Conveyor checklist

Date _____ **Time** _____

Area or line _____ **Conveyor number** _____

Inspector name _____

Guards and stops

	Pass	Fail	N/A
Guards are in place, secure and undamaged	☐	☐	☐
Emergency stops are easy to reach and work	☐	☐	☐
Pull cords run the full length and work	☐	☐	☐
Warning labels and signs are in place and readable	☐	☐	☐
Lockout points are marked and easy to find	☐	☐	☐

Belt and rollers

	Pass	Fail	N/A
Belt tracks straight and doesn't rub the frame	☐	☐	☐
Belt has no tears, frayed edges or bad splices	☐	☐	☐
Rollers turn freely, with none seized or missing	☐	☐	☐
Pulleys, chains and drives show no damage	☐	☐	☐
No material buildup on or under the belt	☐	☐	☐

Pinch points and area

	Pass	Fail	N/A
Pinch points at the head, tail and transfers are guarded	☐	☐	☐
Walkways and crossovers are clear	☐	☐	☐
Area around the conveyor is clear of people and clutter	☐	☐	☐
No loose clothing, tools or gear on the frame	☐	☐	☐

Sounds and smells

	Pass	Fail	N/A
No unusual noise, such as grinding, squealing or knocking	☐	☐	☐
No burning or hot smell	☐	☐	☐

Defects found and action taken

_____

_____

_____

Taken out of service? ☐ Yes ☐ No **Reported to** _____

Inspector signature _____ **Date** _____

Supervisor review _____ **Date** _____

A starting point. Adapt it to your equipment, your procedures and the rules that apply to you. Free template from portalbaseai.com