

Machine Maintenance Schedule

Company Name:
ABC Manufacturing Ltd.
Location:
Plant 1, Zone B
Machine Name/ID:
Lathe Machine / LM-23
Department:
Production
Prepared By:
John Doe
Reviewed By:
Jane Smith
Schedule Period:
Q2 2024
Date Prepared:
2024-06-20

Maintenance Schedule Table

Date	Maintenance Type	Description	Assigned To	Status	Remarks
2024-07-05	Preventive	Lubrication of moving parts	P. Kumar	Scheduled	-
2024-07-20	Inspection	Belt tension check	P. Kumar	Scheduled	-
2024-08-05	Corrective	Replace coolant filter	S. Rao	Scheduled	-
2024-08-25	Preventive	Clean control panel	S. Rao	Scheduled	-
2024-09-10	Inspection	Check all safety covers	P. Kumar	Scheduled	-

Important Notes:

- Maintenance schedules should be reviewed regularly and updated as necessary.
- Ensure all completed maintenance is documented and signed off by the responsible personnel.
- Timely maintenance helps reduce unplanned machine downtime and extends machine lifespan.
- Follow all safety protocols during maintenance procedures.
- Keep this document accessible to relevant staff at all times.