.		Homai	rtopa	T dirt ondings	2,		
2	Check condition an								
3	Check duplicating/	formatting.							
4	Clean FDD by using								
5	Clean machine with	n soft cloth and clea	ning detergent.						
Approve	ed by				Pı	repared	by	John P	). 

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	N	⁄lonthl	y Preventive	e Maintenar	nce Che	ck Resu	lt for HDD	duplicat	or	
ĺ	F	Ref : D	oc No. PD-	F-20						
	Preventive Maintenance Check Result for Month									
	Equipment No. Description Code HDD duplicator				Brand	Model	S/N	Speci	fication	
					Wytron	FD-3000	983000356	110/220	, 50/60Hz	
Item		Preventive Maintenance & Check Point				Check Resu	It	Checked	Date	Remark
						Normal Repair		Ву		
1	Check co	ndition of	ndition of hard drive control cable connector.							
2	Check co	ndition of	hard drive power ca	able connector.						
3	Check co	ndition of	jumper & all cables							
4	Ensure al	l connecti	ons are securely co	nnected.						
5	Clean ma	chine with	n soft cloth and clea	ning detergent.						
Appro	approved by					Prepared	l by	John	P.	

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			Preventive I		e Check	c Result	for packir	ng machi	ne		
		Preventive Mainter	nance Check Result	for Month	Year						
		Equipment No.	Description	Code	Brand	Model	S/N	Specif	ication		
			Packing machine		Siat	XL36	6004	220/240,	50/60Hz		
		1									
	Item	Preventiv	e Maintenance & Ch	neck Point	L	Check Resu	1	Checked	Date	Remark	
	1	Check blade share	oness, clean blade.		Normal	Repair	Part change	Ву			
	2	Check spring tensi									
	3	Check center posit	tion of tape on all rol	lers.							
	4	Check tape tension	n freely or not.								
	5	Check that all rolle	rs turn freely or not.								
	6		older friction is loose								
	7	Clean machine will	h soft cloth and clea	ning detergent.							
Appr	Approved by					F	Prepared	by	John	P.	