

Inspection and Installation Check List

YES	NO	Before You Begin Splicing
		1. Power to conveyor is disconnected
		2. Wearing safety glasses
		3. Correct replacement belt selected
		4. Correct tools on hand
		5. All tensioning mechanisms released
		6. Belt threaded onto conveyor right (smooth) side up
		7. Loop edges curve back away from direction of belt travel
		8. Belt edges tied together with wire, twine, plastic wire tie
YES	NO	After Splicing/Installation Completed
		9. Check drive sprocket alignment for 1/8" to 3/16" clearance with Z-bends
		10. Check sprocket teeth alignment (Not needed if shaft "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. Retighten/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. Tools returned to proper storage location
YES	NO	Conveyor Safety Check
		17. Are operating instructions clearly listed and posted?
		18. Are safety guards adequate to prevent accident and injury?
		19. Are limit switches and alarms working?
		20. Personnel know location of emergency stop/control switches?
YES	NO	Routine maintenance Inspection/Evaluation
		21. Check belt surface for bent or broken wire strands; straighten or repair immediately
		22. Check splice clips (if used) for wear/damage
		23. Check all conveyor components for excessive wear (drive sprockets, blanks, wear strips, etc.); replace if needed
		24. Check sprocket alignment for 1/8" to 3/16" clearance
		25. Check sprocket teeth alignment (Not needed if shaft "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

