Standard Operating Procedure (SOP) Opening Procedures Checklist

Purpose

This SOP details the **Opening Procedures Checklist** essential for starting daily operations efficiently and safely. It covers steps such as facility inspection, equipment startup, safety checks, staff briefing, and ensuring all necessary materials and documentation are prepared. The objective is to establish a consistent routine that promotes operational readiness, safety compliance, and smooth workflow from the beginning of each workday.

Scope

This SOP applies to all personnel responsible for opening and preparing the facility for daily operations.

Opening Procedures Checklist

1. **Facility Inspection**
   - Unlock main entrance and perform a walk-through of the premises.
   - Check for any signs of forced entry, damage, or hazards.
   - Ensure all emergency exits and pathways are clear.

2. **Equipment Startup**
   - Turn on necessary lighting and ventilation systems.
   - Power up all essential machinery and office equipment as per guidelines.
   - Check proper function of alarms and security systems.

3. **Safety and Compliance Checks**
   - Confirm availability and accessibility of fire extinguishers and first-aid kits.
   - Inspect safety signage, markings, and personal protective equipment (PPE) stocks.
   - Document and report any safety concerns immediately.

4. **Staff Briefing**
   - Conduct a team meeting to outline the day's goals, special tasks, and safety reminders.
   - Assign individual duties and gather staff acknowledgments.

5. **Materials & Documentation Preparation**
   - Verify that supplies, tools, and materials needed for the day are available and in good condition.
   - Prepare daily logs, checklists, and any regulatory documents as required.
   - Ensure all documentation stations are equipped and organized.

6. **Final Review**
   - Confirm completion of all opening procedures using this checklist.
   - Address or escalate any issues before commencing normal operations.

Documentation

- Daily Opening Checklist Form
- Incident Report Log (if issues found)

- Staff Attendance Log

Revision & Approval

Last revised: [Insert Date]
Approved by: [Insert Approver Name & Title]