

Standard Operating Procedure (SOP): Machine Operation

This SOP details **machine operation procedures** including startup, cycle monitoring, and shutdown processes. It ensures safe and efficient machine usage by outlining steps to properly initiate machines, continuously monitor operational cycles for performance and safety, and execute systematic shutdowns to prevent damage and hazards. Adhering to these protocols minimizes risks, extends equipment lifespan, and maintains workplace safety standards.

1. Purpose

To establish standardized procedures for machine startup, cycle monitoring, and shutdown to ensure operational safety, efficiency, and maintenance of equipment integrity.

2. Scope

This SOP applies to all personnel responsible for operating machines in the facility.

3. Responsibilities

- Operators must comply with this SOP at all times.
- Supervisors shall ensure all operators are trained and SOPs are followed.
- Maintenance personnel must respond to any operational anomalies or shutdowns.

4. Procedure

1. Startup

- Verify that safety guards, sensors, and protective devices are properly installed and functional.
- Inspect the machine for any visible damage or obstructions.
- Ensure the area around the machine is clean and free of hazards.
- Switch on the main power supply.
- Follow the **manufacturer's startup sequence**. Activate power button/start switch.
- Check control panels for any error or warning messages.
- Allow the machine to reach normal operating temperature/conditions (if applicable).

2. Cycle Monitoring

- Observe machine operation for abnormal sounds, vibrations, or warnings.
- Monitor instrument readings, displays, and system indicators for regular ranges.
- Record and report any irregularities immediately to the supervisor.
- Ensure materials are processed according to specifications.
- Maintain ongoing communication with other operators (if required).
- **Never leave the machine unattended while in operation unless secured or allowed by procedures.**

3. Shutdown

- Follow the **manufacturer's shutdown procedure** (stop button/shutdown process).
- Wait for all moving parts to come to a complete stop.
- Switch off the main power supply.
- Clean the machine and surrounding area as required.
- Report any maintenance needs or incidents during operation.
- Secure the machine to prevent unauthorized use.

5. Safety Precautions

- Wear designated PPE at all times (eye, ear, hand protection, etc.).
- Follow all safety signage and lockout/tagout procedures as appropriate.
- Report unsafe conditions immediately.

6. Documentation

- Log all startups, shutdowns, and notable events in the operation logbook.
- Record maintenance needs or incidents per facility policy.

7. Revision History

Version	Date	Description	Approved By
1.0	2024-06-12	Initial release	Operations Manager