

Autumn optimisation checklist

Site or department: _____ Inspection date: _____

Machine or asset ID: _____ Completed by: _____

Tick one result per check: OK, Action needed or N/A. Record findings and unchecked items in the action log.
Follow manufacturer guidance and site procedures. Isolate equipment before hands-on inspection; decompressure compressed air systems before repair.

1. Inspect bearings motors and gearboxes

Check	OK	Action	N/A
1a Review noise, vibration & temperature against earlier readings at similar loads	☐	☐	☐
1b Inspect accessible components and fixings for damage, leakage or looseness	☐	☐	☐
1c Check motor cooling fins and ventilation paths for accumulated dirt	☐	☐	☐
1d Check gearbox oil levels and leakage against manufacturer guidance	☐	☐	☐

2. Review power transmission components

Check	OK	Action	N/A
2a Inspect belts for cracks, fraying, uneven wear or damaged teeth	☐	☐	☐
2b Check pulley condition, alignment and belt tension against specification	☐	☐	☐
2c Check chain wear elongation, link damage and sprocket condition	☐	☐	☐
2d Inspect coupling elements against manufacturer's wear limits	☐	☐	☐
2e Identify replacements and investigate causes of recurring wear	☐	☐	☐

3. Review lubrication for colder temperature

Check	OK	Action	N/A
3a Check lubricant suitability for the lowest expected start-up temperature	☐	☐	☐
3b Confirm suitability at normal operating temperature, speed and load	☐	☐	☐
3c Before any change, check compatibility and the approved changeover procedure	☐	☐	☐
3d Check automatic lubricators and delivery arrangements for expected conditions	☐	☐	☐

Emergency out-of-hours: 07970 789 978

4. Check seals and moisture protection

Check	OK	Action	N/A
4a Inspect accessible seals for cracks, damage, displacement or leakage	☐	☐	☐
4b Look for corrosion or signs of water contamination and investigate the source	☐	☐	☐
4c Check relevant housing joints, covers and breathers for possible ingress routes	☐	☐	☐
4d Review repeat seal failures and any evidence of internal condensation	☐	☐	☐

5. Inspect compressed air systems for leaks

Check	OK	Action	N/A
5a Survey hoses, couplings, fittings, joints, valves and quick-release connections	☐	☐	☐
5b Use a suitable leak detection method and record or tag identified leaks	☐	☐	☐
5c Schedule repairs and verify that leaks have been resolved	☐	☐	☐
5d Review compressor controls with a specialist after reducing air demand	☐	☐	☐

Action log

Record findings using the check references above. Apply your site's priorities: Immediate, planned or monitor. Include unchecked items and arrange further assessment where needed.

Check ref and priority	Finding and required action	Owner	Due date	Verified by and date

Review & sign:

Reviewed by: _____ **Date:** _____

Next inspection or follow-up date: _____