

STANDARD MAINTENANCE PROCEDURE (SMP)

SMP NO:
 XXX-XXXX

CONVEYOR BELT CUTTING

Equipment Type:	Conveyor Belt	System:					
Equipment Name:		Date:					
Equipment No:		Aproved:					
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
5	Refer to video for further Instructions

Method:

- 1 **SAFETY:** If this procedure is to be done on an installed belt, before proceeding cutting the belt, follow steps 2 - 5.
- 2 Ensure all power is locked out.
- 3 Before releasing the tension, measure how much take-up adjustment is left. There has to be enough adjustment left in the takeup to install the new splice and enough adjustment to tension and track the belt.
- 4 Before releasing the tension, secure both side of the old splice with belt clamps as shown below.



NOTE: OTHER MEANS AND TYPE OF CLAMPS ARE AVAILABLE ON THE MARKET

5 Completely release the belt tension by backing off the take-up jack screws.



6 **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.



7 **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.



8

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.



9

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

10

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



SAFETY, REPORT ANY ABNORMAL ITEMS TO DEPARTMENT OR SAFETY MANAGER