



Belt Tension and Alignment

Pre-Inspection & Safety

Initial checks and safety precautions before inspecting belts.

Confirm Lockout/Tagout Procedures?

- ☐ Yes
- ☐ No
- ☐ N/A

Personal Protective Equipment (PPE) Verified?

- ☐ Yes
- ☐ No

Brief description of equipment being inspected:

Write something...

Date of Last Inspection

Enter date...

Equipment ID Number

Enter a number...

Environment (Indoor/Outdoor)

- ☐ Indoor
- ☐ Outdoor

Belt Visual Inspection

A thorough visual assessment of the belt for damage and wear.

Describe any visible belt damage (cracks, fraying, cuts, missing chunks)

Write something...

Identify belt wear patterns:

- ☐ Even wear
- ☐ Edge wear
- ☐ Center wear
- ☐ Spot wear
- ☐ None observed


Estimate the percentage of belt surface area affected by wear.

Enter a number...

Belt Contamination Status:

- ☐ Clean
- ☐ Minor Contamination
- ☐ Significant Contamination (Oil, Debris)

Upload a photograph of the belt condition (optional)

 Upload File

Note any unusual noises during belt rotation (e.g., squealing, chirping)

Write something...

Belt Tension Measurement

Measuring belt tension using appropriate tools and techniques.

Belt Tension Reading (lbs/in)

Enter a number...

Belt Tension Measurement Tool Used (Calibration Date)

Enter a number...

Tension Measurement Method

- ☐ Dial Indicator
- ☐ Tension Gauge
- ☐ Ruler/Marking Method
- ☐ Other (Specify)

Notes on Tension Reading (e.g., inconsistent readings, unusual behavior)

Write something...

Tension Within Specified Range?

- ☐ Yes
- ☐ No
- ☐ N/A - No Specified Range

Belt Alignment Verification

Ensuring proper alignment between pulleys and the belt.

Pulley Parallelism (Side View)

Enter a number...

Pulley Parallelism (Top View)

Enter a number...

Belt Tracking (Left/Right)

- ☐ Left
- ☐ Right
- ☐ Centered

Pulley Face Condition

- ☐ Clean
- ☐ Slightly Dirty
- ☐ Dirty/Rough

Notes on Alignment Issues

Write something...

Measurement of Pulley Offset (if applicable)

Enter a number...

Adjustment & Correction

Adjusting belt tension and alignment to meet specifications.

New Belt Tension (lbs/inch)

Enter a number...

Adjustment Increment (lbs/inch)

Enter a number...

Adjustment Method

- ☐ Take-up Idler
- ☐ Adjustable Pulley
- ☐ Belt Stretchers
- ☐ Other (Specify Below)

If 'Other' Adjustment Method, please specify:

Write something...

Alignment Correction Method

- ☐ Shim Adjustment
- ☐ Pulley Repositioning
- ☐ Belt Re-Routing
- ☐ Other (Specify Below)

If 'Other' Alignment Correction Method, please specify:

Write something...

Alignment Adjustment Amount (inches)

Enter a number...

Belt Type

- ☐ V-belt
- ☐ Ribbed Belt
- ☐ Flat Belt
- ☐ Timing Belt

Post-Adjustment Verification

Confirming the adjustments have corrected the issue and are stable.

Re-measured Belt Tension (after adjustment)

Enter a number...

Belt Noise Level (after adjustment)

- ☐ None
- ☐ Slight
- ☐ Moderate
- ☐ Loud

Drive Stability During Operation

- ☐ Stable
- ☐ Minor Vibration
- ☐ Significant Vibration
- ☐ Slippage

Pulley RPM (if applicable)

Enter a number...

Any Unusual Observations During Operation (e.g., excessive heat, unusual sounds)

Write something...

Belt Condition Post Adjustment

- ☐ Improved
- ☐ No Change
- ☐ Worse

Documentation & Record Keeping

Recording findings, adjustments, and maintenance performed.

Date of Inspection

Enter date...

Time of Inspection

Belt Tension Reading (Initial)

Enter a number...

Belt Tension Reading (Final)

Enter a number...

Observations and Notes (e.g., specific belt condition, unusual noises)

Write something...

Belt Type

- ☐ V-Belt
- ☐ Flat Belt
- ☐ Ribbed Belt
- ☐ Other

Equipment/Machine ID

Corrective Actions Taken

Write something...

Inspector Signature