

Standard Operating Procedure (SOP)

Machine Operation and Maintenance Protocols

This SOP details **machine operation and maintenance protocols**, covering proper machine usage, routine inspection and maintenance schedules, safety checks, troubleshooting procedures, and operator training requirements. The goal is to ensure efficient machine performance, reduce downtime, extend equipment lifespan, and maintain a safe working environment by adhering to standardized operational and maintenance practices.

1. Scope

This SOP applies to all employees responsible for operating and maintaining machinery within the facility.

2. Responsibilities

- **Operators:** Follow proper procedures for operation, safety, and routine checks.
- **Maintenance Staff:** Perform scheduled maintenance and address breakdowns.
- **Supervisors:** Ensure compliance with SOP and verify operator training.

3. Machine Operation Procedures

1. Inspect the machine for visible damage or issues before use.
2. Ensure all safety guards and warning signs are in place.
3. Start the machine according to the manufacturer's instructions.
4. Monitor machine performance during operation; report abnormalities immediately.
5. Shut down and secure the machine after use following proper procedures.

4. Routine Inspection and Maintenance Schedule

Task	Frequency	Responsible
Visual Inspection (leaks, wear, guards)	Daily	Operator
Lubrication of moving parts	Weekly	Maintenance Staff
Check and replace filters	Monthly	Maintenance Staff
Full safety audit	Quarterly	Supervisor

5. Safety Checks

- Confirm all emergency stops and alarms are functional prior to operation.
- Personal protective equipment (PPE) must be worn at all times.
- Do not bypass or disable safety devices.
- Maintain clear access to fire extinguishers, exits, and first aid kits.

6. Troubleshooting Procedures

1. If abnormal noise, vibration, or error occurs, pause operation and inspect the machine.
2. Consult the troubleshooting section of the manufacturer's manual.
3. If unable to resolve, notify maintenance staff immediately.
4. Do not attempt repairs unless trained and authorized.

7. Operator Training Requirements

- All operators must receive initial machine operation and safety training.
- Annual refresher courses are mandatory.
- Training records must be documented and maintained by HR/supervisors.

8. Documentation

- Complete daily operation and maintenance logs.
- Report all incidents and breakdowns using the designated incident report form.
- Keep maintenance records accessible for audits and review.

9. Revision History

Date	Revision	Description/Changes	Approved By
2024-06-20	1.0	Initial SOP Release	John Doe