SITE survey. APP

SITE SURVEY REPORT

Conveyor Belt Inspection

Prepared for	Kingsmead Fulfilment Ltd
Date	5 Oct 2026
Site	Kingsmead Fulfilment Centre
Prepared by	D. Osei

FORM

Conveyor Belt Inspection

1. Conveyor

Project	Kingsmead Fulfilment Centre: conveyor C4 inspection (completed example)
Client	Kingsmead Fulfilment Ltd
Site	Kingsmead Fulfilment Centre
Site address	Kingsmead Park, Telford
Inspection date	5 Oct 2026
Inspector	D. Osei
Conveyor reference	C4 outbound sortation belt
Conveyor position on site (GPS)	C4 head end, outbound dock 6 · 52.683710, -2.438620 (SJ 70445 09647, ±9 m)
Type	Flat belt
State during the inspection	Stopped and isolated: locked off
Isolation point and personal lock	Isolator C4-ISO at the head end, personal lock DO-07

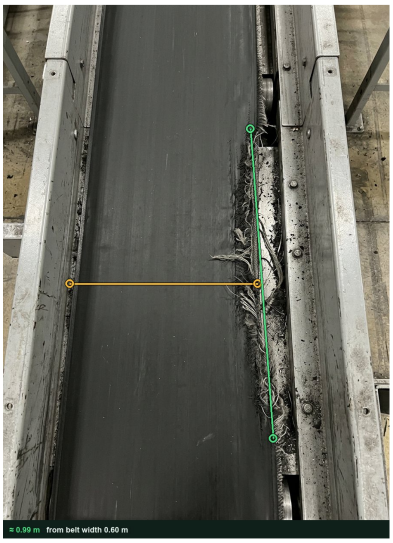
> Do not remove a guard or reach in while the conveyor can move. HSE advises, in its quarries guidance, that cleaning and maintenance of conveyors must only be done when the conveyor is properly isolated and the isolator locked with a personal lock and key, and that pull wires are additional protection, not an alternative to fixed guards.

> PUWER regulation 11 requires measures to prevent access to dangerous parts of machinery, with fixed guards where practicable, kept in efficient working order and good repair. Regulation 6 requires inspection at suitable intervals where equipment is exposed to deterioration, and HSE says the result should be recorded and kept at least until the next inspection.

2. Checks

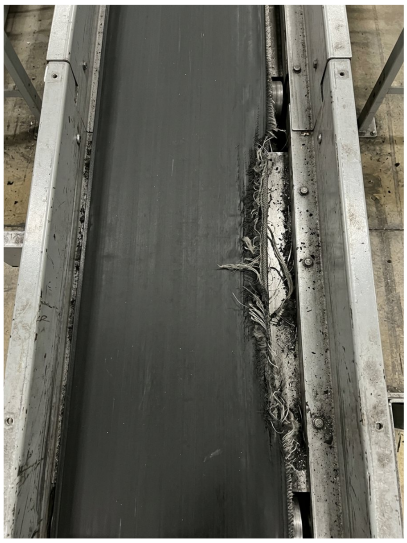
Walkways and access clear	OK
Belt surface: no cuts, tears or worn patches	OK
Belt edges: no fraying	Defect
What is wrong?	Belt edge frayed over about 1.0 m where it rubs the frame near roller 18. Measured from a photo against the 0.6 m belt width.
Length of the worst belt damage (m)	0.99

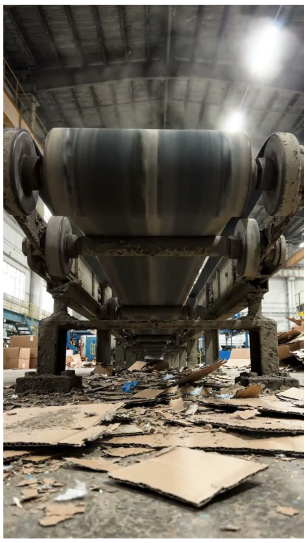
Length of the worst belt damage (m): measuring photo



Belt runs centrally (tracking)	Defect
What is wrong?	Belt running about 20 mm off centre towards the frame at the tail end.
Belt joint or fasteners	OK
Rollers and idlers turn freely, none seized	Defect
What is wrong?	Return roller 22 seized.
Head and tail drums	OK
No spillage or build-up under the belt	Defect
What is wrong?	Cardboard scraps and dust built up under rollers 15 to 25.
Fixed guards in place at drives, drums and nip points	OK
Pull cord, where fitted, runs head to tail and stops the belt	OK
Emergency stop buttons	OK
Isolation point clearly marked and lockable	OK
Checks OK	8
Defects	4
Not applicable	0
Guard, stop or isolator defects	0

Photos (from outside the guards)





3. Actions and sign-off

Overall result	Safe to use: repairs booked
Are further actions needed?	Yes

Further actions 1: Retrack the belt and replace return roller 22.

What needs doing?	Retrack the belt and replace return roller 22.
Who will do it?	Kingsmead engineering
Due date	7 Oct 2026
Status	In progress

Further actions 2: Trim and monitor the frayed edge, quote for a new belt if it spreads.

What needs doing?	Trim and monitor the frayed edge, quote for a new belt if it spreads.
Who will do it?	Kingsmead engineering
Due date	19 Oct 2026
Status	Open

Further actions 3: Clean under C4 with the conveyor isolated and add it to the weekly clean list.

What needs doing?	Clean under C4 with the conveyor isolated and add it to the weekly clean list.
Who will do it?	M. Rowe, shift lead
Due date	6 Oct 2026

Status	Completed
Inspector name	D. Osei
Position or company	Maintenance engineer
Inspector signature	

Signing records what was found on the day. It is not a guarantee of condition and does not replace any examination, test, design check or repair needed from a competent person.