



Southern Machinery Sales and Service Co., Limited

Weekly & Monthly Maintenance Record Sheet (odd form insertion machine)

LINE:

Machine name:

DATE:

Equipment maintenance training				First week	Second week	Third week	fourth week
NO	Cycle	Maintenance Part	Maintenance Method				
1	W e e k l y	Equipment surface/inside	clean, sweep				
2		Transmit all the sensors in the orbit	clean, check				
3		Base forming part	clean, sweep				
4		Feeding vibration plate/track	clean, check				
5		insertion optical shaft/sleeve	clean, refuel (white lubricating grease)				
6		Track PCB limit fixing device	clean, check				
7		insertion head clamping device	clean, check				
8	M o n t h l y	Each feeding track sensor	clean, check				
9		X.Y.H lead screw slide rail	clean, refuel (Blue lubricating grease)				
10		X.Y limit sensors	clean, check				
11		Each insertion head sensor	clean, check				
Maintenance date							
Maintainer							
Inspector							
excep tion recor d	Date	Causes of Exceptions	Treatment methods and countermeasures			result	signature

Note: 1. The maintenance should be carried out according to the items in the above table. After weekly maintenance, mark "△" in the corresponding grid of the record column. After monthly maintenance, mark "○" in the corresponding grid of the record column..

2. Among them, 1-7 are weekly maintenance items; 8-11 are monthly maintenance items.