

# Standard Operating Procedure (SOP): Chronological Format

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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

- Preparation**
  - Ensure the equipment area is clean and free from obstructions.
  - Verify required tools and checklists are available.
- Initial Equipment Check**
  - Inspect equipment for visible damage or abnormalities.
  - Confirm all safety guards are in place.
- Power On**
  - Turn on main power supply.
  - Observe system self-check warning indicators.
- System Setup**
  - Set operating parameters as per daily production plan.
  - Record all parameter values in the log sheet.
- Operational Check**
  - Run equipment in idle mode for 5 minutes.
  - Check and confirm all systems are functioning correctly.
- Start Production**
  - Load raw materials as specified.
  - Switch equipment to production mode.
  - Monitor equipment for the first 10 minutes of production.
- 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.