

SOP: Daily Pre-Operation Machine Inspection Procedures

This SOP details the **daily pre-operation machine inspection procedures** to ensure all equipment is in safe working condition before use. It includes checking for mechanical defects, verifying safety guards and devices, inspecting fluid levels and leaks, testing controls and emergency stops, and documenting any issues. Adhering to these procedures minimizes the risk of accidents, equipment failure, and downtime, thereby promoting a safe and efficient work environment.

1. Purpose

To provide a standardized procedure for inspecting machines prior to operation, ensuring the safety of personnel and equipment.

2. Scope

This SOP applies to all personnel responsible for operating machines and equipment in the facility.

3. Responsibilities

- **Operators:** Perform daily pre-operation inspections and document findings.
- **Supervisors:** Review inspection reports and ensure corrective actions are taken.
- **Maintenance Team:** Address defects or issues reported during inspection.

4. Procedure

1. **Preparation**
 - Obtain and review the machine's inspection checklist.
 - Wear appropriate personal protective equipment (PPE).
 - Ensure the machine is parked in a safe, accessible location and powered off if required.
2. **Visual Inspection for Mechanical Defects**
 - Check for loose, worn, or damaged parts (belts, bolts, chains, etc.).
 - Inspect for any visible cracks, deformities, or signs of wear.
3. **Verify Safety Guards and Devices**
 - Ensure all safety guards and shields are in place and secure.
 - Test safety interlocks and warning labels for visibility.
4. **Inspect Fluid Levels and Leaks**
 - Check oil, coolant, hydraulic fluid, and fuel levels as applicable.
 - Look under and around machinery for any signs of leaks or spills.
5. **Test Controls and Emergency Stops**
 - Test operational controls for correct operation.
 - Verify all emergency stop buttons and safety cut-offs function properly.
6. **Housekeeping**
 - Ensure machine and surrounding area are clean and free from obstructions.
7. **Documentation**
 - Record inspection results on the designated checklist or log.
 - Immediately report and tag-out any unsafe machine or condition.

Note: Do not operate any machine with safety hazards or defects present. Notify your supervisor and contact maintenance immediately.

5. Daily Pre-Operation Inspection Checklist (Sample)

Item	Pass/Fail	Comments
Mechanical parts (no damage/wear)		

Item	Pass/Fail	Comments
Safety guards/shields in place		
Fluid levels (oil, coolant, etc.)		
No fluid leaks/spills		
Controls function correctly		
Emergency stops operate		
Area clean & clear		
Other/Notes		

6. References

- Manufacturer's operation & maintenance manual
- Company safety policies and procedures

7. Revision History

Date	Revision	Description
2024-06-18	1.0	Initial SOP release