Roller Conveyor Transfer Plate (RCTP) Installation Instructions



Introduction:

The RCTP is a quick-to-install transfer plate for roller conveyors, designed to retain in the gaps between rollers with limited contact, preventing packages and debris from falling between rollers, while also reducing worker injury potential. The results are maintained product flow, increased conveyor uptime, and improved worker safety.

⚠ DANGER

It is imperative that OSHA/MSHA Lockout/Tagout (LOTO) regulations, 9 CFR 1910.147, be followed before undertaking the preceding activities. Failure to use LOTO exposes workers to uncontrolled behavior of the transfer plate caused by movement of the conveyor belt. Severe injury or death can result.

Before working:

- Lockout/Tagout the conveyor power source
- Clear rollers of debris

⚠ WARNING

Use Personal Protective Equipment (PPE):

- Safety eyewear
- Cut-resistant gloves
- Safety footwear
- Adhere to safety standards of facility

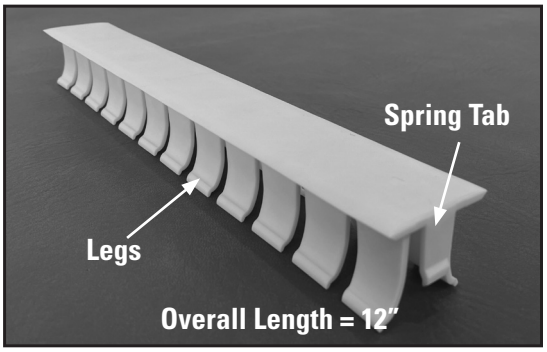
Installation Instructions

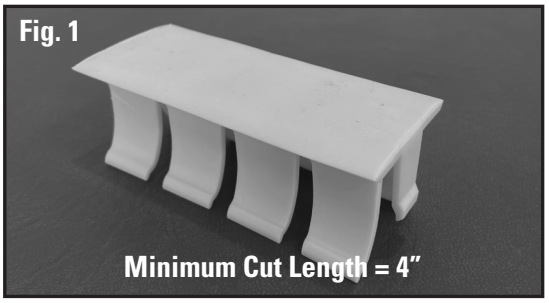
RCTP-1.9R3P-12 (for 1.9" diameter rollers with 3" pitch)

1. **Inspect conveyor area where RCTPs will be installed:**
   - **a.** Significant debris buildup on rollers or under drive bands needs to be removed prior to inserting transfer plates; i.e., layers of plastic wrap or tape. Small paper labels that are smoothed onto rollers should be okay if unable to remove.
   - **b.** Determine width, measuring inside of conveyor frames.
   - **c.** Determine number of RCTP 12" transfer plates required.
     Minimum transfer plate length is 4" (Fig. 1)
     Refer to cutting instructions below

2. **Insert RCTPs using a rocking motion from the side of the transfer plate into the roller gap (Fig. 2):**
   - **a.** Use care to avoid bending the transfer plates.
   - **b.** Do not insert transfer plates from the ends.

3. **Turn on conveyor** to ensure transfer plates are set flat on the rollers and aren't making excessive vibration. Refer to Tips & Tricks on Page 3.

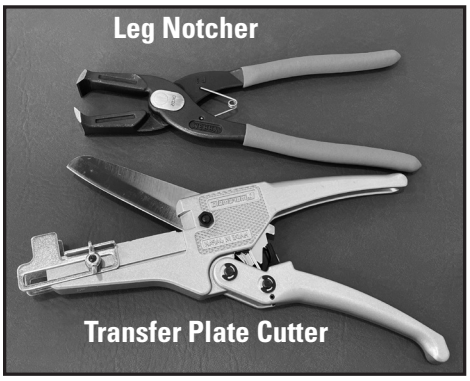






Patents: www.flexco.com/patents

Cutting RCTP to Length:



Tools Required:

