

## **TRACKING CONVEYOR BELTS**

**Conveyor belts need to be checked regularly to ensure they are running true, to minimise excessive wear and prevent unwanted stoppages / blockages.**

**Shut down machine and isolate before attempting to make any adjustments**

**Conveyor belts should not be tracked while the machine is running.**

**Do not access walkways while the machine is running.**

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| Step 1 | Isolate ( lock out ) machine   |
| Step 2 | <p>Check that the head drum and tail drum are square to the machine. Adjust if necessary.</p> <p>Tensioning a belt out of square will stretch the belt on one side and make tracking difficult.</p>  |
| Step 3 | <p>If necessary, remove guards to adjust return rollers.</p> <p>To move the belt to the left hand side of the head drum the return rollers need to be knocked up towards the head drum on the left hand side. The machine <b>MUST</b> still be isolated.</p> |
| Step 4 | To test run machine , ensure all personnel are clear of moving parts and nip points. Remove isolation and run machine. Have someone at the stop button or Estop while testing in case belt needs to be stopped quickly.                                      |
| Step 5 | If further adjustment is require, stop and isolate machine prior to making further adjustments.  |
| Step 6 | Once the belt is tracking true, isolate machine and replace any guarding that has been removed.  |
| Step 7 | Remove machine isolation and complete final test run   |

**Do not attempt to track belts alone, this is a 2 person job.**



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