

# SOP Template: Lubrication and Cleaning Routines

This SOP details the **lubrication and cleaning routines** essential for maintaining machinery and equipment in optimal working condition. It covers the selection of appropriate lubricants, application techniques, schedules for regular lubrication, cleaning procedures to remove dirt and contaminants, and safety precautions to prevent equipment damage and ensure worker safety. Following these routines helps extend equipment lifespan, reduce wear and tear, and improve overall operational efficiency.

## 1. Purpose

To outline the required procedures and frequency for lubrication and cleaning of machinery and equipment to ensure efficient operation, reduce downtime, and promote a safe working environment.

## 2. Scope

This SOP applies to all maintenance personnel responsible for operating and maintaining machinery and equipment within the facility.

## 3. Responsibilities

- **Maintenance Personnel:** Perform lubrication and cleaning tasks as specified.
- **Supervisors:** Ensure compliance with SOP and maintain necessary documentation.
- **Safety Officer:** Oversee safety measures during lubrication and cleaning activities.

## 4. Lubrication Routine

1. **Select Lubricant**
  - Choose lubricants approved for the specific machinery following manufacturer guidelines.
  - Verify lubricant grade, temperature range, and application method.
2. **Lubrication Schedule**
  - Refer to the maintenance manual for recommended frequency (e.g., daily, weekly, monthly).
  - Record each lubrication activity with date, time, and personnel initials.
3. **Application Techniques**
  - Clean lubrication points before applying lubricant.
  - Apply the correct amount to avoid over-lubrication or under-lubrication.
  - Use appropriate tools (grease gun, oil can, etc.) as required.

## 5. Cleaning Routine

1. **Preparation**
  - Ensure machinery is shut down, locked out, and tagged out before cleaning.
  - Gather necessary cleaning materials and PPE (gloves, goggles, etc.).
2. **Cleaning Procedure**
  - Remove dust, dirt, and contaminants from accessible surfaces using appropriate cleaning agents and tools.
  - Inspect machine components for signs of wear, corrosion, or damage during cleaning.
3. **Post-Cleaning**
  - Dispose of cleaning materials according to facility guidelines.
  - Document completion of cleaning activities.

## 6. Safety Precautions

- Always wear appropriate PPE (gloves, goggles, etc.).
- Follow lockout/tagout procedures before beginning work.
- Do not use flammable cleaning agents near ignition sources.
- Report any equipment abnormalities to the supervisor immediately.

## 7. Documentation

All lubrication and cleaning tasks must be logged using the following sample log sheet:

Date	Equipment ID	Task Performed	Lubricant Type	Cleaning Agent	Personnel Initials	Comments
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YYYY-MM-DD	EQ-001	Lubrication	Grease A	-	JD	Routine maintenance
YYYY-MM-DD	EQ-001	Cleaning	-	Cleaner X	JD	No issues

## 8. Review and Updates

This SOP should be reviewed annually or when new equipment is introduced.