

◆ DAILY MAINTENANCE CHECKLIST ◆

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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	Oil level to be checked	☐	
2	Visual inspection of any oil leakage	☐	
3	Abnormal sound during referencing / running	☐	
4	Backgauge physical measurement (Left to Right and Back to Front)	☐	
5	Y-axis zero measurement	☐	
6	Physically verify tooling with the program	☐	
7	Check functioning of servo stabilizer / UPS	☐	
8	Clean the machine	☐	
9	Perform a visual inspection of the machine	☐	
10	Verify that all machine functions are working	☐	
11	Clean the backgauge ballscrew, tooling and guide rod	☐	
12	Oil the backgauge ballscrew and guide rod	☐	
13	Visually inspect filter indications	☐	

AUTHORISATION

Done By

Name: _____

Signature: _____

Date: _____

Checked By

Name: _____

Signature: _____

Date: _____

Approved By

Name: _____

Signature: _____

Date: _____