SOP Template: Production Line Setup and Pre-Start Checks

Purpose

This SOP details the **production line setup and pre-start checks**, covering equipment inspection, calibration, safety checks, material availability, and verification of operational parameters to ensure efficient and safe production. The procedure aims to minimize downtime, prevent equipment failure, and maintain product quality by systematically preparing the production line before starting full-scale operations.

Scope

This SOP applies to all production staff, line leaders, and maintenance personnel responsible for setting up and initiating production equipment and lines within the facility.

Responsibilities

- **Production Operators:** Perform checks and initial setups according to this SOP.
- **Line Leaders/Supervisors:** Oversee compliance and verify completion of all checks.
- **Maintenance Technicians:** Support with technical inspections, calibrations, and troubleshooting.

Materials and Equipment

- Production line machinery and associated tools
- Calibration equipment (as specified for line instruments)
- Personal Protective Equipment (PPE)
- Production materials and components
- Pre-Start Checklist forms

Procedure

1. **Preparation**
   - Ensure all personnel are wearing appropriate PPE.
   - Obtain and review the daily production plan.

2. **Equipment Inspection**
   - Visually inspect all machines for signs of wear, leaks, or damage.
   - Check guards, interlocks, and covers are in place and secure.

3. **Calibration and Settings**
   - Calibrate measuring devices and sensors as per work instructions.
   - Set machine parameters (speed, temperature, pressure, etc.) to required specifications.

4. **Safety Checks**
   - Test emergency stops and safety alarms.
   - Confirm that safety signage and hazard markings are visible and undamaged.
   - Ensure walkways and exits are clear and accessible.

5. **Material Availability**
   - Check availability and quality of materials/components at each station.
   - Verify correct labeling and storage of materials.

6. **Operational Parameter Verification**
   - Run initial test cycles for each section of the production line.
   - Monitor for abnormal sounds, vibrations, or fault warnings.
   - Record and confirm all parameters are within specified limits.

7. **Documentation**
   - Complete the Pre-Start Checklist, noting any issues discovered and actions taken.
   - Obtain supervisor sign-off prior to commencing full production.

8. **Commence Production**
    ○ If all checks are satisfactory, proceed with standard production operations.

Records

- Completed Pre-Start Checklist forms
- Calibration logs
- Equipment inspection reports
- Incident and maintenance records (if applicable)

Revision History

Version	Date	Description	Author
1.0	2024-06-21	Initial SOP release	[Your Name]