

Fan V-Belt Replacement and Tension Adjustment - JSA - C

en-US · Supervision, records, handover · v1.0 · 2026-10-13 · Sources: article section 9

Site: | Item ID: | Work area:

Approval	Work supervisor	Technical reviewer	Release / handover authority

1. Job details and team signatures

Date / time	Location / area		Assessor		Supervisor	
Team signatures						

2. Conditions and hold points

Stage	Time	Location / area	Environment / readings	Item / condition	Controls	Plant / tools	Approval / signature
HP-0 Start							
HP-1 Isolate and restrain							
HP-2 Align and tension							
HP-3 Hold and recheck							
HP-4 Hand over drive							

Complete after actual checks. Recheck after changes, defects or shift handover.

3. JSA risk assessment

Job stage	Hazards and effects	Failure factors	Technical and procedural controls	Site verification	P	S	R	A
1. Drive acceptance	1. Wrong replacement set 2. Unreviewed speed change 3. Repeated drive failure	1. Belt identity incomplete 2. Sheave history lost 3. Earlier fault ignored	1. Match ordered drive parts 2. Retain approved speed basis 3. Review failure history	1. Fan and belt identity 2. Sheave configuration record 3. Prior defect disposition				
2. Isolation custody	1. Unexpected remote start 2. Duct-driven rotation 3. Uncontrolled access	1. Operations not informed 2. Connected fans not listed 3. Lock responsibility unclear	1. Coordinate fan shutdown 2. Assign motion-control boundary 3. Record isolation custody	1. Isolation and duct map 2. Wheel restraint method 3. Responsible authorized worker				
3. Setting verification	1. Bearing overload 2. Belt slip heating 3. Base movement	1. Instrument not available 2. Wrong units recorded 3. Fastening check omitted	1. Assign measured acceptance 2. Verify method and units 3. Check adjustment security	1. Span and instrument record 2. Tension and alignment basis 3. Motor fastening record				
4. Test release	1. Unguarded entanglement 2. Tool projection 3. Uncontrolled restart	1. Test state unclear 2. Tools not counted 3. Operators not briefed	1. Separate test from adjustment 2. Confirm guard restoration 3. Coordinate restart notice	1. Tool and guard check 2. Personnel clearance 3. Permitted test conditions				
5. Abnormal-run review	1. Repeated vibration damage 2. Unsafe readjustment 3. Unexpected wheel movement	1. Noise reduction accepted 2. Cause not investigated 3. External flow overlooked	1. Hold on abnormal findings 2. Require cause and correction 3. Reapply energy controls	1. Vibration and heat record 2. Correction evidence 3. Isolation recheck				
6. Maintenance handover	1. Missed tension recheck 2. Incorrect belt reorder 3. Lost operating restriction	1. Timing not assigned 2. Parts history incomplete 3. Hold verbally transferred	1. Schedule model recheck 2. Record installed belt set 3. Transfer outstanding limits	1. Next check and owner 2. Parts and settings record 3. Receiving operator acceptance				

P/S/R/A: Complete only after actual site assessment using the site risk method.

4. Pre-work checklist

☐ Fan and belt identity	☐ Isolation and duct map	☐ Span and instrument record
☐ Tool and guard check	☐ Vibration and heat record	☐ Next check and owner
☐ Prior defect disposition	☐ Permitted test conditions	☐ Receiving operator acceptance