- Leg Notcher
- Transfer Plate Cutter

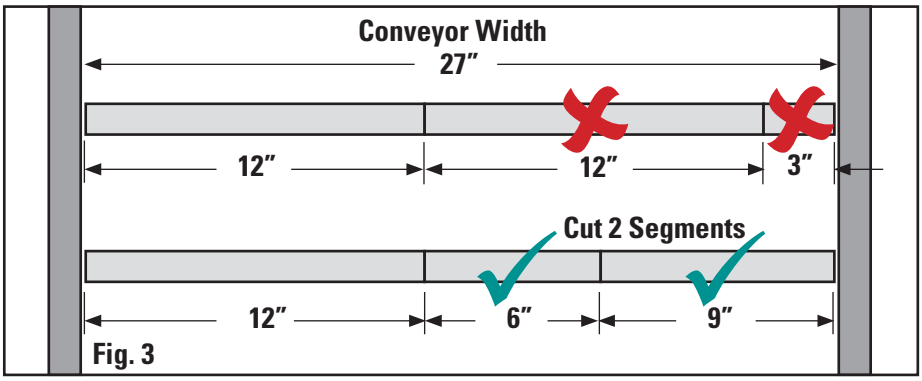
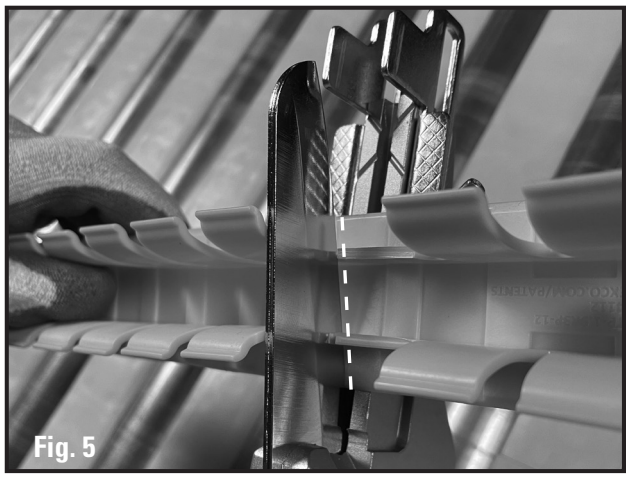


Fig. 3

Transfer plates must be cut to a MINIMUM of 4" in length (each leg section is 1"). **EXAMPLE:** If conveyor width is 27", use one 12" plate, one 6" plate, and one 9" plate (Fig. 3).


Fig. 4


Fig. 5

a. Using cut-resistant gloves, use Leg Notcher to cut the legs at their base just beyond desired plate length (Fig. 4).

b. Use Transfer Plate Cutter to cut transfer plate to length (Fig. 5). If last transfer plate will be less than 4", remove the adjacent 12" transfer plate, measure the full remaining gap, and cut two transfer plates to fill the gap.

Tips and Tricks:

a. Place a cut transfer plate up to its adjoining transfer plate with the spring tab placed against the conveyor structure.

b. Transfer plates are designed to "float" slightly in the gap and can rock back and forth; this is normal.

c. If transfer plates aren't sitting flat after powering the conveyor, bend the spring tabs.

d. If transfer plate rattles, check to see if it is bent. The top surface should not be bent concave, but a slight convex bend is acceptable (Fig. 6).

e. If a transfer plate was cut slightly short, either:

- Bend spring tabs out slighty (Fig. 7)
- Place spring tab against adjoining segment (spring tab to spring tab) with cut end towards conveyor frame
- Cut a new transfer plate

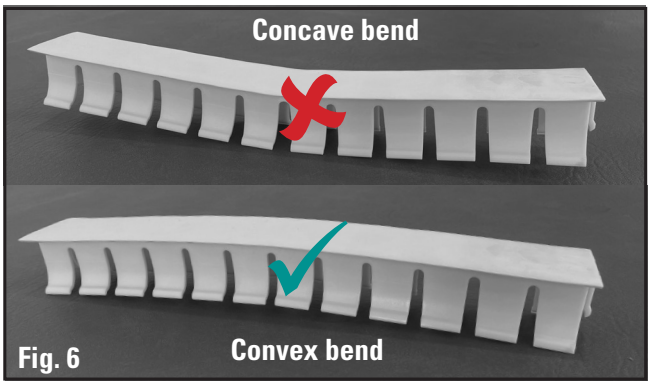


Fig. 6

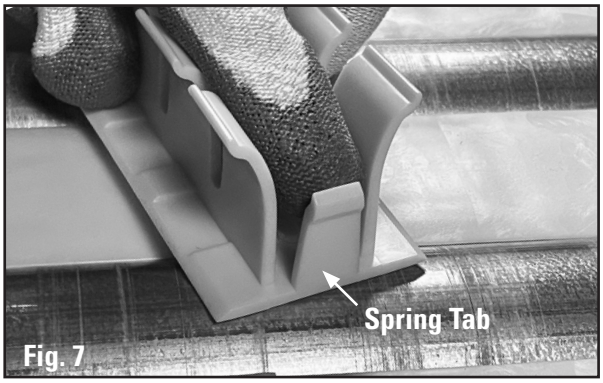


Fig. 7

f. If a transfer plate was cut slightly long, causing transfer plates not to rest flat on the rollers, either:

- Bend spring tabs inward to gain a slight amount of clearance.
- Cut off the spring tab with the Transfer Plate Cutter (Fig. 8).
- Cut a new transfer plate, as trimming small amounts off a transfer plate can be a challenge.

