SOP Template: Standard Workflow for On-Site Inspection and Diagnosis

This SOP defines the **standard workflow for on-site inspection and diagnosis**, detailing the systematic process for evaluating equipment, facilities, or systems. It includes preparation and planning, initial assessment, data collection and analysis, identification of issues or defects, diagnosis of root causes, documentation of findings, recommended corrective actions, and communication of results to relevant stakeholders. The purpose is to ensure consistent, accurate, and efficient inspections that enhance operational reliability and safety.

1. Scope

This SOP applies to all personnel involved in on-site inspection and diagnostic activities of equipment, facilities, or systems within the organization.

2. Responsibilities

- Inspection Team: Conducts the inspection and diagnosis as per this SOP.
- Team Leader/Supervisor: Ensures adherence to procedures and oversees corrective actions.
- Relevant Stakeholders: Review findings and implement recommended actions.

3. Standard Workflow

1. **Preparation and Planning**
   - Define objectives and scope of inspection.
   - Review relevant documentation, previous inspection reports, and standards.
   - Prepare inspection tools, checklists, PPE, and communication devices.
   - Assign roles and responsibilities within the team.
2. **Initial Assessment**
   - Conduct a site briefing and risk assessment.
   - Familiarize with the site layout and system/equipment status.
3. **Data Collection and Inspection**
   - Perform visual inspection according to prepared checklists.
   - Collect measurements, readings, and any operational data required.
   - Document observations with photos or videos where applicable.
4. **Analysis and Identification of Issues**
   - Analyze collected data against standards and equipment specifications.
   - Identify deviations, defects, or non-conformances.
5. **Diagnosis of Root Causes**
   - Utilize analytical tools and techniques (e.g., root cause analysis, FMEA).
   - Validate findings and determine underlying causes.
6. **Documentation of Findings**
   - Record detailed findings, including condition, defects, root causes, and evidence.
   - Complete inspection forms and checklists.
7. **Recommendation of Corrective Actions**
   - Suggest practical solutions and preventive actions to address identified issues.
   - Assign responsibility and recommend implementation timeline.
8. **Communication of Results**
   - Prepare and submit the inspection report to relevant stakeholders.
   - Conduct debriefing or feedback sessions as needed.

4. Documentation

Document	Description	Responsible
Inspection Checklist	Step-by-step list for systematic evaluation	Inspection Team
Inspection Report	Summary of findings, analysis, and recommendations	Inspection Team/Leader
Corrective Action Log	Tracking of recommended actions and status	Relevant Stakeholders

5. References

- Company QMS Procedures
- Relevant Regulatory Standards
- Equipment/System Manuals

6. Revision History

Version	Date	Description of Change
1.0	2024-06-20	Initial SOP release