

Equipment Setup SOP

Assembly Line Machinery

1. Purpose

To establish standardized procedures for safely and efficiently setting up machinery on the assembly line prior to production.

2. Scope

This SOP applies to all production and maintenance staff assigned to set up or operate machinery on the assembly line.

3. Responsibilities

- Setup Technician:** Responsible for completing all setup tasks and documenting completion.
- Line Supervisor:** Ensures SOP adherence and verifies setup completion.
- Maintenance:** Provides troubleshooting and technical support.

4. Required Tools & Equipment

Item	Description
Tool Kit	Standard screwdrivers, wrenches, pliers
PPE	Safety glasses, gloves, ear protection
Calibration Instruments	Micrometer, calibration weights as needed
Setup Checklist	Printed or digital copy

5. Procedure

- Review the daily production schedule and identify required machines.
- Verify area is clean and free of obstructions.
- Gather all necessary PPE and tools.
- Perform pre-setup safety checks on equipment (locked out, tagged out if necessary).
- Inspect machine for damage or missing components.
- Install and secure all required machine attachments according to manufacturer instructions.
- Connect necessary power supplies and compressed air lines.
- Calibrate machine settings based on job specifications.
- Test machine function with a short dry run (no product).
- Complete the setup checklist and notify supervisor.

6. Documentation

- Equipment Setup Checklist (Refer to Department Folder)
- Mark any defects or issues in the Maintenance Log

7. Safety Considerations

- Always wear appropriate PPE throughout the setup process.
- Do not bypass machine guards or safety interlocks.
- Follow lockout/tagout procedures as required.

8. Revision History

Date	Revision	Description
2024-06-01	1.0	Initial Release