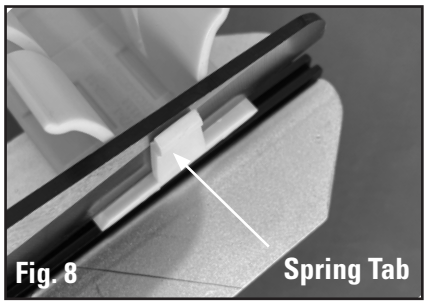


Fig. 8

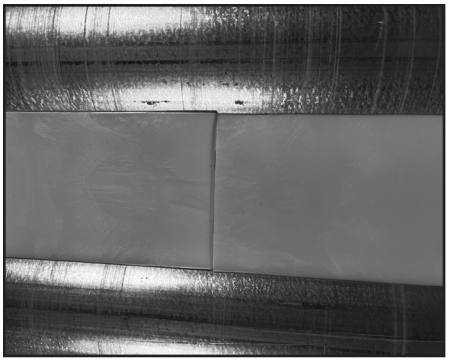
g. O-ring conveyors (during testing check):

O-ring to drive shaft live rollers: Transfer plate legs may need to be removed (using Leg Notcher) in the area where the O-ring/band goes down to the drive shaft (Fig. 9).

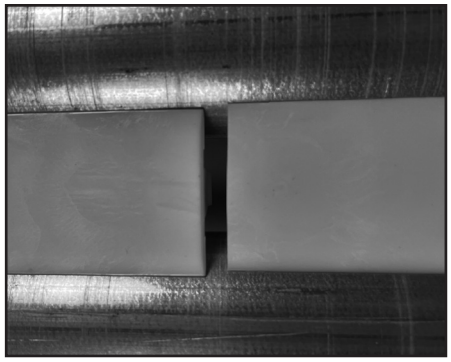
NOTE: A light amount of contact between drive O-rings/bands and the top of the transfer plates is normal. Some brands of roller conveyors may have O-rings/bands that sit in a deeper groove in the roller, creating increased contact between the O-ring/band and the top of the plate, creating visible vibration of the transfer plate. In these cases a slight notching of the top of the transfer plate may be required at the contact point between the O-ring/band and the transfer plate.


Fig. 9

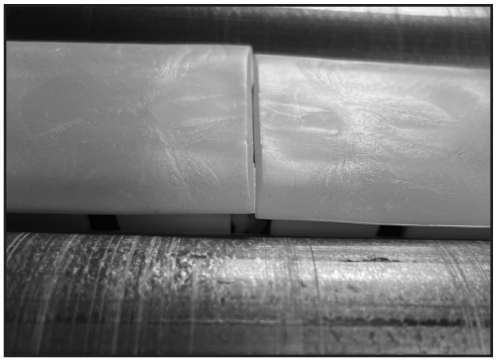
FLEXCO



Good fit



Poor fit - too much space



Poor fit - plates binding and rising up

Maintenance:

Inspect for rattling or excessive vibration. Rollers may need to be cleaned or transfer plates replaced. RCTP is intended for straight driven rollers with 1.9" diameters spaced 3" apart. Not intended for:

- Skewed or lagged rollers
- For other configurations contact Flexco Customer Service at 1-800-541-8028

Ordering Information:

DESCRIPTION	ITEM CODE	ORDERING NUMBER
Box of 100 Roller Conveyor Transfer Plates	314112	RCTP-1.9R3P-12-100
Pallet of 3,000 Roller Conveyor Transfer Plates	314002	RCTP-1.9R3P-12-3000
Leg Notcher and Transfer Plate Cutter	314011	RCTP-LEG-NOTCHER-TP-CUTTER
Leg Notcher	314012	RCTP-LEG NOTCHER
Transfer Plate Cutter	314013	RCTP-TRANSFER-PLATE-CUTTER

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