

Standard Operating Procedure (SOP): Pre-session Equipment Inspection and Setup

This SOP details the process for **pre-session equipment inspection and setup**, encompassing the systematic checking of all necessary equipment to ensure functionality and safety, proper assembly and configuration of devices according to operational standards, troubleshooting potential issues before use, and documenting inspection outcomes. The objective is to guarantee a smooth and efficient session by minimizing equipment malfunctions and enhancing overall safety and performance.

1. Purpose

To ensure all equipment is inspection-ready, fully operational, safely configured, and documented prior to the start of any session.

2. Scope

This SOP applies to all personnel responsible for setting up and inspecting equipment before sessions in the operational facility.

3. Responsibilities

- Equipment Operators: Conduct inspections and setup according to this SOP.
- Supervisors/Team Leads: Verify completion and accuracy of inspection checklists and documentation.
- Maintenance: Address any identified equipment issues.

4. Procedure

1. Preparation

- Identify and locate all equipment required for the session.
- Refer to equipment lists and specifications for session requirements.

2. Systematic Inspection

- Visually inspect each item for signs of wear, damage, or malfunction.
- Perform function tests according to manufacturer or facility guidelines.
- Check for and remove any foreign objects or obstructions.

3. Assembly and Configuration

- Assemble equipment per operational standards and instructions.
- Configure devices to required session settings.
- Verify stability and secure all connections.

4. Troubleshooting

- Address and resolve any detected issues.
- If not immediately resolved, report issues to maintenance and tag equipment as out of service.

5. Documentation

- Complete the inspection checklist (see sample below).
- Record any findings, corrective actions taken, and unresolved issues.
- Submit documentation to supervisor/team lead before session begins.

5. Equipment Inspection Checklist (Sample)

Equipment	Check Performed	Status (Pass/Fail)	Notes/Corrective Actions	Inspector Initials
Device A	Power On/Function Test			
Device B	Visual Inspection			
Cables/Connectors	Integrity Check			

6. References

- Manufacturer operation and maintenance manuals
- Facility/session equipment lists
- Safety guidelines and protocols

7. Revision History

Date	Revision	Description	Author
YYYY-MM-DD	1.0	Initial issue	