

# Standard Operating Procedure (SOP)

## Workstation Preparation and Tool Setup Procedures

This SOP details **workstation preparation and tool setup procedures** to ensure an organized, safe, and efficient work environment. It covers steps for cleaning and arranging the workstation, selecting and inspecting necessary tools, proper tool placement, calibration and maintenance requirements, and safety checks prior to starting work. The goal is to optimize productivity, minimize hazards, and maintain consistent quality by following standardized setup protocols.

### 1. Purpose

To standardize the process of preparing the workstation and setting up tools to maintain safety, organization, and efficiency in the workplace.

### 2. Scope

This SOP applies to all personnel responsible for workstation setup prior to starting work in any technical or manufacturing environment.

### 3. Responsibilities

- All operators and technicians must adhere to this SOP before commencing work.
- Supervisors must ensure compliance and provide necessary training for proper workstation setup.

### 4. Procedures

#### 1. Workstation Cleaning and Arrangement

- Remove any unnecessary items from the workstation.
- Wipe down all surfaces using approved cleaning agents.
- Dispose of trash and leftover materials appropriately.

#### 2. Tool Selection and Inspection

- Refer to the work instructions or job order to identify required tools.
- Inspect each tool for cleanliness, damage, and proper function.
- Replace or repair any tool found to be defective or unsafe.

#### 3. Tool Placement

- Organize tools on the workstation according to frequency of use and workflow requirements.
- Maintain clear labels or shadow boards for quick tool identification and return.

#### 4. Calibration and Maintenance

- Check if any tools (e.g., measurement devices) require calibration prior to use.
- Document calibration dates and results as per company policy.
- Ensure routine maintenance is performed and logged for applicable equipment.

#### 5. Safety Checks

- Verify all required personal protective equipment (PPE) is available and worn.
- Confirm emergency exits and equipment are accessible and unobstructed.
- Ensure electrical cords, sharp objects, and hazardous materials are properly managed.

### 5. Documentation

- Complete the workstation setup checklist prior to commencing work.
- Report any issues found during setup to the supervisor immediately.

6. References

- Work Instruction Manual
- Tool Calibration Logs
- Safety Policy and Procedures

7. Revision History

Version	Date	Description	Author
1.0	2024-06-29	Initial SOP release	Quality Assurance