Method Statement

Date: Site: Date for intended work to commence:

Job Description: Fitting and vulcanising of conveyor belts

1. On arrival reverse park into best available space.
2. Dress in correct PPE hard hat, boots, Hi-viz overalls, glasses, gloves and if required, ear protectors.
3. Sign in.
4. Site introduction if required.
5. Assess work to be done with site personal filling in all relevant paperwork i.e. permit to work, method and risk statements and presenting certificates as required for lifting equipment, passport etc.
6. If any work requires working at height, harness shall be worn and used at all times.
7. Drive to area of work along designated route watching out for any other traffic.
8. Park vehicle at place of work in an area agreed with site personal in a safe place, away from traffic movements or falling objects. Driver to keep ignition key with himself at all times.
9. Isolate conveyor with padlocks applying LOTOTO locally isolated with a padlock, for each personal working on the conveyor.
10. Use method as agreed with site personal to move new belt into position for fitting.
11. Hang roll of belt to be fitted from structure with bar, slings and pull lifts.
12. Release stored energy in the belt by undoing a screw tension unit or by lifting a gravity take up. When the stored energy is released cut the return side of belt on the structure and joint with clips to the new belt.
13. Pull on new belt by method agreed with site personal and remove padlocks if the drive is required to be used to install the new belt.

When installing the new belt the following rules must be observed.
1. Check that all areas under strain when the belt is installed are suitable to handle the use and rig so that when installing the belt the pull is in line with the conveyor to minimise the effort required to pull on the belt.

2. Ensure the area around the conveyor is clear before starting the belt.

3. Ensure there is good communication with the person on the stop/start button and the person(s) pulling on the belt. Direct line of sight is ideal. Confirm the procedure before starting.

4. When pulling on using the old belt use correct PPE i.e. gloves and tools i.e. pinchers to pull on the old belt which can be released quickly in the event of a problem.

5. If using a rope to pull on the new belt again use gloves to hold on to the rope and do not wrap the rope around the hand so again the rope can be released quickly in the event of a problem.

14. Join ends of new belt together with clips then run onto top strand of conveyor, into position for vulcanising removing padlocks if required.

15. Isolate conveyor again applying LOTOTO if the drive drum had been started to run new belt onto the conveyor structure.

16. Clamp off top side of belt and with pull lift or turfor pull slack end until tight.

17. Clamp off bottom side of belt and remove pull lift or turfor.


   Section 10 for hot vulcanising and section 15 for cold vulcanising.

19. Put spliced ends together and vulcanise with press if hot vulcanised.

20. After belt vulcanised remove press and check that the joint is to the required standard.

21. Trim edges if required and undo bolts on belt clamps allowing stored energy in the belt to be released safely.

22. Tension belt.

23. Roll up old belt placing in appropriate skip or storage area.

24. Remove isolation.
25. Sign off permit to work.
26. All personal to be competent to carry out the task.
27. All personal protective equipment to be worn at all times
28. If belt has to be cold bonded with glues belt to be tensioned and run after 2 hours.

Signed:          Date:

Safe personal positioning is essential at all times, if in doubt suspend operation and seek advice.