

SOP Template: Pre-job Equipment and Materials Checklist

This SOP details the **pre-job equipment and materials checklist**, emphasizing the systematic verification of all necessary tools, machinery, and materials before commencing any task. It ensures that equipment is in proper working condition, materials are sufficient and suitable for the job, safety gear is available, and potential hazards are identified early. Implementing this checklist promotes operational efficiency, reduces downtime, enhances worker safety, and prevents delays caused by missing or faulty items.

1. Purpose

To ensure all required equipment, materials, and safety items are available, functional, and suitable for the job prior to starting work.

2. Scope

This checklist applies to all staff and contractors involved in pre-job setup for any operational tasks requiring equipment or materials.

3. Responsibilities

- **Supervisor:** Oversees completion of the checklist, resolves deficiencies.
- **Team Members:** Assist with checklist items, report deficiencies.
- **Safety Officer (if applicable):** Verifies availability and use of safety equipment.

4. Pre-job Equipment and Materials Checklist

No.	Item	Check	Notes/Comments
1	Tools (Hand/Power)	<input type="checkbox"/>	
2	Machinery/Equipment Operation Test	<input type="checkbox"/>	
3	Consumable Materials: Quantity & Suitability	<input type="checkbox"/>	
4	Personal Protective Equipment (PPE)	<input type="checkbox"/>	
5	Hazard Identification Review	<input type="checkbox"/>	
6	First-aid Kit Availability	<input type="checkbox"/>	
7	Fire Extinguisher Location & Accessibility	<input type="checkbox"/>	
8	Special Equipment (Specify)	<input type="checkbox"/>	
9	Documentation/Permits (if required)	<input type="checkbox"/>	

5. Procedure

1. Supervisor/assigned personnel complete the checklist before beginning any job.
2. Each item must be checked and initialed.
3. Deficiencies must be rectified prior to job commencement.
4. File completed checklist for recordkeeping.

6. Records

The completed checklist shall be retained for a minimum of **12 months** or as required by company policy.

7. Approval & Review

- Prepared by: _____
- Reviewed by: _____
- Date: ____ / ____ / ____