Standard Operating Procedure (SOP)

Equipment Shutdown Preparation Checklist

This SOP provides a comprehensive **equipment shutdown preparation checklist** designed to ensure safe and efficient shutdown procedures. It covers steps such as notifying relevant personnel, securing machinery, disconnecting power sources, inspecting equipment for issues, documenting shutdown status, and performing final safety checks. The checklist aims to prevent damage, enhance operational safety, and maintain equipment integrity during shutdown processes.

1. Purpose

To provide step-by-step instructions for the proper preparation and shutdown of equipment to ensure safety, compliance, and maintenance of equipment condition.

2. Scope

This SOP applies to all personnel responsible for equipment shutdown in the facility.

3. Responsibilities

- Operators: Follow checklist and report any issues detected.
- Supervisors: Ensure procedures are followed and reviews completed checklist.
- Maintenance Staff: Assist in inspections and address equipment deficiencies.

4. Equipment Shutdown Preparation Checklist

No.	Task	Responsible Person	Check/Initials
1	Notify all relevant personnel of impending shutdown.	Operator	
2	Review and understand equipment shutdown procedure documentation.	Operator	
3	Ensure all process materials are cleared from the equipment.	Operator	
4	Shut down control systems and place equipment in safe mode, as per SOP.	Operator	
5	Disconnect power sources (electrical, hydraulic, pneumatic, etc.).	Operator	
6	Lockout and tagout (LOTO) procedures applied if required.	Operator/Maintenance	
7	Inspect equipment for leaks, damage, unusual wear, or hazards.	Operator/Maintenance	
8	Secure all moving parts, covers, and access panels.	Operator	
9	Remove and store tools, materials, and work aids safely.	Operator	
10	Update shutdown log/documentation with status and observations.	Operator	
11	Perform final safety check of environment and equipment area.	Operator/Supervisor	
12	Inform supervisor when shutdown is complete and checklist is validated.	Operator	

5. Documentation

- Equipment Shutdown Checklist Form (attach completed form to equipment logbook)

- Incident/Observation Reports (if issues detected during shutdown)

6. Revision History

Version	Date	Description	Prepared by
1.0	2024-06-30	Initial creation	[Your Name]

Note: Customize the checklist to suit specific equipment and facility requirements.