

SOP Template: Clearance, Resetting, and Turnover Processes

This SOP details the **clearance, resetting, and turnover processes** essential for maintaining operational continuity and safety. It covers the systematic clearance of equipment and work areas, proper resetting procedures to ensure machinery and systems are operationally ready, and structured turnover protocols to facilitate smooth handovers between shifts or personnel. The goal is to minimize errors, enhance communication, and uphold standard operating conditions across all operational phases.

1. Purpose

To provide standardized procedures for the clearance, resetting, and turnover of operational work areas and equipment, ensuring safety, efficiency, and effective communication during handover between personnel or shifts.

2. Scope

This SOP applies to all operational personnel responsible for the clearance, resetting, and handover of machinery, work areas, and other relevant systems within the facility.

3. Responsibilities

- **Current Operator/Shift:** Properly clears and resets equipment and areas; provides thorough turnover documentation/report to incoming personnel.
- **Incoming Operator/Shift:** Reviews turnover report, confirms clearance and reset status prior to assuming control.
- **Supervisors/Managers:** Ensure compliance with SOP and review handover processes.

4. Procedure

4.1 Clearance Process

1. Complete all assigned tasks and documentation for the shift/operation.
2. Remove all tools, materials, and waste from equipment and work areas.
3. Inspect areas for hazards, spills, or abnormal conditions; resolve as needed.
4. Document area/equipment status in the clearance checklist/log.

4.2 Resetting Process

1. Ensure all equipment is restored to its designated default or safe state (power off/on, controls in neutral/ready position).
2. Perform functional checks as per operational readiness checklists.
3. Report and log any irregularities or faults identified during resetting.
4. Confirm readiness with a signed reset confirmation.

4.3 Turnover Process

1. Prepare a written or electronic turnover report detailing:
 - Status of ongoing tasks
 - Equipment/machinery status
 - Outstanding issues or abnormalities
 - Safety concerns
2. Conduct a verbal briefing with incoming personnel.
3. Ensure incoming personnel acknowledge receipt and understanding of turnover information by signature or electronic acknowledgement.
4. Record turnover completion in the turnover log.

5. Records & Documentation

Record Type	Responsibility	Retention Period
Clearance Checklist/Log	Operator/Supervisor	1 year
Reset Confirmation	Operator	1 year

Turnover Report/Log	Outgoing & Incoming Operators	1 year
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6. References

- Company Safety Policy Manual
- OEM Equipment Manuals
- Relevant Regulatory Standards

7. Appendix

Sample Clearance & Turnover Checklist (attach as needed)