

# Standard Operating Procedure (SOP): Standard Machine Operation Instructions

This SOP provides **standard machine operation instructions** designed to ensure safe, efficient, and consistent use of machinery. It covers machine setup, operation procedures, safety precautions, routine maintenance, troubleshooting, and shutdown processes. The guideline aims to minimize operational errors, prevent accidents, and prolong equipment lifespan through standardized practices and employee training.

## 1. Purpose

To establish a standardized procedure for operating machinery safely and efficiently.

## 2. Scope

This SOP applies to all employees authorized to operate the specified machinery within the facility.

## 3. Responsibilities

- **Operators:** Follow this SOP at all times, report any irregularities, and use personal protective equipment.
- **Supervisors:** Ensure operators are trained and SOP is up-to-date.
- **Maintenance Team:** Provide scheduled servicing and address reported issues.

## 4. Required Materials & Equipment

- Specified machinery and approved attachments
- Personal protective equipment (PPE): safety glasses, gloves, etc.
- Tools for routine maintenance
- Logbook for operation and maintenance records

## 5. Procedure

### 5.1. Machine Setup

- Inspect the machine for visible damage, leaks, or obstructions.
- Ensure guards and safety devices are securely in place.
- Verify that all emergency stops are functional and accessible.
- Turn power on as per manufacturer instructions.

### 5.2. Operating Procedures

- Confirm correct settings for operation (speed, mode, etc.).
- Start the machine using the designated start-up procedure.
- Monitor gauges and indicators frequently during operation.
- Keep hands and tools clear of moving parts at all times.
- Record operating data/log entries as required.

### 5.3. Safety Precautions

- Always wear required PPE.
- Never bypass or disable safety interlocks or guards.
- In case of emergency, use the emergency stop and notify a supervisor.
- Maintain a clean, unobstructed work area.

### 5.4. Routine Maintenance

- Follow daily, weekly, and monthly maintenance checklists.
- Lubricate parts as specified in the equipment manual.
- Report damaged or worn components immediately.

### 5.5. Troubleshooting

Issue	Possible Cause	Action
Machine fails to start	Power supply off, emergency stop activated, faulty wiring	Check power, reset emergency stop, report if unresolved
Unusual noise/vibrations	Loose parts, wear and tear, foreign object	Stop machine, inspect, clear obstruction, notify maintenance

## 5.6. Shutdown Procedures

- Turn off the machine using normal shutdown sequence.
- Allow all moving parts to come to a complete stop.
- Disconnect power source where necessary.
- Clean machine and workstation.
- Complete log entries and report any irregularities.

## 6. Training

All operators must receive initial and periodic refresher training on this SOP and safe machine operation.

## 7. Revision & Approval

This SOP will be reviewed annually or as equipment/processes change.

*Last reviewed: [Insert Date]*