

Appendix H – Machine Standard Operating Procedure (SOP) Outline

The following template outlines basic topics and information necessary on SOPs for machinery.

SOP Title		
Machine Identification Information:		
Department:	Room Number:	SOP Revision #:
Written By:	Signature:	Date:
Reviewed By:	Signature:	Date:

1. Purpose

Provide a brief description of the purpose of the SOP.

2. Definitions

Provide any important definitions or acronyms that are relevant to the machine.

3. Responsibilities

Briefly summarize the roles and responsibilities associated with machine operation. Identify key tasks and who is responsible.

4. Safety/PPE

Identify any specific safety precautions and any PPE required for machine operation.

5. Procedure

Include in this section all relevant information necessary to operate the machine. Write in sufficient detail so that a trained person would be able to perform the procedure without supervision. This section can include supplemental aids such as pictures, diagrams, and flow charts.

Note: The procedure does not generally need to include details pertaining to work that will be performed on the stock/workpiece. For example: Details about how specific dimensions will be achieved when turning metal on a lathe.

6. References

Use this section to list any applicable reference materials. Examples include other SOPs, operating manuals, etc.

7. Change History

Document any significant changes made to each version of the SOP.

8. SOP Acknowledgment

Reader Acknowledgment:		
Name:	Signature:	Date: