

SOP Template: Inventory Check and Equipment Preparation

This SOP details the process for **inventory check and equipment preparation**, including systematic inventory verification, equipment inspection, maintenance routines, and calibration procedures. The aim is to ensure all necessary tools and materials are available, functional, and ready for use to support efficient operations and minimize downtime.

1. Purpose

To establish a standardized process for checking inventory and preparing equipment, ensuring operational readiness and efficiency.

2. Scope

This SOP applies to all staff responsible for managing inventory and preparing equipment within the department/organization.

3. Responsibilities

- **Inventory Staff:** Perform inventory checks and document results.
- **Technicians:** Inspect, maintain, and calibrate equipment as scheduled.
- **Supervisors:** Review reports and approve necessary actions or repairs.

4. Procedure

- 1. Inventory Verification**
 - Access the inventory management system and print latest inventory sheet.
 - Physically verify each item listed using the checklist below.
 - Document discrepancies such as shortages, overages, or missing items.
 - Report discrepancies to the supervisor immediately.
- 2. Equipment Inspection**
 - Inspect each piece of equipment for visible damage, cleanliness, and proper operation.
 - Confirm that all safety guards and accessories are present and intact.
 - Tag any defective equipment and remove it from service for repair.
- 3. Maintenance Routines**
 - Perform scheduled maintenance tasks according to the equipment manual.
 - Lubricate, clean, and replace consumables as required.
 - Document all maintenance activities in the equipment log.
- 4. Calibration Procedures**
 - Review calibration schedule and select equipment due for calibration.
 - Follow manufacturer's calibration procedures or company guidelines.
 - Record calibration results and update calibration status in the log.
 - Label calibrated equipment with the date and due date of next calibration.
- 5. Final Check & Sign-off**
 - Ensure all inventory and equipment checks are complete.
 - Have the supervisor review and sign-off the checklist before use or re-stocking.

5. Documentation

- Inventory Checklist
- Equipment Inspection and Maintenance Log
- Calibration Records
- Discrepancy and Action Reports

6. Inventory Checklist Template (Sample)

Item Name	Item Code	Quantity on Hand	Condition (âœ“/âœ—)	Notes/Actions Needed
Precision Scale	EQ-102	2	âœ“	-

Item Name	Item Code	Quantity on Hand	Condition (✓/—)	Notes/Actions Needed
Filter Paper	SUP-210	50	✓	Reorder when < 30
pH Meter	EQ-115	1	—	Calibration due

7. Review and Revision

This SOP will be reviewed annually or when changes in procedures or equipment occur.