

◆ MONTHLY MAINTENANCE CHECKLIST ◆

Document No.: CSA-PM-PB-MO-001

Revision: Rev. 1.2

Issue Date: July 2026

MACHINE INFORMATION

Machine Name	_____	Machine No.	_____
Serial No.	_____	Department	_____
Technician	_____	Shift	_____
Date	_____	From Time	_____
To Time	_____	Total Hours Spent	_____

MAINTENANCE CHECKLIST

#	Maintenance Item / Description	Check	Remarks
1	Grease the Y-axis, ballscrew, scale and finger assembly	☐	
2	Check ballscrew locking and scale mountings	☐	
3	Check the mechanical parts of the backgauge and ADT	☐	

AUTHORISATION

Done By	Checked By	Approved By
Name: _____	Name: _____	Name: _____
Signature: _____	Signature: _____	Signature: _____
Date: _____	Date: _____	Date: _____