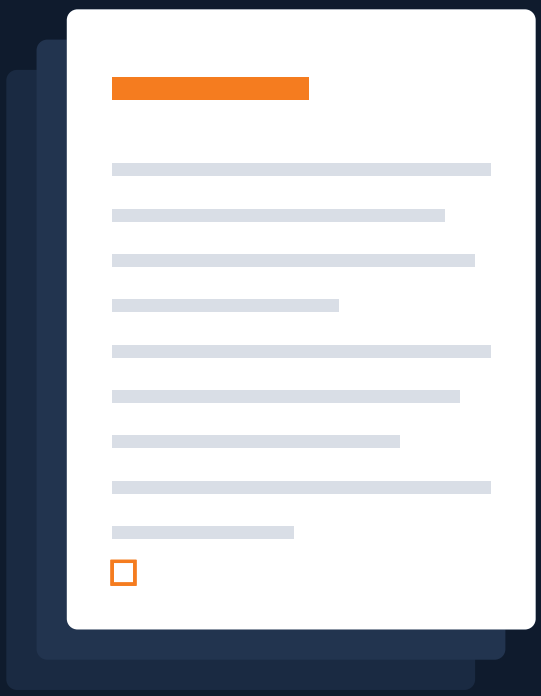
Documentation
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FREE TEMPLATE

SOP TEMPLATES

Checklist SOP

A tick-box procedure for opening and closing routines, safety checks and maintenance.

LEVEL OF DETAIL

Low-Moderate

BEST SUITED FOR

Opening/closing routines, safety checks, maintenance

About this template

The Checklist SOP is used on the job. It lists the checks to complete in order, with space to record initials, readings and issues. Print it, keep it at the point of use, and file completed copies as records.

Detail	
Level of detail	Low-Moderate
Best suited for	Opening/closing routines, safety checks, maintenance

How to use it

- Replace every *[grey bracketed placeholder]* with your own details.
- Delete the orange **Guidance** boxes and green **Example** boxes before you publish or circulate it.
- Add or remove table rows as needed; keep the section order so readers can find things quickly.

Document Control

Checklist title		**Checklist number**	
Location / area		**Owner**	
Revision		**Effective date**	

01 Completion Details

GUIDANCE *Fill in each time the checklist is used.*

Date		**Shift / time**	
Completed by		**Supervisor**	
Location		**Equipment ID**	

02 [Section A: e.g. Opening Checks]

GUIDANCE *Group checks by area or phase. Write each as something that can be clearly confirmed yes or no.*

	Item	Initials	Notes
☐	*[Check item, e.g. Fire exits clear and unlocked]*		
☐	*[Check item]*		
☐	*[Check item]*		
☐	*[Check item]*		
☐	*[Check item]*		
☐	*[Check item]*		

03 [Section B: e.g. Equipment / Safety Checks]

GUIDANCE *Add a reading column where a measurement is needed, with the acceptable range.*

Check	Acceptable range	Reading	OK?	Initials
[e.g. Fridge temperature]	*[1-5 °C]*			
[Check]	*[Range]*			

04 [Section C: e.g. Closing Checks]

	Item	Initials	Notes
☐	*[Check item]*		
☐	*[Check item]*		
☐	*[Check item]*		
☐	*[Check item]*		
☐	*[Check item]*		

05 Issues Found

GUIDANCE *Record anything that failed a check, what was done, and who was told.*

Issue	Action taken	Reported to	Time

06 Sign-off

Completed by (signature)	
Verified by (signature)	
Date / time	

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