



Conveyor System And Automated Sorting Equipment Maintenance Checklist 2026

Pre-Operational Safety Inspection

Verification of emergency stop buttons, safety guards, light curtains, and perimeter fencing integrity before startup.

Inspection Date

Emergency Stop Functionality

- ☐ Operational
- ☐ Malfunctioning
- ☐ Not Found/Missing

Safety Guard Verification

- ☐ Side Guards Secure
- ☐ Fixed Guards Intact
- ☐ Light Curtains Active
- ☐ Interlocks Functional

Observed Safety Hazards

Write something...

Safety Inspector Signature

Drive System and Motor Inspection

Examination of electric motors, drive belts, gearboxes, and tensioners for proper alignment, lubrication, and heat levels.

Inspection Date

Enter date...

Motor Temperature Status

- ☐ Normal
- ☐ Overheating
- ☐ Critical

Measured Motor Temperature (°C)

Enter a number...

Drive Component Checks Completed

- ☐ Belt Tension Verified
- ☐ Gearbox Oil Level Checked
- ☐ Drive Chain Lubricated
- ☐ Motor Alignment Verified

Observation Notes & Anomalies

Write something...

Photo of Drive Assembly

 Upload File

Technician Signature

Conveyor Belt and Surface Condition

Detailed check for belt tracking, surface wear, splicing integrity, tearing, and debris accumulation on the conveyor bed.

Belt Tracking Status

- ☐ Centered
- ☐ Off-center (Left)
- ☐ Off-center (Right)
- ☐ Critical Misalignment

Surface Defect Detected

- ☐ Tears or Cuts
- ☐ Splice/Splicing Wear
- ☐ Surface Abrasion
- ☐ Debris Accumulation
- ☐ Cracking

Belt Tension Level (PSI/Newton)

Enter a number...

Detailed Condition Notes

Write something...

Photo of Belt Surface Condition

 Upload File

Roller and Idler Assessment

Inspection of all rollers, idlers, and pulleys for smooth rotation, bearing noise, and lack of mechanical obstruction.

Roller Rotation Status

- ☐ Smooth Rotation
- ☐ Sticking/Grinding
- ☐ Seized/Non-Rotating

Observed Noise Level (dB)

Enter a number...

Identified Issues

- ☐ Excessive Vibration
- ☐ Bearing Wear
- ☐ Debris Accumulation
- ☐ Misalignment

Maintenance Notes

Write something...

Photo Evidence of Wear

 Upload File

Inspector Signature

Automated Sorting & Sensor Calibration

Testing of photo-eyes, proximity sensors, scanners, and pneumatic diverters to ensure accurate item detection and routing.

Calibration Date

Sensor Operational Status

- ☐ Fully Functional
- ☐ Needs Adjustment
- ☐ Faulty/Requires Replacement

Sensor Sensitivity Setting

Components Inspected

- ☐ Photo-eye Sensors
- ☐ Proximity Switches
- ☐ Barcode Scanners
- ☐ Pneumatic Diverters
- ☐ Inductive Sensors

Calibration Discrepancies

Write something...

Calibration Log Photo

 Upload File

Technician Verification

Pneumatic and Hydraulic Systems

Monitoring of air pressure levels, cylinder movement, valve functionality, and checking for any fluid or air leaks.

System Pressure Status

- ☐ Within Operational Range
- ☐ Low Pressure Warning
- ☐ Critical Pressure Drop

Current PSI/Bar Reading

Enter a number...

Identified Leak Locations

- ☐ Pneumatic Cylinders
- ☐ Hydraulic Hoses
- ☐ Valves and Manifolds
- ☐ Fittings and Connectors
- ☐ Air Compressor Lines

Leakage Details and Repair Notes

Write something...

Last Fluid/Filter Change Date

Enter date...

Technician Verification

Structural and Frame Integrity

Checking the stability of support structures, mounting bolts, and frame alignment to prevent mechanical fatigue.

Support Frame Condition

- ☐ Excellent
- ☐ Good
- ☐ Needs Repair
- ☐ Critical - Immediate Action Required

Identified Structural Issues

- ☐ Loose Bolts/Fasteners
- ☐ Misaligned Supports
- ☐ Corrosion or Rust
- ☐ Cracked Welding
- ☐ Deformed/Bent Components

Maintenance Notes & Observations

Write something...

Photo Evidence of Structural Damage

 Upload File

Inspector Verification

Control System and Electrical Wiring

Review of PLC (Programmable Logic Controller) status, wiring connections, control panel cleanliness, and cable insulation integrity.

Inspection Date

Enter date...

PLC Status

- ☐ Operational
- ☐ Error/Fault Detected
- ☐ Communication Error

Voltage Reading (V)

Enter a number...

Wiring Inspection Checklist

- ☐ No frayed or exposed wires
- ☐ Terminal connections are tight
- ☐ Conduit and cable trays are secure
- ☐ Control panel is free of dust/debris

Detailed Observations and Fault Descriptions

Write something...

Technician Signature

Lubrication and Wear Component Replacement

Scheduled application of lubricants to moving parts and identification of bearings, chains, or belts nearing end-of-life.

Date of Lubrication/Replacement

Enter date...

Component Type

- ☐ Drive Chain
- ☐ Roller Bearings
- ☐ Conveyor Belt
- ☐ Drive Belt/Tensioner
- ☐ Gearbox

Lubricant Amount Used (ml/oz)

Enter a number...

Action Performed

- ☐ Greased Bearings
- ☐ Replaced Worn Part
- ☐ Cleaned Excess Residue
- ☐ Adjusted Tension

Observations and Wear Notes

Write something...

Technician Confirmation

Post-Maintenance Cleanup and Testing

Removal of tools/debris from the line and a full-speed trial run to verify system synchronization and operational flow.

Post-Maintenance Test Status

☐ Pass

☐ Fail - Requires Immediate Attention

☐ Pass with Minor Issues

Debris Removal Confirmation

Write something...

Observations and Anomaly Report

Write something...

Post-Testing Video/Photo Evidence

 Upload File

Technician Validation

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 Finish

 Generate Sample Report