

Standard Operating Procedure (SOP)

Equipment Maintenance and Safety Checks

This SOP details the procedures for **equipment maintenance and safety checks**, covering regular inspection schedules, preventive maintenance tasks, proper use of tools and machinery, identification and reporting of faults or hazards, safety protocols during maintenance activities, and documentation of all maintenance work. The goal is to ensure all equipment operates safely and efficiently, minimizing downtime and preventing accidents or injuries in the workplace.

1. Purpose

To establish clear and consistent procedures for the inspection, maintenance, and safety checks of equipment, ensuring operational reliability and workplace safety.

2. Scope

This SOP applies to all personnel responsible for operating, inspecting, or maintaining equipment within the organization.

3. Responsibilities

- **Maintenance Staff:** Carry out inspections, routine maintenance, and report issues.
- **Supervisors:** Schedule inspections, review maintenance logs, ensure staff compliance.
- **Equipment Operators:** Perform pre-use safety checks and report faults immediately.
- **Health & Safety Officer:** Oversee safety compliance and conduct periodic audits.

4. Procedure

1. **Inspection Schedule:**
 - Follow the [Inspection & Maintenance Schedule](#) for each equipment type.
 - Document completion in the maintenance log.
2. **Preventive Maintenance:**
 - Perform tasks as specified in equipment manuals and checklists.
 - Use correct tools and personal protective equipment (PPE).
3. **Operational Safety Checks:**
 - Inspect equipment for visible damage or malfunction before use.
 - Tag and quarantine any unsafe equipment for further assessment.
4. **Fault Identification & Reporting:**
 - Immediately report any faults, hazards, or abnormal performance to the supervisor.
 - Record faults in the maintenance register, including corrective actions taken.
5. **Safety Protocols During Maintenance:**
 - De-energize and lock out/tag out equipment before performing maintenance.
 - Use appropriate PPE at all times.
 - Follow manufacturer and organizational safety guidelines.
6. **Documentation:**
 - Record all inspections, maintenance activities, and corrective actions in the maintenance log.
 - Maintain records for audit and compliance purposes.

5. Inspection & Maintenance Schedule (Sample)

Equipment	Inspection Frequency	Maintenance Tasks	Responsible Person
Forklift	Daily / Weekly	Fluid levels, brakes, tires, lights, safety devices	Operator / Maintenance Staff
Air Compressor	Monthly	Check filters, belts, drain moisture, inspect hoses	Maintenance Staff
Lathe Machine	Weekly	Lubrication, check guards, functionality test	Operator

Emergency Generator	Monthly	Test start, inspect fuel lines/battery, voltage check	Maintenance Staff
---------------------	---------	---	-------------------

6. Documentation

- Equipment Maintenance Log
- Inspection Checklists
- Fault Reports & Corrective Action Forms
- Lockout/Tagout Records

7. Reference Documents

- Equipment Manufacturer Manuals
- Organizational Health & Safety Policy
- Regulatory Guidelines

8. Revision History

Version	Date	Description of Change	Author
1.0	2024-06-01	Initial SOP Release	Safety Manager