

Standard Operating Procedure (SOP): Opening Procedures

Purpose

The **opening procedures** ensure a smooth and efficient start to daily operations by outlining essential tasks such as facility inspection, equipment checks, security system deactivation, and preparation of workstations. These steps help create a safe, organized, and productive environment for employees, minimizing delays and preventing hazards before the workday begins.

Scope

This SOP applies to all personnel responsible for opening the facility at the start of each workday.

Responsibilities

- Designated opening staff are responsible for executing all opening tasks as outlined.
- Supervisors are responsible for ensuring opening procedures are followed and reporting any issues.

Procedure

1. **Arrive at Facility:** Arrive at least 30 minutes before scheduled opening time.
2. **Deactivate Security System:** Enter security code and confirm system deactivation.
3. **Conduct Facility Inspection:**
 - Check exterior for signs of forced entry or damage.
 - Inspect interior for any unusual conditions or hazards.
4. **Turn On Lights and Systems:** Activate necessary lighting, HVAC, and power up essential equipment.
5. **Check Equipment:**
 - Ensure all business-critical equipment is fully operational.
 - Report any malfunctions to supervisor or maintenance.
6. **Prepare Workstations:**
 - Restock supplies, organize materials, and ensure cleanliness.
7. **Unlock Entry Points:** Unlock all public entrances and emergency exits.
8. **Log Opening:** Complete opening checklist and log time of opening.

Documentation

- Opening Checklist (signed and dated each day)
- Incident Report Forms (if required)

Review & Updates

This SOP will be reviewed annually and updated as needed to ensure relevance and compliance with company policies and local regulations.