

Standard Operating Procedure (SOP)

Daily Workstation Setup and Equipment Checks

Purpose

This SOP details the process for **daily workstation setup and equipment checks**, including organizing the workspace, inspecting tools and machinery for proper function, ensuring safety protocols are followed, verifying calibration and cleanliness of equipment, and reporting any malfunctions or hazards. The goal is to maintain a safe, efficient, and productive work environment through systematic daily preparations and inspections.

Scope

This procedure applies to all employees responsible for operating workstations, tools, or machinery in *[Department/Area Name]*.

Responsibilities

- **All Operators:** Perform daily setup and checks as outlined. Report issues immediately.
- **Supervisors:** Ensure compliance, log checks, and address reported hazards or malfunctions.
- **Maintenance Staff:** Resolve identified equipment malfunctions or hazards.

Procedure

- Workspace Organization:**
 - Ensure all surfaces are clean and free from clutter.
 - Arrange tools and materials for easy access and efficiency.
- Equipment Inspection:**
 - Visually inspect all tools and machinery for signs of wear, damage, or tampering.
 - Verify guards, shields, and safety devices are in proper place and functional.
- Safety Protocols:**
 - Check that emergency stops, signage, and PPE are available and in good condition.
 - Confirm evacuation routes and access to first aid.
- Equipment Calibration and Cleanliness:**
 - Check and document the calibration status where applicable.
 - Clean any residue or build-up from equipment as per manufacturer's guidelines.
- Reporting:**
 - Notify Supervisor of any malfunction, safety hazard, or missing equipment found during checks.
 - Complete daily checklist and sign off upon completion of all steps.

Documentation

Item/Check	Status (OK/Issue)	Notes/Actions Taken	Date/Time	Initials
Workspace clean and organized				
Tools/machinery inspected				
Safety devices checked				
Calibration verified				

Item/Check	Status (OK/Issue)	Notes/Actions Taken	Date/Time	Initials
Issues reported				

References

- Manufacturer equipment manuals
- Company safety guidelines and checklists
- Regulatory compliance documents (OSHA, ISO, etc.)

Revision History

Version	Date	Description	Author
1.0	2024-06-10	Initial SOP release	[Your Name]