Conveyor belt maintenance checklist

01 The visit

Conveyor (name and tag)

Date

Location

Checked by (printed name)

02 Each shift (belt running, from outside the guards)

8 checks

CHECK	OK	FAIL	NOTE
Belt runs centered at the head, the tail and along the run	☐	☐	
Load lands centered at the loading point	☐	☐	
Sound along the line	☐	☐	
Spillage and carryback under the return run and at transfers	☐	☐	
Guards on, fastened, nothing tied back	☐	☐	
Pull cords and stop buttons reachable	☐	☐	
Start-up warning sounds before the belt moves, where fitted	☐	☐	
Drive motor and reducer	☐	☐	

03 Weekly (locked out, except the stop test)

10 checks

CHECK	OK	FAIL	NOTE
Each pull cord and stop button, with the belt running	☐	☐	
Belt top cover, bottom cover and edges	☐	☐	
Mechanical splice	☐	☐	
Vulcanized splice	☐	☐	
Carrying and return idlers turn freely	☐	☐	
Belt cleaner blades	☐	☐	
Skirt boards and seals at the loading point	☐	☐	
Take-up	☐	☐	
Belt tension	☐	☐	
Pulleys and idlers clean	☐	☐	

04 Monthly (locked out)

7 checks

CHECK	OK	FAIL	NOTE
Drive V-belts or chain, sprockets, coupling	☐	☐	
Drive guards	☐	☐	
Reducer oil level, breather and seals	☐	☐	
Head, tail, snub and bend pulley bearings, greased per the chart	☐	☐	
Pulley lagging	☐	☐	
Pulleys square to the frame	☐	☐	
Backstop or holdback on an incline	☐	☐	

05 Yearly, at the shutdown

7 checks

CHECK	OK	FAIL	NOTE
Belt cover thickness at several marked points, recorded	☐	☐	
Every pulley: shell, lagging, shaft, bearings	☐	☐	
Reducer oil changed, or sampled, at the maker's interval	☐	☐	
Structure, walkways, crossovers, handrails	☐	☐	
Guarding walked against the drawings	☐	☐	
Periodic inspection of the conveyor's lockout procedure, by an authorized employee other than those who use it	☐	☐	
Spares: belt, splice kit, idlers, cleaner blades	☐	☐	

06 Defects and sign-off

Defects found, or no defects

Work orders written

Signature