

Conveyor Belt Inspection

A belt conveyor inspection: whether it was running or isolated, belt surface, edges, tracking and joints, rollers and drums, spillage, guards, pull cords and emergency stops, result, photos and repair actions.

1. Conveyor

Project

Client

Site *

Site address

Inspection date *

Time

Inspector *

Conveyor reference *

Conveyor position on site (GPS)

Optional. Mark the head end or the point you inspected from, so a site with several conveyors has a clear record.

Type (choose one)

- ☐ Flat belt
- ☐ Troughed belt
- ☐ Incline or decline belt
- ☐ Modular plastic belt
- ☐ Other

State during the inspection * (choose one)

- ☐ Running: checked from the walkway only ☐ Stopped and isolated: locked off

Isolation point and personal lock (if applicable)

Do not remove a guard or reach in while the conveyor can move. HSE advises, in its quarries guidance, that cleaning and maintenance of conveyors must only be done when the conveyor is properly isolated and the isolator locked with a personal lock and key, and that pull wires are additional protection, not an alternative to fixed guards.

PUWER regulation 11 requires measures to prevent access to dangerous parts of machinery, with fixed guards where practicable, kept in efficient working order and good repair. Regulation 6 requires inspection at suitable intervals where equipment is exposed to deterioration, and HSE says the result should be recorded and kept at least until the next inspection.

2. Checks

Walkways and access clear (choose one)

☐ OK ☐ Defect ☐ Not applicable

What is wrong? (if applicable)

Belt surface: no cuts, tears or worn patches (choose one)

☐ OK ☐ Defect ☐ Not applicable

What is wrong? (if applicable)

Belt edges: no fraying (choose one)

☐ OK ☐ Defect ☐ Not applicable

What is wrong? (if applicable)

Length of the worst belt damage (m) (if applicable)

Optional. With the belt stopped and isolated, measure along the belt from a photo using a known length in the same plane, such as the belt width, or use a tape.

Belt runs centrally (tracking) (choose one)

☐ OK ☐ Defect ☐ Not applicable

What is wrong? (if applicable)

Belt joint or fasteners (choose one)

☐ OK ☐ Defect ☐ Not applicable

What is wrong? (if applicable)

Rollers and idlers turn freely, none seized (choose one)

☐ OK ☐ Defect ☐ Not applicable

What is wrong? (if applicable)

Head and tail drums (choose one)

☐ OK ☐ Defect ☐ Not applicable

What is wrong? (if applicable)

No spillage or build-up under the belt (choose one)

☐ OK ☐ Defect ☐ Not applicable

What is wrong? (if applicable)

Fixed guards in place at drives, drums and nip points (choose one)

☐ OK ☐ Defect ☐ Not applicable

What is wrong? (if applicable)

Pull cord, where fitted, runs head to tail and stops the belt (choose one)

☐ OK ☐ Defect ☐ Not applicable

What is wrong? (if applicable)

Emergency stop buttons (choose one)

☐ OK ☐ Defect ☐ Not applicable

What is wrong? (if applicable)

Isolation point clearly marked and lockable (choose one)

☐ OK ☐ Defect ☐ Not applicable

What is wrong? (if applicable)

Checks OK (worked out automatically in the app)

Defects (worked out automatically in the app)

Not applicable (worked out automatically in the app)

Guard, stop or isolator defects (worked out automatically in the app)

If applicable: A missing or damaged guard. Keep the conveyor out of use until it is refitted or repaired: PUWER regulation 11 requires guards to be maintained in an efficient state and in good repair.

If applicable: PUWER regulation 16 requires readily accessible emergency stop controls where appropriate. Report a faulty stop or pull cord before the conveyor is used.

Photos (from outside the guards) (photos: attach, or note the file names)

Walk Cam: conveyor belt inspection

Walk Cam video walk-through: available in the SiteSurvey app only.

3. Actions and sign-off

Overall result * (choose one)

☐ Safe to use ☐ Safe to use: repairs booked ☐ Out of use

If applicable: A guard, pull cord, emergency stop or isolator has a defect, but the conveyor is recorded as safe to use. Keep it out of use until the defect is put right, or record why it is safe.

If applicable: Defects are recorded, but the result is Safe to use with no repairs booked. Record the repairs, or explain why none are needed.

Are further actions needed?

☐ Yes ☐ No

Further actions (copy this block for each one; if applicable)

What needs doing? *

Priority (choose one)

☐ Urgent ☐ High ☐ Medium ☐ Low

Who will do it?

Due date

Status (choose one)

☐ Open ☐ In progress ☐ Completed

Inspector name *

Position or company

Inspector signature

Next inspection due

PUWER 1998 regulation 6 requires inspection at suitable intervals where the conveyor is exposed to conditions causing deterioration. The interval is set by the duty holder from the risk assessment and the manufacturer instructions.

Days to next inspection (if applicable; worked out automatically in the app)

If applicable: The next due date is before the date of this record. Check the date entered.

Signing records what was found on the day. It does not make unsafe equipment safe or replace a thorough examination, design check or service by a competent person.