Maintenance standard operating procedure (SOP)

01 Procedure details

Title	Version	Asset and location	Date
How often, and why	**Time it takes**	**Who may do it**	**Approved by**

02 Scope

What it covers

What it does not

03 Safety

Hazards

PPE

Lockout procedure

04 Tools, materials and parts

Tools and materials

Parts and quantities

05 Steps

#	STEP: ONE ACTION, VERB FIRST	LIMIT, AND WHAT TO DO OUTSIDE IT	ANSWER
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			

Put each warning before the step it belongs to. Give every reading a limit and an action.

06 Steps, continued

#	STEP: ONE ACTION, VERB FIRST	LIMIT, AND WHAT TO DO OUTSIDE IT	ANSWER
11			
12			
13			
14			
15			
16			
17			
18			
19			
20			
21			
22			
23			
24			
25			
26			

07 Return to service and sign-off

Guards on, locks off

Test run readings

Signed

Date

Note for the next person

08 Versions

VERSION	DATE	AUTHOR	APPROVER	WHAT CHANGED