

# Standard Operating Procedure (SOP)

## Equipment Inspection and Checklist Procedures

**Purpose:**

This SOP details the **equipment inspection and checklist procedures** essential for maintaining operational safety and efficiency. It covers the systematic examination of machinery and tools, the use of standardized checklists to identify defects or maintenance needs, the documentation of inspection results, and the timely reporting of issues to prevent equipment failure. This procedure ensures all equipment is in proper working condition, minimizing downtime and promoting a safe working environment.

**Scope:**

This SOP applies to all personnel responsible for operating, maintaining, or inspecting equipment within the facility.

**Responsibilities:**

- **Operators:** Perform pre-use inspections and complete daily checklists.
- **Maintenance Staff:** Conduct in-depth, scheduled inspections and maintenance.
- **Supervisors:** Ensure inspections are completed and documented; review reports and address issues.

**Procedure:**

1. **Preparation**
  - Obtain the appropriate checklist for the equipment type.
  - Wear necessary PPE (Personal Protective Equipment).
  - Verify equipment is powered down or locked out as required.
2. **Inspection Process**
  - Visually inspect equipment for obvious damage or wear.
  - Check fluid levels, calibration, and safety guards as applicable.
  - Operate controls and note any abnormal sounds, vibrations, or behavior.
  - Record observations, defects, or concerns on the checklist.
3. **Documentation**
  - Complete all sections of the standardized checklist (sample below).
  - Include date, time, equipment ID, and inspector's name and signature.
4. **Reporting and Follow-Up**
  - Report defects or required maintenance to the supervisor immediately.
  - Tag out and remove equipment from service if unsafe.
  - Track corrective actions and verify completion before equipment is returned to service.

**Sample Equipment Inspection Checklist**

Item	Pass	Fail	N/A	Comments
Visual check (damage/corrosion)				
Safety guards in place				
Fluid levels/calibration				
Operational controls function				
No unusual noise/vibration				
Inspection date and inspector's signature				

**Recordkeeping:**

All completed checklists and inspection reports must be retained for a minimum of one year or as required by regulatory authorities.

**Revision History:**

Version	Date	Description	Approved By
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1.0	[YYYY-MM-DD]	Initial SOP release	[Name/Position]
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**Approved by:** \_\_\_\_\_ **Date:** \_\_\_\_\_