

SOP: End-of-Shift Machine Inspection and Handover Process

This SOP defines the **end-of-shift machine inspection and handover process**, which includes detailed procedures for inspecting machinery to ensure proper functionality, identifying and reporting any defects or maintenance needs, cleaning and securing equipment, and effectively communicating machine status to the incoming shift. The goal is to maintain operational efficiency, enhance safety, and ensure seamless transition between shifts by providing clear documentation and accountability.

1. Scope

This SOP applies to all operators and maintenance personnel responsible for machinery operation in the facility.

2. Responsibilities

- **Operators:** Conduct all inspection, cleaning, and documentation tasks before shift end.
- **Incoming Operators:** Review handover documentation and confirm machine status before accepting responsibility.
- **Supervisors:** Monitor adherence to this SOP and address non-compliance or unresolved issues.

3. Procedure

1. **Preparation**
 - Gather inspection checklist, logbook, and cleaning supplies.
 - Wear appropriate PPE (personal protective equipment).
2. **Machine Inspection**
 - Follow inspection checklist (see Section 4) covering safety, mechanical, and electrical aspects.
 - Note any abnormalities, unusual noises, leaks, wear, or performance issues.
3. **Reporting & Documentation**
 - Record findings in the machine logbook or electronic system.
 - Report defects or malfunctions to maintenance team per facility protocol.
4. **Cleaning & Securing**
 - Clean accessible surfaces and remove any debris or waste materials.
 - Ensure all guards, covers, and safety devices are in place.
 - Shut down or set machine to safe state as per shutdown procedure.
5. **Handover Communication**
 - Review logbook entries and inspection findings with incoming operator.
 - Communicate any outstanding issues, hazards, or maintenance requests.
 - Obtain incoming operator's sign-off acknowledging handover.

4. Machine Inspection Checklist (Example)

Item	Checkpoints	Status (OK/Defect/Remarks)
Safety Guards	All present and secure	
Emergency Stop	Functionality test	
Lubrication Levels	Within recommended range	
No Leaks	Check beneath and around machine	
Unusual Noise/Vibration	Listen during operation	
Cleaning	Surfaces free from debris	

Item	Checkpoints	Status (OK/Defect/Remarks)
Logbook	All activities documented	

5. Documentation & Records

- Completed inspection checklists
- Machine logbooks/electronic records
- Handover sign-off forms
- Maintenance requests (if applicable)

6. References

- Company Health & Safety Policy
- Machine Operation Manuals
- Maintenance Reporting Procedure