

SOP Template: Pre-Check Inspection and Equipment Readiness Verification

This SOP details the process for **pre-check inspection and equipment readiness verification**, covering systematic inspection of equipment before use, identification of potential defects or hazards, verification of operational functionality, ensuring safety features are in place, and documenting inspection results. The goal is to guarantee that all equipment is fully functional, safe, and ready for efficient operation to prevent accidents and downtime.

1. Scope

This procedure applies to all personnel responsible for operating, maintaining, and supervising equipment used in [Facility/Department/Project Name].

2. Responsibilities

- **Operators:** Perform inspections and report issues.
- **Supervisors:** Ensure compliance with SOP and verify corrective actions.
- **Maintenance Team:** Address and resolve any identified issues.

3. Procedure

1. **Preparation**
 - Obtain the appropriate pre-check inspection checklist for the equipment.
 - Gather necessary tools and personal protective equipment (PPE).
2. **Visual Inspection**
 - Check for obvious signs of wear, damage, or leaks.
 - Ensure all guards, covers, and safety features are intact and properly installed.
3. **Functional Verification**
 - Power up equipment following manufacturer instructions.
 - Test all essential functions and controls.
 - Confirm operational indicators are functioning correctly (e.g., lights, displays).
4. **Safety Features Check**
 - Test emergency stops, interlocks, alarms, and other critical safety devices.
 - Ensure all warning signs and labels are legible and in place.
5. **Identification of Defects or Hazards**
 - Record and tag any defects, abnormalities, or hazards.
 - Do not operate equipment if unsafe; report issues to supervisor or maintenance team.
6. **Documentation**
 - Complete the inspection checklist, indicating pass/fail for each item.
 - Submit completed checklist and report any findings as required.

4. Documentation

Item	Pass/Fail	Comments
Visual Check		
Functional Test		
Safety Devices		
Defects Identified		

5. References

- Equipment Manufacturer's Manual
- Facility Health and Safety Guidelines
- Local Regulations and Standards

6. Revision History

Revision	Date	Summary of Changes	Prepared/Approved By
1.0	[YYYY-MM-DD]	Initial draft	[Name/Position]