

# SOP Template: Step-by-Step Instructions for Minor Repairs and Adjustments

This SOP provides **step-by-step instructions for minor repairs and adjustments**, detailing precise and systematic procedures to safely and effectively address common equipment and facility issues. It includes guidelines for identifying problems, selecting appropriate tools, executing repairs, performing quality checks, and documenting the work completed to ensure operational continuity and reduce downtime.

## 1. Purpose

To provide clear instructions for performing minor repairs and adjustments, ensuring consistency, safety, and efficiency in addressing common issues.

## 2. Scope

This SOP applies to staff performing routine minor repairs and adjustments on facility equipment, fixtures, and building infrastructure.

## 3. Responsibilities

- Employees: Follow this SOP during all minor repairs and adjustments.
- Supervisors: Ensure employees are trained and the SOP is followed.
- Maintenance Lead: Keep toolkits, equipment, and safety procedures up to date.

## 4. Required Tools & Materials

Item	Purpose
Screwdrivers (flathead/Phillips)	Loosening or tightening screws
Wrenches & Pliers	Adjusting bolts, nuts, fittings
Electrical Tape & Cable Ties	Securing and insulating wires
Replacement Parts (e.g., fuses, bulbs)	Swapping faulty components
Safety Gloves & Goggles	Personal protection
Cleaning Supplies	Clearing debris/dust post-repair
Repair & Maintenance Log	Document work performed

## 5. Procedure

- 1. Identify the Problem**
  - Observe the issue; ask staff/users for details if necessary.
  - Check for error codes or visual clues (e.g., leaks, loose parts, lights).
- 2. Isolate and Secure Area**
  - Ensure equipment is powered off and unplugged where applicable.
  - Display signage to indicate "Repair Work In Progress."
- 3. Select Tools and Materials**
  - Gather required tools and replacement parts listed above.
- 4. Perform Repair or Adjustment**
  - Follow the manufacturer's instructions or facility guidelines.
  - Tighten, replace, clean, or adjust as needed.
  - Work methodically to avoid further damage.
- 5. Conduct Quality Check**
  - Restore power and test operation to confirm the issue is resolved.
  - Visually inspect for loose components, fluid leaks, or abnormal noises.
- 6. Clean Work Area**

- Remove debris, dispose of old parts safely, and return tools to storage.
7. **Document the Repair**
- Record the repair in the maintenance log, including date, time, nature of repair, and your name.
8. **Report Unresolved Issues**
- If issue persists or if additional parts/expertise are needed, notify supervisor immediately.

**Note:** Always use PPE (personal protective equipment) and adhere to facility safety protocols during all repair activities.

## 6. Revision History

Date	Description of Change	Approved By
2024-06-01	Initial SOP template release	Maintenance Manager