

# Inspection and Installation Checklist

Yes	No	Before you begin joining the belt
		1. Power to conveyor is disconnected
		2. Wear safety glasses
		3. Correct tools on hand
		4. All tensioning mechanisms released
		5. Belt threaded onto conveyor right (smooth) side up
		6. Belt length is an even number of pitches (to allow reinforcing plate rows to align at the join)
Yes	No	After joining/installation completed
		1. Check sprocket teeth alignment (Not needed if shaft is "keyed")
		2. Check positions of wear strips and adjust if not supporting reinforcing plates (Not applicable to herringbone or chevron support)
		3. Check belt tracking
		4. Retighten/adjust tension
		5. Test tracking by running belt without product; adjust belt
		6. Tools returned to proper storage locations
Yes	No	Conveyor Safety Check
		1. Are operating instructions clearly listed or posted?
		2. Are safety guards adequate to prevent accident and injury?
		3. Are limit switches and alarms working?
		4. Personnel know location of emergency stop/control switches
Yes	No	Routine Maintenance Inspection/Evaluation
		1. Check belt surface for bent or broken Eye-Links
		2. Check all conveyor components for excessive wear (drive sprockets, idler rollers, wear strips, etc.) replace if needed.
		3. Check positions of wear strips and adjust if not supporting reinforcing plates (Not applicable to herringbone or chevron support)
		4. Check belt tracking
		5. Check levelness of conveyor frame
		6. Test tracking by running belt without product; adjust belt

