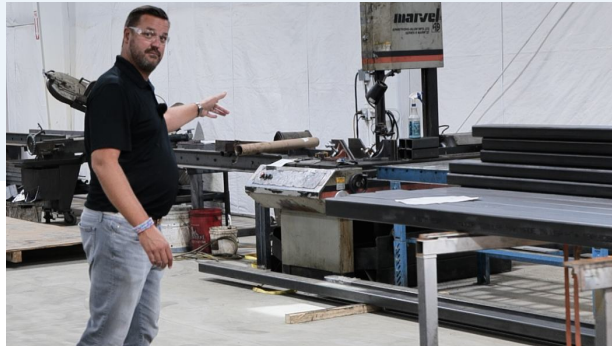
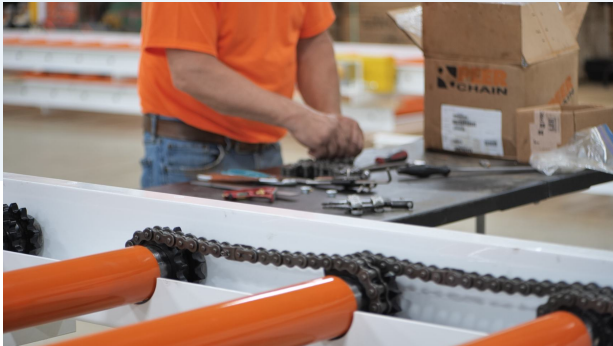




CONVEYOR MAINTENANCE CHECKLIST

What to inspect weekly, monthly and quarterly.

A loose bolt, a drifting belt or a worn sprocket is much easier to deal with during a scheduled check than after the line stops. This checklist covers the inspection points that catch most conveyor failures early: motors, reducers, drive chains, sprockets, belts, bearings, V-belts, structure and safety devices.

HOW TO USE IT

- **Print a copy, keep it with the equipment.**
Print one for each line so whoever does the walk-through has it in hand.
- **Follow the weekly, monthly, and quarterly check intervals.**
Weekly items are weekly because that is about how fast they change.
- **Make notes, date, and initial for each inspection.**
If you see an issue, note it. Leave a date and initial so everyone knows who to follow up with.
- **Flag repeat issues, call us if you need us.**
If the same item keeps coming up, it is worth looking at the equipment around it.



BEFORE ANY INSPECTION

Lock out and tag out before removing a guard or reaching into a conveyor. Every item on this list assumes the equipment is de-energized unless the check specifically requires it running. Those checks are done from outside the guarding.

DRIVE, BELT & BEARINGS

W = weekly, M = monthly, Q = quarterly. Tick the box and note anything that looked off.

Inspection point	Interval												
MOTOR													
Listen for unusual noise or vibration	W	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
Check operating temperature	M	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
Check mounting bolts for tightness	M	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
REDUCER													
Listen for unusual noise	M	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
Check operating temperature	Q	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
Check oil level and look for leaks	Q	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
DRIVE CHAIN													
Check tension and adjust as needed	W	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
Lubricate per manufacturer specification	Q	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
Inspect for wear, stiff links and elongation	Q	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
SPROCKETS													
Inspect teeth for wear or hooking	Q	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
Check set screws and keys are tight	M	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
BELT													
Check tracking – belt running centered	M	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
Check tension and take-up position	W	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
Inspect lacing and splice condition	M	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
BEARINGS													
Listen for noise or roughness	Q	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
Check mounting bolts for tightness	M	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
V-BELTS & O-RINGS													
Check tension	M	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
Inspect for wear, glazing and cracking	M	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
Check sheave alignment	M	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
Date													
Initials													

STRUCTURE, SAFETY & NOTES

Inspection point	Interval												
STRUCTURAL													
Check frame and support bolts for tightness	M	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
Look for cracked welds, bent members or impact damage	M	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
SAFETY													
Confirm all guards are in place and secure	M	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
Verify lockout/tagout is followed at every use	W	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
Test emergency stops on every zone	W	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
Check warning labels and signage are legible	Q	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
Date													
Initials													

NOTES

Use this space to note anything that needs follow-up.



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