

CONVEYOR BELT PREVENTIVE MAINTENANCE CHECKLIST

(Daily Visual Inspection — During Operation)

Daily Visual Inspection (During Operation)

Week of: Conveyor ID: Inspector:

TASK	MON	TUE	WED	THU	FRI	SAT	SUN
Watch the belt run: confirm it tracks centered on all pulleys and idlers, drifting no more than 1 inch off centerline.							
Look for belt edges rubbing against the frame, structure, or guards. Note any wandering or edge damage.							
Listen for unusual noise from idlers, pulleys, gearboxes, or the drive motor. Report grinding or squealing immediately.							
Scan the belt surface for visible cuts, tears, fraying, gouges, or missing fasteners.							
Check for material spillage, carryback, or debris buildup on and under the belt and around the frame.							
Verify emergency stop pull cords are in place, taut, and accessible along the full length.							
Confirm all nip-point guards and covers are in place and secured at head, tail, and take-up pulleys.							
Check that the loading point is centered and material is not building up or spilling at the transfer.							
Note any belt slippage at the drive pulley (belt moving slower than the pulley).							
Additional Task:							

Instructions:

Perform at the start of each shift or daily while the conveyor is running — this is a visual-only check. NEVER work on, reach into, or step on a moving belt. Watch tracking closely: a belt drifting more than about 1 inch off centerline is rubbing structure and wearing its edges, and left uncorrected will damage the belt and can jam. Report any unusual noise from idlers, pulleys, or the drive immediately — it is the earliest sign of a failing bearing. Confirm every emergency pull cord and nip-point guard is in place before the shift runs.

CONVEYOR BELT PREVENTIVE MAINTENANCE CHECKLIST

(Weekly Hands-On Inspection — LOTO Required)

Weekly Hands-On Inspection (LOTO Required)

Month: Conveyor ID: Technician:

TASK	1ST	2ND	3RD	4TH	5TH
Apply lockout/tagout (LOTO) and verify zero energy — electrical, and relieve stored belt tension — before touching any component (OSHA 1910.147).					
Spin every idler and return roller by hand. Replace any that are seized, grinding, flat-spotted, or vibrating.					
Inspect mechanical splices/fasteners for wear, looseness, or pulled-through heads. Check vulcanized splices for cracks, peeling, or separation.					
Measure belt tension/sag between idlers (target sag within 2–3%). Adjust take-up if outside range.					
Check belt cleaners and scrapers: confirm even contact, no belt scoring, and blades not worn past their limit.					
Clean carryback and residue from return rollers, the take-up area, and the structure.					
Lubricate bearings, take-up, and drive components per the manufacturer's schedule and lube spec.					
Function-test each emergency stop pull cord: the conveyor must stop and not restart until the switch is reset.					
Inspect nip-point guards at head, tail, and take-up for secure mounting and adequate coverage (OSHA 1910.219).					
Remove LOTO only after confirming all guards are reinstalled and personnel are clear.					
Additional Task:					

Instructions:

Perform weekly by a qualified technician (30–45 minutes). Apply full lockout/tagout FIRST — conveyors store hazardous energy in belt tension as well as electrical power, so relieve tension with the take-up and verify a zero-energy state before touching anything (OSHA 1910.147). Nip points at the head, tail, and take-up pulleys are among the most dangerous hazards in a plant; guards must prevent any reach-under, reach-over, or reach-through exposure (OSHA 1910.219). Reinstall all guards and clear personnel before removing LOTO and restarting.

CONVEYOR BELT PREVENTIVE MAINTENANCE CHECKLIST

(Monthly Comprehensive Inspection)

Monthly Comprehensive Inspection

Month: Year: Conveyor ID: Technician:

