OpsAuditHub opsauditihub.com	DOC ID: **SAF-0041**	REVISION: **Rev 2.4 (2026)**
	STANDARD: **OSHA 29 CFR 1910.212**	AUDIT FREQUENCY: **Daily Pre-Shift**

Conveyor Belt Maintenance Daily Log Sheet

Operational Scope: This daily log sheet mandates pre-shift safety and mechanical inspections for all warehouse material handling conveyor systems to mitigate nip-point hazards and catastrophic structural failures. Compliance with this operational check is strictly required prior to releasing equipment into active service.

MANDATORY PPE:	Hard Hat (ANSI Z89.1), Steel-Toe Safety Boots (ASTM F2413), High-Visibility Safety Vest, Safety Glasses (ANSI Z87.1), Cut-Resistant Gloves
PREREQUISITES:	Verify primary electrical disconnect is locked out and tagged out (LOTO) prior to conducting close-contact physical inspections. | Ensure walk-ways, emergency stop pull cords, and side guards are clear of all debris and obstructions.

EMERGENCY STOP & SAFETY CONTROL SYSTEMS

#	COMPONENT / ITEM	VERIFICATION CRITERIA & ACCEPTANCE STANDARD	SEVERITY	STATUS
1	**Emergency Pull Cords / Trip Wires**	Inspect full length of wire for tension and verify actuation instantly halts conveyor motor during a test pulse.	**Critical (Immediate Out of Service)**	**[ ] PASS [ ] FAIL [ ] N/A**
2	**Emergency Stop (E-Stop) Pushbuttons**	Test all localized pushbuttons; must latch down securely and cut power instantly without mechanical sticking.	**Critical (Immediate Out of Service)**	**[ ] PASS [ ] FAIL [ ] N/A**
3	**Safety Guards and Nip-Point Enclosures**	All drive rollers, tail pulleys, and pinch points must be securely bolted in place with zero exposed gaps.	**Critical (Immediate Out of Service)**	**[ ] PASS [ ] FAIL [ ] N/A**

MECHANICAL & STRUCTURAL INTEGRITY

#	COMPONENT / ITEM	VERIFICATION CRITERIA & ACCEPTANCE STANDARD	SEVERITY	STATUS
4	**Belting Surface & Lacing / Splice**	Check for excessive fraying, deep gouges, or tearing at the mechanical hinge lacing. Splice pins must be fully seated.	**Warning**	**[ ] PASS [ ] FAIL [ ] N/A**
5	**Belt Tracking & Alignment**	Belt must run centered along the bed without rubbing against structural side frames or causing material spillage.	**Standard**	**[ ] PASS [ ] FAIL [ ] N/A**
6	**Idler Rollers & Return Rollers**	Rollers spin freely without excessive squeaking, bearing lockup, flat spots, or accumulated debris buildup.	**Warning**	**[ ] PASS [ ] FAIL [ ] N/A**
7	**Drive Motor & Gearbox Assembly**	Inspect for abnormal vibration, overheating, or oil leaks around the gearbox housing during a brief dry run.	**Critical (Immediate Out of Service)**	**[ ] PASS [ ] FAIL [ ] N/A**

OPERATIONAL CLEANLINESS & HOUSEKEEPING

#	COMPONENT / ITEM	VERIFICATION CRITERIA & ACCEPTANCE STANDARD	SEVERITY	STATUS
8	**Under-Belt Debris & Dust Accumulation**	Area beneath conveyor must be free of combustible dust, cardboard fragments, and fallen product obstructions.	**Standard**	**[ ] PASS [ ] FAIL [ ] N/A**
9	**Warning Decals & Audible Alarms**	All hazard warning labels must be fully legible, and the pre-start warning horn must sound clearly before startup.	**Warning**	**[ ] PASS [ ] FAIL [ ] N/A**

Certified Inspector / Lead Operator Signature: _____	**Date / Time:** _____	**Badge / Cert #:** _____
Site Safety Supervisor / Operations Manager Sign-off: _____	**Review Date:** _____	**Audit Status:** [ ] Approved [ ] Rectify

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