

Standard Operating Procedure (SOP): Chronological Format

Document No.:	SOP-CH-001	Revision No.:	02
Title:	Sample Chronological SOP for Equipment Startup		
Department:	Production	Date Effective:	2024-07-01
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1. Purpose

To establish a standard and chronological procedure for the safe and effective startup of the XYZ equipment in the production department.

2. Scope

This SOP covers all steps and activities involved in the startup process of the XYZ equipment and applies to all relevant operators.

3. Responsibilities

- Operators:** Follow this SOP for each startup cycle.
- Supervisors:** Ensure all steps are followed and documented accordingly.

4. Definitions

- XYZ Equipment:** The machine referenced in this SOP.
- Startup:** Process from power-on through maintenance mode to normal operation.

5. Chronological Procedure

1. Preparation

- Ensure the equipment area is clean and free from obstructions.
- Verify required tools and checklists are available.

2. Initial Equipment Check

- Inspect equipment for visible damage or abnormalities.
- Confirm all safety guards are in place.

3. Power On

- Turn on main power supply.
- Observe system self-check warning indicators.

4. System Setup

- Set operating parameters as per daily production plan.
- Record all parameter values in the log sheet.

5. Operational Check

- Run equipment in idle mode for 5 minutes.
- Check and confirm all systems are functioning correctly.

6. Start Production

- Load raw materials as specified.
- Switch equipment to production mode.
- Monitor equipment for the first 10 minutes of production.

7. Documentation

- Complete equipment startup checklist in the logbook.
- Notify supervisor upon successful startup completion.

6. References

- XYZ Equipment Manual
- General Safety Procedures, Doc. No. SAF-PR-001

7. Revision History

- **Rev 01 (2022-08-01):** Initial issue
- **Rev 02 (2024-07-01):** Updated procedure steps for 2024 equipment model

Important Notes About Chronological SOP Documents

- Procedures are organized by actual order of execution.
- Ensures each step is completed before the next begins, reducing errors.
- Well-suited for time-sensitive or safety-critical operations.
- Requires clear, unambiguous language and step-by-step instructions.
- Should be reviewed and updated regularly to reflect process changes.