TASK	STATUS
Apply LOTO and verify zero energy before the monthly hands-on inspection.	
Inspect drive and tail pulleys for lagging wear, buildup, grooving, or cracking. Buildup causes mistracking.	
Check the drive motor for overheating marks, dust ingress, unusual noise, or vibration during a test run.	
Check gearbox oil level in the sight glass; look for metallic particles, discoloration, or leaks.	
Inspect drive chains, sprockets, sheaves, and V-belts for wear, cracking, glazing, or slippage marks.	
Measure drive-end and idler bearing temperature during operation; investigate any hot bearing.	
Check take-up travel: verify remaining adjustment range and that the counterweight/screw take-up moves freely.	
Inspect the full belt carcass for exposed fabric, delamination, or ply separation. Log wear against replacement threshold.	
Measure and log splice elongation to track stretch against the replacement schedule.	
Verify belt tracking under load and no-load; adjust training idlers or snub pulleys as needed.	
Additional Task:	

Instructions:

Perform monthly during scheduled downtime, under LOTO. This inspection covers the drive and structural components that daily and weekly checks can't fully assess: pulleys, gearbox, drive chains, bearings, and take-up. Measure and log belt-carcass wear and splice elongation each month — tracking these numbers over time is what lets you schedule a belt replacement during planned downtime instead of reacting to a mid-shift failure. A hot bearing found here is a failure caught weeks early.

CONVEYOR BELT PREVENTIVE MAINTENANCE CHECKLIST

(Quarterly Major Assessment & Safety System Test)

Quarterly Major Assessment & Safety System Test

Date: Conveyor ID: Technician:

TASK	STATUS
Trip-test belt drift/misalignment switches and ripped-belt detection switches. Confirm they stop the conveyor.	
Verify no safety switch has been bypassed or jumpered during past troubleshooting — a recurring incident-review finding.	
Test all emergency stops and pull-cord stations end to end; confirm each requires a manual reset before restart.	
Inspect all guards against OSHA 1910.212 and 1910.219 — no reach-under, reach-over, or reach-through exposure at nip points.	
Perform a full structural inspection: frame, supports, stringers, and welds for cracks, corrosion, or loosened fasteners.	
Inspect and torque-check all critical fasteners on pulleys, bearings, and drive mounts to spec.	
Assess remaining belt life: measure cover thickness and carcass condition; schedule replacement before failure.	
Perform a full electrical inspection of the drive: connections, overloads, and controls (qualified personnel, NFPA 70E).	
Where combustible dust is present, verify housekeeping and dust controls per NFPA 652.	
Verify equipment labeling and remote-device identification per ASME B20.1.	
Additional Task:	

Instructions:

Perform quarterly (high-throughput or critical lines may need it more often), under LOTO. The safety-system trip tests are the priority: drift switches, ripped-belt switches, and e-stops that were bypassed during past troubleshooting and never reconnected are a recurring finding in incident investigations — verify every one actually stops the conveyor. Guarding must meet OSHA 1910.212 and 1910.219. Electrical work requires qualified personnel following NFPA 70E. Where combustible dust is present, follow NFPA 652 housekeeping and dust-control requirements.

CONVEYOR BELT PREVENTIVE MAINTENANCE CHECKLIST

(Documentation & Compliance)

Documentation & Compliance

Date:

TASK	STATUS
Record conveyor ID, date, inspector, and inspection type (daily/weekly/monthly/quarterly) on every log.	
Photograph and document any belt, splice, roller, or structural defect with location and severity.	
Log the completed LOTO procedure for every hands-on inspection (OSHA 1910.147 requires energy-control documentation).	
Track belt tracking, tension, splice elongation, and bearing temperatures over time to spot developing trends.	
Record all safety-system trip tests (e-stops, pull cords, drift and ripped-belt switches) with pass/fail results.	
Log all corrective actions: defect, parts replaced, technician, and re-inspection result with dates.	
Maintain a belt-life and splice-age record so replacements can be scheduled before failure.	
Retain inspection and LOTO records where they are available for OSHA and insurer review.	
<i>Additional Task:</i>	

Instructions:

Conveyor records serve safety, compliance, and reliability at once. OSHA 1910.147 requires documented energy-control (LOTO) procedures for every hands-on task. Logging belt tracking, tension, splice elongation, and bearing temperatures over time turns individual inspections into trend data that predicts failures before they happen. Keep safety-system trip-test records and all inspection logs available for OSHA and insurer review. Retain records per company policy so each conveyor's full history is traceable.