

Standard Operating Procedure (SOP): Equipment Cleaning, Inspection, and Maintenance Schedules

Purpose:

This SOP defines the procedures for **equipment cleaning, inspection, and maintenance schedules**, including regular cleaning protocols, detailed inspection checklists, routine maintenance tasks, and timely repairs to ensure equipment efficiency and longevity. It aims to minimize downtime, prevent equipment failures, and maintain a safe working environment by adhering to standardized maintenance schedules and documenting all activities accurately.

1. Scope

This SOP applies to all equipment used within [Facility/Department Name] and must be followed by all personnel involved in equipment operation, cleaning, inspection, and maintenance.

2. Responsibilities

- **Operators:** Perform daily cleaning and pre-use inspections.
- **Maintenance Personnel:** Carry out scheduled maintenance, inspections, and repairs.
- **Supervisors:** Ensure SOP adherence and proper record keeping.

3. Definitions

- **Cleaning:** Removal of dirt, dust, residues, and other unwanted materials.
- **Inspection:** Systematic examination to identify wear, damage, or malfunctions.
- **Maintenance:** Activities to retain or restore equipment to proper working condition.

4. Procedure

4.1 Cleaning

- Clean equipment after each use or as specified in the equipment manual.
- Use approved cleaning agents and follow manufacturer's guidelines.
- Record cleaning activities in the cleaning log.

4.2 Inspection

- Perform visual and functional inspections according to the schedule.
- Use the **Inspection Checklist** (see table below).
- Report any issues to the supervisor promptly.
- Document findings and corrective actions.

4.3 Maintenance

- Follow the established maintenance schedule (see table below).
- Perform preventive maintenance tasks such as lubrication, calibration, and part replacement.
- Coordinate repairs as necessary and document all work performed.

4.4 Documentation

- Log all cleaning, inspections, maintenance, and repairs with date, time, person responsible, and findings.
- Maintain records for audit and traceability purposes.

5. Cleaning, Inspection and Maintenance Schedule

Equipment	Cleaning Frequency	Inspection Frequency	Maintenance Frequency	Responsible
[Equipment Name 1]	Daily	Weekly	Monthly	Operator/Maintenance
[Equipment Name 2]	After use	Monthly	Quarterly	Operator/Maintenance

6. Inspection Checklist (Sample)

Item	Criteria	Status (OK/Not OK)	Remarks
Exterior Condition	No visible damage, clean surface		
Power Supply	Cords/plugs intact, no fraying		
Functionality Test	Operates as intended		
Safety Features	Guards in place, labels legible		

7. Record Keeping

- Maintain cleaning, inspection, and maintenance logs for each equipment item.
- Logs must include date, description of task, findings, corrective actions, and personnel initials/signature.
- Store records for at least [X] years or as required by regulation.

8. References

- Equipment Manufacturer Manuals
- Company Maintenance Policies
- Applicable Regulatory Guidelines

Revision History

Version: 1.0 | Effective Date: [YYYY-MM-DD] | Next Review: [YYYY-MM-DD]