

SOP: Pre-operation Equipment Checks and Sanitation Protocols

This SOP details **pre-operation equipment checks and sanitation protocols**, including routine inspections for functionality and safety, cleaning procedures to maintain hygiene standards, verification of calibration and settings, identification and reporting of defects, and proper documentation practices. The goal is to ensure all equipment is safe, clean, and ready for effective use, minimizing risks of contamination and operational failures.

1. Purpose

To standardize pre-operational checks and sanitation of equipment ensuring reliability, hygiene, safety, and regulatory compliance.

2. Scope

This SOP applies to all personnel responsible for equipment setup and operation in the facility.

3. Responsibilities

- **Operators:** Perform and document checks and cleaning procedures before equipment use.
- **Supervisors:** Review checklists, address reported defects, and ensure corrective actions.
- **Maintenance Staff:** Respond to maintenance requests and verify corrective actions are implemented.

4. Pre-operation Equipment Checks

1. **Functionality Inspection:**
 - Visually inspect equipment for cleanliness and absence of visible damage.
 - Check all safety guards/interlocks.
 - Ensure all moving parts operate smoothly and without obstruction.
2. **Calibration and Settings Verification:**
 - Confirm equipment calibration is within acceptable limits.
 - Verify settings/modes are appropriate for intended use.
 - Check and reset counters, displays, or timers as required.
3. **Safety Checks:**
 - Ensure emergency stop buttons/switches are functional.
 - Verify all warning labels/signage are present and legible.
 - Check electrical connections and power cables for wear.

5. Sanitation Protocols

1. Don required PPE (gloves, masks, etc.) before cleaning.
2. Use designated cleaning agents and follow manufacturer instructions.
3. Clean all contact surfaces, handles, switches, and control panels.
4. Allow equipment to air dry or dry with clean towels.
5. Dispose of used cleaning materials per facility policy.

6. Identification and Reporting of Defects

- If any defects, malfunctions, or abnormalities are observed, tag the equipment as "Out of Service".
- Immediately report findings to supervisor or maintenance.
- Do not operate equipment until the issue is resolved and documented.

7. Documentation Practices

- Complete the **Pre-operation Equipment Checklist** (see sample below) for every shift/startup.
- Document cleaning activities and any issues found.
- Record maintenance requests and corrective actions taken.
- File completed documentation according to facility record-keeping requirements.

8. Sample Pre-operation Equipment Checklist

Item	Check	Pass/Fail	Comments	Initials
Cleanliness of Equipment	Visual inspection			
Guards/Safety Devices	Intact & functional			
Calibration Checked	Within limits			
Electrical Cables/Connections	No visible damage			
Emergency Stop/Test	Operational			
Cleaning Completed	All required surfaces			
Defects Reported	Description provided			

9. Review and Approval

- This SOP must be reviewed annually and updated as required.
- Approval Signature: _____ Date: _____