

# Standard Operating Procedure (SOP)

## Equipment Cleaning and Inspection Post-Shutdown

This SOP details the procedures for **equipment cleaning and inspection post-shutdown**, ensuring all machinery and tools are thoroughly cleaned, inspected for damage or wear, and properly maintained after operational downtime. The objective is to maintain equipment longevity, ensure safety, and prevent malfunctions prior to the next use, following standardized cleaning methods, safety checks, and documentation protocols.

### 1. Purpose

To establish standardized procedures for cleaning and inspecting equipment after each shutdown period to ensure operational readiness, safety, and equipment integrity.

### 2. Scope

This SOP applies to all equipment, machinery, and tools used within [Company/Department Name] that require maintenance following operational shutdowns.

### 3. Responsibilities

- **Maintenance Team:** Responsible for executing cleaning, inspection, and basic maintenance tasks.
- **Supervisors:** Oversee adherence to SOP, review inspection logs, and authorize equipment return to service.
- **Operators:** Report issues before and after shutdown and assist with accessible cleaning as needed.

### 4. Safety Precautions

- Ensure all equipment is properly shut down and locked out/tagged out (LOTO) prior to beginning cleaning and inspection.
- Wear appropriate personal protective equipment (PPE), such as gloves, eye protection, and masks as required.
- Follow safety data sheets (SDS) for any cleaning chemicals used.

### 5. Procedure

#### 1. Preparation

- Verify that all power sources are isolated and equipment is in a safe state.
- Gather required cleaning materials and inspection tools (e.g., brushes, rags, cleaning agents, inspection flashlights).

#### 2. Cleaning

- Remove gross debris from equipment surfaces using dry or wet methods as applicable.
- Clean all accessible parts, removing dust, grease, oil, and other contaminants.
- Use only approved cleaning agents and methods for each equipment type.
- Dispose of waste materials according to company/environmental policies.

#### 3. Inspection

- Visually inspect equipment for signs of wear, corrosion, leaks, or damage.
- Check for loose, missing, or damaged parts (e.g., belts, bolts, covers).
- Record findings on the Equipment Inspection Checklist (see Section 7).

#### 4. Routine Maintenance

- Lubricate, tighten, or replace minor parts as specified in equipment manuals.
- Report major deficiencies or safety hazards to supervisors immediately.

#### 5. Reassembly & Final Check

- Reassemble any parts removed during cleaning or inspection.
- Confirm all tools and cleaning materials are removed from equipment area.
- Supervisors to review and authorize equipment for operational readiness.

#### 6. Documentation

- Complete and file the Equipment Cleaning and Inspection Log.
- Document any issues found and corrective actions taken.

### 6. Documentation Requirements

- All cleaning and inspection activities must be recorded in the Equipment Cleaning and Inspection Log.
- Records must be retained for a minimum of [X] years as per company policy.
- Sign-off required from both maintenance personnel and supervisors.

## 7. Equipment Inspection Checklist (Sample)

Item	Criteria	Status (OK/Not OK)	Notes/Action Taken
Exterior Cleanliness	No visible debris or residue		
Moving Parts	Lubricated & unobstructed		
Belts/Chains	No excessive wear, tension correct		
Electrical Components	No exposed wires/damage		
Safety Guards	Intact and secure		
Other (Specify)			

## 8. References

- Equipment Operation and Maintenance Manuals
- Safety Data Sheets (SDS) for Cleaning Agents
- Company Health & Safety Procedures

## 9. Revision History

Version	Date	Change Description	Approved By
1.0	[Insert Date]	Initial release	[Name/Title]