

SMP NO:
XXX-XXXX

CONVEYOR BELT CUTTING

Process:		System:					
Equipment Name:		Date:					
Equipment No:		Approved:					
Maintenance Type:	Insp	Lub	S&A	Test	Cal	Rep	O/H
Frequency:	Daily	Weekly	Mth	3 Mth	6 Mth	Annual	
Risk Assess No:							

Materials/Tools Required:

- 1 Carpenter or Drywall Square
- 2 Rubber Marking Ink Pen
- 3 Utility Knife
- 4 Measuring tape

Method:

- 1 **SAFETY:** If this procedure is to be done on an installed belt, ensure all power is locked out and the belt is tension free.
- 2 **FIND THE CENTERLINE:** For used and damaged edges belt, make sure to find an 8ft. section with the least or no damage. Measure from that good side, half of the belt width, at multiple points. Mark at every foot for approx. 6-8 ft.



- 3 **DRAW A CENTER LINE:** Either using a chalk line or a long straight edge and a rubber marking pen, connect these marks, thus establishing an average center line.



4

DRAW A SQUARE LINE: Place either a long T-Square, such as a drywall square or Carpenter square perpendicular to the center line at the desired cutting location.



5

EXTEND THE LINE: Mark the cut line across the entire width

6

CUT THE BELT: Using a strong and sharp utility knife, along with the aid of a straight edge for guidance, cut across the belt.



SAFETY, REPORT ANY ABNORMAL ITEMS TO DEPARTMENT OR SAFETY MANAGER