

SOP Template: Daily Machine Inspection and Checklist Completion

This SOP details the process for **daily machine inspection and checklist completion** to ensure all machinery operates safely and efficiently. It covers pre-operation checks, identification of potential hazards, routine maintenance verification, and documentation requirements. The aim is to prevent equipment failures, enhance workplace safety, and maintain compliance with operational standards through systematic daily inspections and thorough checklist management.

1. Purpose

To establish a standardized procedure for conducting daily machine inspections and completing checklists to ensure safe, reliable, and compliant operation of all equipment.

2. Scope

This SOP applies to all operators, maintenance staff, and supervisors responsible for the daily use and upkeep of machinery within the facility.

3. Responsibilities

- **Operators:** Perform daily inspections and accurately complete checklists before operating machinery.
- **Maintenance Staff:** Address and resolve reported issues, perform routine and preventive maintenance as required.
- **Supervisors:** Review completed checklists and ensure inspections are performed as scheduled.

4. Procedure

1. **Preparation**
 - Collect the daily machine inspection checklist and relevant personal protective equipment (PPE) before starting.
2. **Pre-Operation Visual Inspection**
 - Check for visible signs of wear, leaks, or damages.
 - Ensure all guards and safety devices are correctly installed.
3. **Functional Checks**
 - Verify fluid levels (oil, coolant, etc.).
 - Test emergency stop and safety interlocks.
 - Start the machine and listen for abnormal noises or vibrations.
4. **Routine Maintenance Verification**
 - Confirm completion of required maintenance tasks (lubrication, cleaning, filter changes, etc.).
5. **Checklist Completion**
 - Record all inspection findings on the daily checklist.
 - Note and report any defects or concerns to maintenance immediately.
6. **Supervisor Review**
 - Submit completed checklist for supervisory review and sign-off.

5. Documentation

All completed checklists must be retained for a minimum of 12 months and be accessible for audit and review purposes.

6. Daily Machine Inspection Checklist (Sample Format)

Item	Inspection Criteria	Status (OK/NG)	Remarks
Visual Inspection	No visible damage, leaks or obstructions		
Fluid Levels	Oil, coolant, hydraulic fluids within safe range		
Guards/Safety Devices	All in place and functional		

Operational Check	No unusual noises, vibrations, or warning lights		
Emergency Stop	Tested and operational		
Maintenance Tasks	Lubrication, cleaning, and filter checks verified		
Other Issues	Any additional concerns identified		

7. References

- Manufacturer's Operating Manual
- Internal Maintenance Procedures
- OSHA/Relevant Safety Standards

8. Revision History

Revision	Date	Description	Author
1.0	2024-06-20	Initial Release	[Your Name]