

# SOP: Standard Procedures for Daily Equipment Use and Care

This SOP details the **standard procedures for daily equipment use and care**, covering proper operation, routine inspection, cleaning, maintenance, and safe storage of equipment. It ensures the longevity and optimal performance of machinery while prioritizing safety and efficiency during daily tasks. Adhering to these procedures helps prevent equipment failure, reduces downtime, and promotes a safe working environment for all operators and personnel.

## 1. Purpose

To outline daily procedures for operating, inspecting, cleaning, maintaining, and safely storing equipment, ensuring reliability and workplace safety.

## 2. Scope

This SOP applies to all personnel operating or maintaining equipment in [Department/Facility Name].

## 3. Responsibilities

- **Operators:** Follow daily procedures as outlined, report any issues to supervisors.
- **Supervisors:** Ensure staff compliance, conduct periodic checks, facilitate repairs.
- **Maintenance Staff:** Support and perform scheduled maintenance as required.

## 4. Procedure

### 1. Pre-Operation Inspection

- Visually inspect equipment for damage or wear.
- Check fluid levels (oil, coolant, etc.) and recharge or refill as necessary.
- Test safety features (emergency stop, guards, alarms).
- Ensure all bolts, covers, and attachments are secure.

### 2. Operation

- Operate the equipment according to manufacturer guidelines.
- Monitor for unusual noises, vibrations, or warning indicators.
- Do not overload or misuse the equipment.

### 3. Post-Operation Daily Care

- Turn off and safely disconnect or shut down the equipment.
- Perform daily cleaning (wipe surfaces, remove debris).
- Report and log any malfunctions or damage noted.

### 4. Routine Maintenance

- Lubricate moving parts as instructed in the manual.
- Check and replace worn consumables or parts.
- Document maintenance actions in the equipment logbook.

### 5. Safe Storage

- Store equipment in designated areas, away from hazards.
- Ensure equipment is dry and away from corrosive agents.
- Lock out/tag out if equipment is awaiting repairs.

## 5. Documentation

- Complete and sign the daily equipment checklist/log.
- Submit maintenance reports or issue notifications to supervisors.

## 6. Safety

- Always wear appropriate PPE (personal protective equipment).
- Follow all posted safety warnings and manufacturer instructions.
- Immediately report unsafe equipment or conditions.

## 7. References

- Manufacturer's operation manual(s)
- Facility safety policies and procedures

## 8. Revision History

Version	Date	Description	Approved By
1.0	2024-06-19	Initial release	[Name/Title]