

# SOP Template: Checklist for Equipment and Supply Inventory Before Each Shift

This SOP details a comprehensive **checklist for equipment and supply inventory before each shift**, ensuring all necessary tools, machinery, and materials are accounted for and in proper working condition. It covers verification of inventory levels, inspection for damages or malfunctions, restocking procedures, and documentation requirements to maintain operational efficiency and safety throughout the shift.

## 1. Purpose

To ensure all equipment and supplies required for operations are present, functional, and safe prior to the start of every shift.

## 2. Scope

This SOP applies to all personnel responsible for inventory checks at the start of each shift across the facility.

## 3. Responsibility

- Shift Supervisor: Oversees implementation and completion of the checklist.
- Assigned Staff: Conducts inspections and prepares documentation.
- Inventory Manager: Ensures replenishment and addresses issues reported.

## 4. Procedure

1. **Prepare Inventory Checklist:**
  - Obtain the latest equipment and supply checklist for the area/department.
2. **Physical Verification:**
  - Visually confirm presence and count of each item on the checklist.
3. **Inspection for Condition:**
  - Inspect all equipment for visible signs of damage, malfunction, or defects.
  - Check consumables for expiry dates or contamination.
4. **Restocking:**
  - Note and restock low or missing supplies as per standard procedures.
  - Document items that require restocking but cannot be replenished immediately.
5. **Reporting:**
  - Report any damaged or malfunctioning equipment to maintenance.
  - Notify supervisor of any discrepancies, missing items, or unresolved issues.
6. **Documentation:**
  - Record findings, actions taken, and outstanding issues in the shift inventory log.

## 5. Example Checklist Template

Item	Quantity Needed	Quantity on Hand	Condition	Restock Required?	Remarks
Protective Gloves	50				
First Aid Kit	2				
Hand Tools	10				

## 6. Documentation Requirements

- Complete the inventory log/checklist for each shift and maintain for recordkeeping.

- Submit any incident or discrepancy reports as needed.

## 7. References

- Equipment Maintenance SOP
- Restocking and Procurement SOP
- Health and Safety Guidelines

## 8. Revision History

Version	Date	Description
1.0	2024-06-01	Initial template creation