

SOP: Onsite Logistics and Equipment Setup Instructions

This SOP provides detailed **onsite logistics and equipment setup instructions**, covering site preparation, equipment delivery and placement, assembly procedures, safety checks, and coordination among teams. It ensures efficient and safe setup operations to support project timelines and maintain workplace safety standards.

1. Purpose

To establish a standardized procedure for preparing onsite locations, receiving and setting up equipment, and coordinating teams to ensure safe, efficient, and timely project execution.

2. Scope

Applicable to all onsite project setups involving logistics, equipment delivery, assembly, and initial operational testing.

3. Responsibilities

- **Project Manager:** Overall oversight, schedule coordination, and safety compliance.
- **Site Supervisor:** Onsite coordination and supervision of setup activities.
- **Logistics Team:** Equipment delivery and onsite placement.
- **Technical Team:** Equipment assembly and testing.
- **Safety Officer:** Ensuring adherence to safety standards.

4. Procedure

- 1. Site Preparation**
 - Conduct a pre-site inspection to assess readiness and resolve access/clearance issues.
 - Mark equipment placement zones and establish safety/working boundaries.
 - Confirm availability of utilities (electricity, internet, water, etc.) as required.
- 2. Equipment Delivery and Placement**
 - Schedule delivery times with all stakeholders to minimize onsite congestion.
 - Inspect delivered items for damage or missing parts using delivery manifests.
 - Use appropriate moving equipment and PPE during unloading and placement.
- 3. Equipment Assembly Procedures**
 - Follow manufacturer's assembly manuals and SOPs at each step.
 - Use proper tools and verify correct assembly by qualified personnel.
 - Record assembly progress and flag any deviations or technical challenges.
- 4. Safety and Quality Checks**
 - Inspect assembled equipment for integrity, hazards, or stability issues.
 - Perform initial operational tests and document results.
 - Complete safety checklists and obtain sign-off from responsible parties.
- 5. Team Coordination and Handover**
 - Hold daily briefings to share progress, issues, and safety reminders.
 - Ensure all documentation, manuals, and keys are handed over to relevant teams.
 - Review and archive setup records for future reference and compliance audits.

5. Documentation and Records

Document	Responsible	Retention Period
Delivery Manifests	Logistics Team	2 years
Assembly Checklists	Technical Team	2 years
Safety Inspection Records	Safety Officer	2 years
Handover Forms	Site Supervisor	2 years

6. Safety Considerations

- All personnel must wear PPE as required.
- Clear emergency exits and maintain unobstructed pathways.
- Immediately report any hazard or incident to the Site Supervisor.
- Follow lockout/tagout procedures when required.

7. References

- Manufacturer's Equipment Manuals
- Company Health & Safety Policies
- Project-specific Requirements

8. Revision History

Version	Date	Description	Author
1.0	2024-06-14	Initial template	[Author Name]