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Inspection Details

Asset Details

Report #:

Location:

Inspection Date:

Inspector Name:

Asset Category:

Asset Name:

Asset #:

Inventory#:

Meter Reading:

Model/Year:

Belt conveyors Inspection and Maintenance Checklist

Task Description	Pass	Fail	NA	Comments
Installation and Commissioning				
- Verify proper installation of conveyor components				
- Check for proper alignment and tensioning of the belt				
- Test and calibrate controls and safety devices				
- Ensure proper lubrication of moving parts				
- Document installation details and commissioning results				
Routine Maintenance (Daily/Weekly)				
- Visually inspect the conveyor belt for wear, damage, or tracking issues				
- Check for any unusual noise or vibration during operation				
- Clean the conveyor belt and surrounding area				
- Ensure proper functioning of safety devices and emergency stops				
- Document all maintenance tasks performed				
Periodic Maintenance (Monthly/Quarterly)				
- Perform a thorough inspection of the entire conveyor system				
- Check and adjust belt alignment and tensioning as needed				
- Lubricate bearings, pulleys, and other moving parts				
- Inspect and replace worn or damaged rollers, idlers, and pulleys				
- Check and tighten all fasteners and hardware				
- Test and calibrate sensors, switches, and control devices				
- Document all maintenance tasks performed				
Annual Maintenance				
- Perform all periodic maintenance tasks				
- Conduct a detailed inspection of the conveyor structure and supports				
- Check and replace worn or damaged belting as needed				
- Inspect and service the drive system, including motors, gearboxes, and couplings				

- Test and calibrate overload protection devices				
- Perform a comprehensive safety assessment of the conveyor system				
- Document all maintenance tasks performed				
Safety Inspections				
- Verify the presence and condition of safety guards and barriers				
- Test emergency stop buttons and pull cords				
- Check for proper functioning of interlocks and lockout/tagout devices				
- Ensure adequate lighting and visibility around the conveyor				
- Inspect walkways, crossovers, and access points for safety and accessibility				
- Document all safety inspection findings and corrective actions				
Preventive Maintenance				
- Develop and implement a preventive maintenance schedule based on manufacturer recommendations and operational requirements				
- Use predictive maintenance techniques, such as vibration analysis and thermal imaging, to detect potential issues early				
- Regularly monitor conveyor performance and track key metrics, such as energy consumption and throughput				
- Continuously improve maintenance processes based on data analysis and best practices				
Spare Parts Management				
- Maintain an inventory of critical spare parts and consumables				
- Establish minimum stock levels and reorder points for each item				
- Regularly review and update spare parts inventory based on usage and lead times				
- Implement a system for tracking and managing spare parts, such as barcoding or RFID				
Training and Documentation				
- Provide training for maintenance staff on conveyor system operation, maintenance, and safety procedures				
- Develop and maintain standard operating procedures (SOPs) for all maintenance tasks				
- Create and update maintenance logs, checklists, and reports				
- Maintain accurate records of conveyor specifications, modifications, and repair history				
- Ensure compliance with relevant safety regulations and industry standards				