

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

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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. Identify drive	1. Wrong-belt failure 2. Unintended overspeed 3. Unequal belt loading	1. Profile chosen by appearance 2. Sheave setting changed 3. Mixed belt set fitted	1. Verify complete belt identity 2. Preserve approved speed 3. Use specified belt set	1. Fan and motor IDs 2. Belt section length and count 3. Sheave setting history				
2. Isolate and restrain	1. Remote-start entanglement 2. Airflow-driven rotation 3. Stored-motion contact	1. Stop button used alone 2. Other fan flow ignored 3. Coastdown incomplete	1. Isolate all start sources 2. Control airflow motion 3. Wait for full stop	1. Isolation points and locks 2. Duct and wheel restraint 3. Complete stop confirmed				
3. Inspect and replace	1. Early belt rupture 2. Unequal drive loading 3. Sheave-edge cuts	1. Worn grooves retained 2. Old and new belts mixed 3. Damaged parts handled	1. Inspect sheave grooves 2. Replace specified full set 3. Handle edges safely	1. Groove wear and cracks 2. Set identity and condition 3. Contamination removed				
4. Align and tension	1. Slip heating 2. Bearing overload 3. Drive vibration	1. Feel used as measurement 2. Wrong span or units 3. Sheaves misaligned	1. Use specified tension method 2. Record span and units 3. Align shafts and sheaves	1. Tension value and basis 2. Instrument and span 3. Alignment evidence				
5. Guard and test	1. Rotating-drive contact 2. Loose-tool projection 3. Vibration damage	1. Cover left off 2. Tools remain inside 3. Fault ignored at start	1. Restore complete guarding 2. Account for tools 3. Use controlled test	1. Guards securely fitted 2. Area and tools clear 3. Noise vibration and heat				
6. Hand over drive	1. Wrong setting retained 2. Missed early inspection 3. Lost component history	1. Measurements omitted 2. Next shift not briefed 3. Part numbers absent	1. Transfer belt and settings 2. Assign follow-up check 3. Link component records	1. Replacement date and parts 2. Tension method and results 3. Test and recheck record				

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

4. Pre-work checklist

☐ Fan and motor IDs	☐ Isolation points and locks	☐ Groove wear and cracks
☐ Tension value and basis	☐ Guards securely fitted	☐ Replacement date and parts
☐ Sheave setting history	☐ Alignment evidence	☐ Test and recheck record