

SOP Template: Check-in Procedure and Post-Use Inspection

This SOP details the **check-in procedure and post-use inspection** to ensure proper tracking and maintenance of equipment or facilities. It includes steps for verifying user identity, logging usage times, inspecting equipment condition before and after use, identifying and reporting damages or malfunctions, and ensuring that all items are cleaned and stored appropriately. The goal is to maintain safety, functionality, and accountability for all checked-out resources.

1. Purpose

To establish a standard procedure for check-in and post-use inspection to safeguard and prolong the lifespan of equipment or facilities, and ensure accurate record-keeping and accountability.

2. Scope

This SOP applies to all personnel responsible for using, returning, and inspecting shared equipment or facilities.

3. Responsibilities

- **Users:** Follow check-in/check-out and inspection procedures, report any damages or issues.
- **Supervisors/Technicians:** Monitor compliance, facilitate repairs or replacements as needed, maintain records.

4. Procedure

1. User Identity Verification

- Confirm the identity of the person returning the equipment/facility using an ID badge, sign-in sheet, or relevant digital system.

2. Usage Time Logging

- Record the check-in date and time in the logbook or management system.
- Note any discrepancies between scheduled and actual usage times.

3. Preliminary Inspection

- Conduct a basic visual inspection to check for any obvious damage, missing components, or cleanliness issues.

4. Detailed Post-Use Inspection

- Examine the equipment/facility for wear, malfunction, or damage that may have occurred during use.
- Test all functions as applicable.

5. Report Damages/Malfunctions

- If any damage or malfunction is identified, document the issue in the log and notify the responsible supervisor or technician immediately.
- Label the equipment as "Out of Service" if safety or functionality is compromised.

6. Cleaning and Storage

- Ensure the equipment or facility is cleaned following applicable guidelines.
- Store all items in designated areas, properly locked or secured as required.

7. Final Confirmation

- Obtain signature from the checker in both physical and (if available) digital logs.
- Confirm the completion of the check-in and inspection process.

5. Documentation

- Check-In/Check-Out Logs
- Inspection Checklists
- Damage/Malfunction Reports

6. References

- Equipment/Facility User Manuals
- Company Safety Guidelines

7. Revision History

Date	Version	Description	Author
[yyy-mm-dd]	1.0	Initial release	[Name]