

SOP Template: Pre-operation Facility Inspection

This SOP details the **pre-operation facility inspection** process, emphasizing cleanliness, safety checks, and equipment functionality verification. It ensures that all operational areas are clean and hazard-free, safety protocols are followed, and all machinery and equipment are inspected for proper functioning before use. The goal is to maintain a safe working environment, prevent equipment malfunctions, and reduce the risk of accidents or downtime during operations.

1. Purpose

To outline steps for conducting pre-operation facility inspections focused on cleanliness, safety, and equipment functionality.

2. Scope

This SOP applies to all personnel responsible for inspecting operational areas prior to the start of shift or use.

3. Responsibilities

- **Supervisors/Leads:** Ensure inspection is completed prior to start of operations.
- **Assigned Personnel:** Carry out checklist, report deficiencies, and take corrective actions as specified.
- **Maintenance:** Attend to any reported equipment or facility issues.

4. Procedure

1. **Preparation**
 - Gather inspection checklists, PPE, and necessary tools.
 - Notify team of inspection and assign responsibilities if needed.
2. **Cleanliness Inspection**
 - Check floors, surfaces, and work areas for debris, spills, or obstructions.
 - Ensure all waste bins are emptied and clean.
 - Verify that restrooms and common areas are sanitized and stocked.
3. **Safety Checks**
 - Inspect emergency exits and pathways for clearance.
 - Ensure fire extinguishers and first aid kits are accessible and within inspection dates.
 - Confirm safety signage, lighting, and alarms are functional and visible.
 - Check PPE supplies are available and in good condition.
4. **Equipment Functionality Verification**
 - Visually inspect machinery and equipment for obvious damage, leaks, or defects.
 - Start up equipment (if safe to do so) and confirm normal operation.
 - Report and tag out any faulty equipment immediately.
 - Ensure preventive maintenance logs are up-to-date.
5. **Documentation and Reporting**
 - Complete the inspection checklist, noting any issues found and actions taken.
 - Report unresolved safety or equipment issues to appropriate personnel before operation begins.

5. Inspection Checklist (Sample)

Inspection Area	Criteria	Status (OK/Not OK)	Notes/Actions Taken
Floors & Work Surfaces	Clean, dry, unobstructed		
Emergency Exits	Accessible, unblocked		
Fire Extinguishers	Present, within inspection date		
PPE Supplies	Available, in good condition		
Equipment/Machinery	Operational, no visible issues		

6. References

- Company safety manual
- Equipment operation guidelines

- Local health and safety regulations

7. Revision History

Version	Date	Author	Description of Change
1.0	2024-06-15	TemplateAI	Initial template release