

PRE-PEAK CONVEYOR SYSTEM CHECKLIST

1. Map Product Flow & Baseline Performance

- Confirm flow paths (transfer points, accumulation zones, decision nodes)
 - Establish cartons-per-hour baselines and include downtime impacts
 - Identify bottlenecks and congestion trends
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2. Validate Product & Packaging Fit

- Review SKU mix and packaging for conveyor compatibility
 - Correct issues causing mis-sorts, recirculation, or spacing irregularities
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3. Inspect Mechanical Health

- Check belts, rollers, pulleys, chains, bearings, motors, and gearboxes
 - Verify lubrication, hardware torque, and structural integrity
 - Clean sensors and ensure reliable triggering
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4. Verify Controls & Software Stability

- Confirm PLC/HMI/WCS backups
 - Review device alarms, photo-eye block times, and zone occupancy
 - Validate sorter logic, induction spacing, and routing rules
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5. Confirm IT & Network Readiness

- Test network/Wi-Fi strength for scanners and automation devices
- Validate WMS/ERP integrations and label flow
- Confirm redundancy and failover paths



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6. Optimize Visibility & Monitoring Tools

- Ensure real-time dashboards and alerts (e.g., Hytrol tools) are functioning
 - Verify thresholds, reporting intervals, and user access
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7. Review Spare Parts & Support Plans

- Stock critical spares based on lead times
 - Stage frequently used parts near the system
 - Confirm after-hours vendor and maintenance support contacts
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8. Evaluate Ergonomics & Manual Touchpoints

- Inspect induction/inspection areas for safe, efficient handling
 - Confirm lighting, reach distances, and workstation organization
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9. Safety & Training Readiness

- Test emergency stops, pull cords, and interlocks
 - Review conveyor-specific training for all staff (including temps)
 - Ensure signage and safety zones are clear and visible
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10. Prepare Contingency & Recovery Plans

- Define reroutes or bypasses for equipment failures
- Establish rapid escalation steps during stoppages
- Pre-schedule post-peak review and updates to SOPs

