

# SOP: Use and Maintenance of Material Handling Equipment

This SOP defines the proper **use and maintenance of material handling equipment** to ensure safe and efficient operation. It includes guidelines for equipment inspection, routine maintenance schedules, safe handling practices, operator training requirements, and troubleshooting procedures. The goal is to minimize equipment downtime, prevent accidents, and extend the lifespan of material handling equipment used in various industrial and warehouse settings.

## 1. Purpose

To establish standard practices for the use and maintenance of material handling equipment to promote workplace safety, efficiency, and equipment longevity.

## 2. Scope

This SOP applies to all personnel who operate, inspect, or maintain material handling equipment within the facility.

## 3. Definitions

- **Material Handling Equipment (MHE):** Any mechanical device used to transport, store, control, or protect materials, goods, or products (e.g., forklifts, pallet jacks, conveyors).
- **Operator:** An employee who has received appropriate training and authorization to use MHE.

## 4. Responsibilities

- **Operators:** Responsible for pre-use inspections, safe operation, and reporting equipment issues.
- **Maintenance Staff:** Responsible for conducting scheduled maintenance and repairs.
- **Supervisors:** Ensure compliance with SOP, training, and recordkeeping.

## 5. Equipment Inspection

1. Perform a pre-use visual inspection before each shift, checking for:
  - Fluid leaks (oil, hydraulic, coolant)
  - Damaged or worn tires
  - Functionality of lights, horn, and safety devices
  - Cracks or damage to forks or load arms
  - Proper levels of fuel, oil, and hydraulic fluids
2. Document findings on the Equipment Inspection Log.
3. Report any defects or hazards immediately to the supervisor and take equipment out of service until repaired.

## 6. Routine Maintenance Schedule

Task	Frequency	Responsible Party
Lubrication of moving parts	Weekly	Maintenance Staff
Check/replace hydraulic fluids	Monthly	Maintenance Staff
Battery maintenance/charging	Daily/As needed	Operators
Inspection of safety devices	Monthly	Operators/Supervisors
Comprehensive safety inspection	Quarterly	Maintenance Staff

## 7. Safe Handling Practices

1. Always wear appropriate personal protective equipment (PPE).
2. Do not exceed the rated load capacity of equipment.
3. Transport loads securely and with proper balance.
4. Operate equipment at safe speeds and use designated travel paths.

5. Never allow unauthorized personnel to operate equipment.

## 8. Operator Training Requirements

- Operators must complete initial and refresher training on equipment operation and safety procedures.
- Training records must be maintained by the supervisor or safety officer.
- Operators must demonstrate competency prior to solo operation.

## 9. Troubleshooting Procedures

1. If equipment malfunction occurs:
  - Stop using equipment immediately.
  - Place “Out of Service” tag on the equipment.
  - Report issue to maintenance staff or supervisor.
  - Do not attempt repairs unless authorized and qualified.

## 10. Record Keeping

- Maintain inspection and maintenance logs for each piece of equipment.
- Keep records of operator training and incident reports for reporting and audit purposes.

## 11. Revision History

Version	Date	Description of Change	Author
1.0	2024-06-18	Initial release	Admin