

Standard Operating Procedure (SOP): Equipment Check-In/Check-Out and Maintenance

This SOP details the **equipment check-in/check-out and maintenance** process, including procedures for tracking equipment usage, performing regular inspections, scheduling preventive maintenance, recording maintenance activities, and ensuring accountability for all equipment. The objective is to maintain equipment reliability, extend lifespan, minimize downtime, and ensure safety during operation by enforcing consistent check-in/check-out protocols and timely maintenance.

1. Scope

This SOP applies to all employees responsible for using, maintaining, or overseeing company equipment.

2. Responsibilities

- **Employees:** Follow procedures for check-in/check-out; report malfunctions or damages.
- **Supervisors:** Oversee checkout process, approve maintenance requests, ensure SOP compliance.
- **Maintenance Staff:** Conduct inspections, schedule and perform maintenance, record activities.

3. Equipment Check-Out Procedure

1. Employee completes the **Equipment Check-Out Form** (paper or electronic), specifying:
 - Equipment name/ID
 - Date and time of check-out
 - Employee name and signature
 - Intended use/location
2. Supervisor reviews and approves the request.
3. Employee inspects equipment for obvious defects before use.
4. If defects found, do not proceed; notify maintenance staff immediately.

4. Equipment Check-In Procedure

1. Upon return, employee completes check-in portion of the form, noting:
 - Return date and time
 - Condition of equipment
 - Issues or malfunctions encountered (if any)
2. Supervisor or designated personnel inspects and verifies returned equipment.
3. Update equipment inventory log to reflect check-in status.

5. Equipment Usage Tracking

- Maintain an up-to-date equipment inventory log (physical or digital).
- Log all check-out/check-in transactions with employee and supervisor details.
- Regularly review log for usage patterns and missing equipment.

6. Regular Inspection and Preventive Maintenance

1. Schedule routine inspections as per manufacturer or internal guidelines.
2. Document inspection results using a **Maintenance Log** (see sample table below).
3. Immediately address any issues discovered during inspection/operation.
4. Tag equipment as "Out of Service" if unsafe or awaiting repair.

Date	Equipment ID/Name	Inspection Performed By	Remarks	Maintenance Action	Status
2024-06-10	Drill-001	J. Smith	Loose chuck	Tightened, lubricated	In Service

7. Maintenance Activity Recording

- Document all maintenance and repairs in the Maintenance Log.
- Include date, equipment ID, actions taken, parts replaced, technician name, and status.
- Sign and file records electronically or in a designated binder.

8. Accountability and Security

- Hold employees accountable for lost, damaged, or unreturned equipment.
- Conduct periodic audits of equipment inventory.
- Investigate and resolve discrepancies.

9. References

- Equipment manufacturer manuals
- Company Safety Policy
- Internal Maintenance Schedules

10. Revision History

Date	Version	Description	Prepared by
2024-06-10	1.0	Initial SOP draft	QA Department