

Warehouse Conveyor & Sorting System Safety Inspection Checklist

Site / Project	_____	Address	_____
Inspector name	_____	Company	_____
Date	_____	Time	_____

Documentation aid only. Adapt this resource to the site, manufacturer instructions, and applicable local requirements. It does not replace a competent person, professional judgment, legal advice, or a required statutory form.

Inspection checklist

Emergency Stop Systems

☐ Are all emergency pull cords easily accessible along the entire length of the conveyor system?	☐ Pass	☐ Fail	☐ N/A	Notes: _____
☐ Do all emergency pull cords immediately stop the conveyor system when pulled, and is the system locked out?	☐ Pass	☐ Fail	☐ N/A	Notes: _____
☐ Does the conveyor system require a manual reset after an emergency stop activation?	☐ Pass	☐ Fail	☐ N/A	Notes: _____
☐ Are all emergency stop pull cords and buttons clearly labeled and easily identifiable?	☐ Pass	☐ Fail	☐ N/A	Notes: _____
☐ Are there any obstructions preventing access to emergency stop devices?	☐ Pass	☐ Fail	☐ N/A	Notes: _____
☐ Is there an audible alarm that sounds when an emergency stop is activated?	☐ Pass	☐ Fail	☐ N/A	Notes: _____
☐ Is there a documented maintenance log for emergency stop system inspections and repairs?	☐ Pass	☐ Fail	☐ N/A	Notes: _____
☐ Are emergency stop systems tested at least monthly, and are the results recorded?	☐ Pass	☐ Fail	☐ N/A	Notes: _____
☐ Are emergency stops located within easy reach of all operators and maintenance personnel?	☐ Pass	☐ Fail	☐ N/A	Notes: _____

☐	Are emergency stops protected from environmental factors (dust, moisture) that could impair their function?	☐ Pass	☐ Fail	☐ N/A	Notes: _____
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Guarding and Nip Point Protection

☐	Are all conveyor nip points (roller junctions, belt turns) properly guarded to prevent finger or limb entrapment?	☐ Pass	☐ Fail	☐ N/A	Notes: _____
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☐	Are all guards securely fastened and in good condition (no damage, missing parts)?	☐ Pass	☐ Fail	☐ N/A	Notes: _____
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☐	Do guard openings prevent access to hazardous moving parts while allowing for necessary maintenance?	☐ Pass	☐ Fail	☐ N/A	Notes: _____
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☐	Are areas under elevated conveyors guarded to prevent access to falling objects or moving parts?	☐ Pass	☐ Fail	☐ N/A	Notes: _____
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☐	Are access panels for maintenance purposes equipped with interlocks that shut down the conveyor when opened?	☐ Pass	☐ Fail	☐ N/A	Notes: _____
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☐	Are all conveyor rollers in good condition (no excessive wear, damage, or missing rollers)?	☐ Pass	☐ Fail	☐ N/A	Notes: _____
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☐	Are all exposed bolts and fasteners on the conveyor system properly secured and not creating pinch points?	☐ Pass	☐ Fail	☐ N/A	Notes: _____
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☐	Are sortation arms and diverters properly guarded to prevent impact injuries?	☐ Pass	☐ Fail	☐ N/A	Notes: _____
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☐	Are guards constructed of durable materials that can withstand impact and prevent access to hazards?	☐ Pass	☐ Fail	☐ N/A	Notes: _____
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☐	Are guards painted a safety color (e.g., OSHA safety yellow) to increase visibility?	☐ Pass	☐ Fail	☐ N/A	Notes: _____
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Drive Motor and Power Transmission

☐	Are all drive motors and power transmission components (belts, chains, gears) fully guarded?	☐ Pass	☐ Fail	☐ N/A	Notes: _____
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☐	Is belt tension properly adjusted to prevent slippage and ensure efficient operation?	☐ Pass	☐ Fail	☐ N/A	Notes: _____
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☐	Are chain drives equipped with fully enclosed guards to prevent entanglement?	☐ Pass	☐ Fail	☐ N/A	Notes: _____
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☐	Are gearboxes and exposed gears properly guarded to prevent contact?	☐ Pass	☐ Fail	☐ N/A	Notes: _____
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☐	Are drive motors securely mounted and free from excessive vibration?	☐ Pass	☐ Fail	☐ N/A	Notes: _____
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☐	Are all electrical connections to the drive motor properly insulated and protected?	☐ Pass	☐ Fail	☐ N/A	Notes: _____
☐	Is the drive motor adequately cooled to prevent overheating?	☐ Pass	☐ Fail	☐ N/A	Notes: _____
☐	Is the drive motor and power transmission system properly lubricated according to the manufacturer's recommendations?	☐ Pass	☐ Fail	☐ N/A	Notes: _____
☐	Is the drive motor properly grounded to prevent electrical shock hazards?	☐ Pass	☐ Fail	☐ N/A	Notes: _____
☐	Is the motor nameplate legible and does it match the system requirements?	☐ Pass	☐ Fail	☐ N/A	Notes: _____
☐	Is there a vibration monitoring program in place for critical drive motors?	☐ Pass	☐ Fail	☐ N/A	Notes: _____

Operational Safety and Housekeeping

☐	Are aisles around the conveyor system clear of obstructions to allow for safe passage and emergency egress?	☐ Pass	☐ Fail	☐ N/A	Notes: _____
☐	Is there adequate lighting around the conveyor system to ensure good visibility?	☐ Pass	☐ Fail	☐ N/A	Notes: _____
☐	Are procedures in place to address spills or leaks from the conveyor system?	☐ Pass	☐ Fail	☐ N/A	Notes: _____
☐	Is debris regularly removed from around the conveyor system to prevent tripping hazards?	☐ Pass	☐ Fail	☐ N/A	Notes: _____
☐	Are only authorized and trained personnel allowed to operate or maintain the conveyor system?	☐ Pass	☐ Fail	☐ N/A	Notes: _____
☐	Are proper lockout/tagout procedures followed during maintenance and repair activities?	☐ Pass	☐ Fail	☐ N/A	Notes: _____
☐	Is there a clear communication system in place between operators and maintenance personnel?	☐ Pass	☐ Fail	☐ N/A	Notes: _____
☐	Are conveyor load limits clearly posted and enforced?	☐ Pass	☐ Fail	☐ N/A	Notes: _____
☐	Are proper start-up and shut-down procedures followed to prevent sudden movements or overloads?	☐ Pass	☐ Fail	☐ N/A	Notes: _____
☐	Are loose clothing, jewelry, and long hair properly secured to prevent entanglement hazards?	☐ Pass	☐ Fail	☐ N/A	Notes: _____

☐ Are warning signs posted to alert personnel to potential hazards associated with the conveyor system? ☐ Pass ☐ Fail ☐ N/A Notes: _____

Findings

#	Item	Location	Severity	Action required
1				
2				
3				
4				
5				
6				
7				
8				

Signature

Inspector signature _____

Name _____

Date _____