

SOP Template: Equipment Shutdown and End-of-Shift Procedures

This SOP details the **equipment shutdown and end-of-shift procedures** to ensure all machinery and tools are properly turned off, cleaned, and secured at the end of each work period. It includes steps for safely powering down equipment, performing necessary maintenance checks, documenting any issues or malfunctions, and preparing the workspace for the next shift. These procedures help maintain equipment longevity, ensure worker safety, and facilitate smooth operational transitions between shifts.

1. Purpose

To define the standard procedures for shutting down equipment and preparing the workspace at the end of each shift, ensuring safety, cleanliness, and readiness for the next use.

2. Scope

This SOP applies to all operators and personnel responsible for using and maintaining facility equipment.

3. Responsibilities

- **Operators:** Execute shutdown procedures, perform cleaning, and log any issues.
- **Supervisors:** Verify that procedures are completed per the SOP and address recorded issues.
- **Maintenance Staff:** Respond to reported malfunctions or maintenance needs.

4. Procedure

- 1. Power Down Equipment**
 - Follow manufacturer guidelines for shutting down each piece of machinery.
 - Turn off power switches and unplug equipment where applicable.
 - Ensure all moving parts have come to a complete stop before proceeding.
- 2. Clean Equipment and Workspace**
 - Remove debris, dust, and residue from equipment surfaces using appropriate cleaning agents.
 - Wipe down surrounding work surfaces and dispose of waste properly.
- 3. Inspect and Perform Routine Maintenance**
 - Check for visible signs of wear, damage, or malfunction.
 - Complete routine maintenance tasks as prescribed (e.g., lubrication, filter change).
- 4. Document Issues**
 - Record any equipment problems, malfunctions, or unusual observations in the log sheet.
 - Notify supervisors of urgent issues.
- 5. Secure Equipment and Tools**
 - Return hand tools and materials to designated storage locations.
 - Lock out/tag out procedures should be followed as required.
- 6. Prepare for Next Shift**
 - Ensure area is organized and restocked as necessary.
 - Communicate any important information for the oncoming shift.

5. Documentation

All maintenance checks and issues must be logged in the official equipment shutdown checklist:

Date/Time	Equipment	Action Taken	Issues Noted	Initials

6. Safety Considerations

- Always wear appropriate PPE while performing shutdown and cleaning duties.
- Ensure equipment is fully powered down before cleaning or inspecting.
- Report any safety hazards immediately to supervisors.

7. Revision History

Date	Description of Change	Approved By