

SOP Template: Supply and Equipment Readiness Checks

This SOP details the process for **supply and equipment readiness checks**, encompassing regular inspection, maintenance, and verification of all necessary supplies and equipment to ensure operational efficiency and safety. It includes protocols for identifying deficiencies, documenting status, scheduling routine checks, and taking corrective actions to maintain optimal readiness for all work activities.

1. Purpose

To establish standardized procedures for conducting routine supply and equipment readiness checks to sustain operational performance and workplace safety.

2. Scope

This SOP applies to all staff responsible for managing, inspecting, and maintaining supplies and equipment crucial to business operations.

3. Responsibilities

- **Supervisors:** Oversee regular checks and ensure compliance with this SOP.
- **Designated Personnel:** Perform inspections, report deficiencies, and document findings.
- **Maintenance Staff:** Address identified deficiencies and conduct scheduled maintenance.

4. Procedure

1. **Preparation**
 - Review previous check records and deficiency logs.
 - Prepare necessary inspection tools and documentation forms.
2. **Inspection and Verification**
 - Check supply inventories against required stock levels.
 - Inspect equipment for cleanliness, functionality, and safety compliance.
 - Test equipment operation where applicable.
3. **Documentation**
 - Record inspection date, personnel, and status of each item in the equipment checklist (see sample below).
 - Note any issues or deficiencies found during the checks.
4. **Deficiency Identification & Correction**
 - Tag and remove defective equipment from use.
 - Initiate maintenance or reorder supplies as required.
 - Document actions taken and completion dates.
5. **Scheduling Routine Checks**
 - Establish and maintain a schedule for routine inspections (daily, weekly, monthly, as applicable).
6. **Review & Audit**
 - Supervisors review documentation for completeness and compliance.

5. Documentation

Sample Equipment Readiness Checklist:

Date	Item	Checked By	Status (OK/Deficient)	Deficiency/Action Required	Date Corrected
YYYY-MM-DD	First Aid Kit	John Doe	OK	-	-
YYYY-MM-DD	Fire Extinguisher	Jane Smith	Deficient	Pressure low – needs refill	YYYY-MM-DD

6. Corrective Actions

- Promptly address all identified deficiencies and document actions.
- Replace or repair non-functioning equipment before use.
- Escalate unresolved or recurrent issues to management.

7. References

- Company Maintenance Policy
- Manufacturer Equipment Manuals
- Relevant Regulatory Guidelines

8. Revision History

Version	Date	Description	Author
1.0	YYYY-MM-DD	Initial SOP issued	Jane Smith