ChecklistGuro

SBI (Standard Business Instructions) Operational SOP Compliance Checklist

Document Control & Version Management

Verification of document identification, current versioning, approval signatures, and accessibility of the most recent SOP revision.

SOP Reference Number

Write something...

Current Document Version/Revision Number

Write something...

Last Revision Date

Enter date...

Document Status

- [ ] Draft
- [ ] Under Review
- [ ] Approved
- [ ] Obsolete

Upload Approved SOP Document

Upload File

Document Controller Authorization

Distribution List (Departments Notified)

- [ ] Production
- [ ] Quality Assurance
- [ ] Logistics
- [ ] Maintenance
- [ ] Engineering

Summary of Recent Changes

Write something...

Training & Competency Verification

Assessment of personnel training records, competency testing results, and evidence of instruction regarding specific SBI protocols.

Last Training Completion Date

Enter date...

Training Status

- [ ] Certified
- [ ] In-Progress
- [ ] Retraining Required
- [ ] Not Trained

Competency Modules Completed

- [ ] Safety Protocol Awareness
- [ ] Equipment Operation
- [ ] Quality Standards (QA/QC)
- [ ] Emergency Procedures
- [ ] SOP Documentation Workflow

Training Certificate/Evidence Upload

Upload File

Training Gap Analysis & Notes

Write something...

Supervisor Verification Signature

Standard Operating Procedure (SOP) Adherence

Step-by-step audit of operational workflows to ensure all tasks are executed in strict accordance with the documented instructions.

Step-by-Step Execution Compliance

- ☐ Fully Compliant
- ☐ Minor Deviation
- ☐ Major Non-Conformance
- ☐ Not Applicable

Observed Deviation Details

Write something...

Specific Process Steps Bypassed

- ☐ Pre-check/Setup Phase
- ☐ Core Operational Phase
- ☐ Cleanup/Post-production Phase
- ☐ Quality Inspection Phase

Corrective Action Plan

Write something...

Auditor Verification Signature

Date of Inspection

Enter date...

Resource & Equipment Readiness

Validation that all necessary tools, raw materials, and machinery required by the SBI are available, calibrated, and in optimal working condition.

Equipment Availability Status

- [ ] All Required Tools Present
- [ ] Partial Equipment Missing
- [ ] Critical Equipment Unavailable

Last Equipment Calibration Date

Enter date...

Quantity of Raw Materials Verified

Enter a number...

Required Tool Inventory Check

- [ ] Measuring Instruments
- [ ] Hand Tools
- [ ] Safety Gear
- [ ] Power Tools
- [ ] Measuring Gauges

Equipment Deficiency Details

Write something...

Upload Calibration Certificate

Upload File

Equipment Inspector Signature

Workplace Environment & Setup

Inspection of the workstation setup, including cleanliness, workspace organization, and adherence to ergonomic or safety requirements defined in the SBI.

Workstation ID/Area Code

- [ ] Line A
- [ ] Line B
- [ ] Line C
- [ ] Assembly Zone 1
- [ ] Warehouse Section Alpha

Required Equipment Present

- [ ] Calibration Tools
- [ ] Safety Guarding
- [ ] Measuring Gauges
- [ ] Standardized Jigs/Fixtures
- [ ] Work Instructions Displayed

Workstation Cleanliness Level

- [ ] Compliant (Clean)
- [ ] Minor Deviation (Cleaning Required)
- [ ] Non-Compliant (Action Required)

Observed Environmental Deviations

Write something...

Workstation Setup Photo

Upload File

Inspector Verification

Safety & Hazard Mitigation

Review of safety protocols, PPE usage, and emergency shutdown procedures as mandated by the operational instructions.

PPE Compliance Check

- [ ] Safety Glasses
- [ ] Protective Gloves
- [ ] Steel-Toed Boots
- [ ] Ear Protection
- [ ] High-Visibility Vest
- [ ] Respirator/Mask

Machine Guarding Status

- [ ] All Guards in Place
- [ ] Guard Defective/Missing
- [ ] Not Applicable

Identified Hazard Description

Write something...

Safety Inspection Date

Enter date...

Safety Officer Verification

Photo Evidence of Safety Violation/Hazard

Upload File

Data Logging & Documentation Accuracy

Audit of real-time logs, production records, and checklists to ensure all operational data is recorded accurately and promptly.

Data Entry Date

Enter date...

Record Timestamp

Enter time...

Log Entry Completeness

- [ ] Fully Complete
- [ ] Partial/Incomplete
- [ ] Missing Data

Error Rate/Deviation Count

Enter a number...

Log Reference ID

Write something...

Discrepancy Notes

Write something...

Supporting Documentation

Upload File

Verifier Signature

Incident Reporting & Deviation Management

Evaluation of the process for identifying, documenting, and escalating deviations or non-conformances from the standard instruction.

Date of Deviation Discovery

Enter date...

Time of Incident/Deviation

Enter time...

Deviation Severity Level

- [ ] Low (Minor deviation, no impact on product/safety)
- [ ] Medium (Significant deviation, requires investigation)
- [ ] High (Critical failure, safety or quality risk)
- [ ] Emergency (Immediate shutdown required)

Primary Impact Area

- [ ] Product Quality
- [ ] Personnel Safety
- [ ] Equipment/Machinery
- [ ] Environmental Compliance
- [ ] Production Timeline

Detailed Description of Deviation

Write something...

Immediate Corrective Actions Taken

Write something...

Supporting Evidence (Photos/Reports)

Upload File

Supervisor Verification Signature