

# SOP Template: Maintenance Work Execution and Safety Checks

This SOP details the procedures for **maintenance work execution and safety checks**, encompassing the planning and scheduling of maintenance tasks, proper use of tools and equipment, adherence to safety protocols, regular inspection and verification of safety measures, documentation of maintenance activities, and reporting of any hazards or incidents. The goal is to ensure efficient maintenance operations while prioritizing the safety of personnel and equipment.

## 1. Purpose

To outline the standardized process for executing maintenance work and conducting safety checks to ensure reliable operations and compliance with safety regulations.

## 2. Scope

This SOP applies to all maintenance personnel and supervisors responsible for performing and overseeing maintenance activities within the facility.

## 3. Responsibilities

- **Maintenance Personnel:** Execute maintenance tasks, perform safety checks, report hazards/incidents, and complete documentation.
- **Supervisors:** Schedule, plan, and oversee tasks; verify safety compliance; review incident reports and documentation.
- **Safety Officer:** Conduct regular audits, investigate incidents, and provide training on updated safety protocols.

## 4. Procedure

### 4.1 Planning and Scheduling

1. Identify maintenance tasks based on preventive schedules, equipment logs, or reported issues.
2. Assign tasks to qualified personnel considering required skills and safety certifications.
3. Schedule work during appropriate operational windows to minimize disruption.
4. Communicate work plans to affected stakeholders in advance.

### 4.2 Preparation and Equipment

1. Review equipment manufacturer manuals and maintenance instructions.
2. Ensure availability and suitability of required tools and equipment.
3. Inspect tools for defects or damage before use.
4. Wear appropriate Personal Protective Equipment (PPE) as per safety requirements.

### 4.3 Safety Protocols and Checks

1. Conduct job hazard analysis (JHA) before starting work.
2. Isolate, lockout/tagout (LOTO), and de-energize equipment per guidelines.
3. Verify confined spaces and elevated work areas are secure and monitored.
4. Ensure appropriate fire protection/prevention measures are in place as needed.

### 4.4 Maintenance Work Execution

1. Carry out tasks as per SOPs, manuals, and work instructions.
2. Monitor surroundings and remain alert to potential safety hazards during work.
3. Stop work immediately if unsafe conditions arise. Resolve or report hazards promptly.

### 4.5 Post-Work Safety and Verification

1. Inspect work to ensure it meets operational and safety standards.
2. Restore equipment to service, removing all tools, tags, and lockout devices.
3. Update maintenance records with details of tasks performed and any issues found.
4. Communicate completion and equipment status to supervisors and stakeholders.

## 5. Documentation and Reporting

- Log all maintenance and safety checks in the Maintenance Management System (MMS).
- Complete incident/hazard reports for any deviations, injuries, or near misses.
- Maintain records for compliance and audit purposes.

## 6. References

- OEM Equipment Manuals
- Facility Health & Safety Policy
- Relevant Industry Standards (e.g., OSHA, ISO 45001)

## 7. Revision History

Version	Date	Description	Approved By
1.0	2024-06-10	Initial SOP release	Maintenance Manager