

# Operator Maintenance Checklist for Automated Packaging Lines

Date: \_\_\_\_\_

Operator: \_\_\_\_\_

Line #: \_\_\_\_\_

Shift: \_\_\_\_\_  
Supervisor: \_\_\_\_\_

## Daily Maintenance Tasks

Task	Complete	Comments
Visual inspection of the machine/apparatus		
Check sensors and safety devices		
Remove debris and clean infeed & outfeed areas		
Inspect moving parts for wear or damage		
Check tension of conveyor belts/chains		
Verify package sealing/coding equipment		
Ensure guards and covers are in place		
Lubricate as required		
Inspect pneumatic and electrical connections		

## Issues Noted

Description of Issue	Action Taken / Notes

**Note:** Complete this checklist at the start of each shift or as specified by your supervisor. Report any serious issues immediately.

Operator Signature:

Supervisor Review: