

Inspection and Installation Checklist

| Yes | No | Before you begin joining make sure: |
|-----|----|---|
| | | 1. The power to conveyor is disconnected |
| | | 2. Wear safety glasses |
| | | 3. Correct replacement belt is selected |
| | | 4. Correct tools are on hand |
| | | 5. All tensioning mechanisms are released |
| | | 6. Belt is threaded onto conveyor right (smooth) side up |
| | | 7. Loop edges curve back away from direction of belt travel |
| | | 8. Belt edges are tied together with wire, twine, or a plastic wire tie |
| Yes | No | After joining/installation is completed: |
| | | 9. Check drive sprocket alignment for 3 to 5mm clearance with Z-bends (belt joints) |
| | | 10. Check sprocket teeth alignment (Not needed if shaft is "keyed") |
| | | 11. Check position of wear strips and adjust if making contact with Z-bends (belt joints) |
| | | 12. Check belt tracking in grooved end rolls and transfer rollers |
| | | 13. Re-tighten/adjust tension |
| | | 14. Test tracking by running belt without product; adjust belt |
| | | 15. Check for proper disposal of old wire and all wire pieces |
| | | 16. Return tools to proper storage location |
| Yes | No | Conveyor safety check: |
| | | 17. Are the operating instructions clearly listed and posted? |
| | | 18. Are they safety guards adequate to prevent accident and injury? |
| | | 19. Are the limit switches and alarms working? |
| | | 20. Do the personnel know the location of the emergency stop/control switches? |
| Yes | No | Routine maintenance inspection and evaluation: |
| | | 21. Check belt surface for bent or broken wire strands; straighten or repair immediately |
| | | 22. Check joining clips (if used) for wear/damage |
| | | 23. Check all conveyor components for excessive wear (drive sprockets, blanks, wear strips, etc.) and replace if needed |
| | | 24. Check sprocket alignment for 3 to 5mm clearance |
| | | 25. Check sprocket teeth alignment (Not needed if shaft is "keyed") |
| | | 26. Check position of wear strips and adjust if making contact with Z-bends (belt joints) |
| | | 27. Check belt tracking in grooved end rolls and transfer rollers |
| | | 28. Check tension; adjust tension mechanisms as necessary |
| | | 29. Check levelness of conveyor frame |
| | | 30. Test tracking by running belt slowly without product |