Standard Operating Procedure (SOP): Product Inspection and Quality Assurance Checks

This SOP details the procedures for **product inspection and quality assurance checks**, covering the systematic evaluation of products to ensure they meet specified standards, identification and documentation of defects, implementation of corrective actions, and continuous monitoring of quality metrics. The goal is to maintain high product quality, enhance customer satisfaction, and comply with regulatory requirements.

1. Purpose

To outline the standardized process for inspecting products and conducting quality assurance checks, ensuring products conform to quality standards and regulatory requirements.

2. Scope

This SOP applies to all finished goods and in-process items produced at *[Company Name/Facility]*.

3. Definitions

- **Inspection:** Systematic examination of products or components.
- **Quality Assurance (QA):** Processes to ensure products meet quality standards.
- **Defect:** Any product feature not conforming to specifications.
- **Corrective Action:** Steps to eliminate causes of detected nonconformities.

4. Responsibilities

Role	Responsibility
Quality Inspector	Conducts inspection and documents findings.
QA Manager	Reviews reports, initiates corrective actions, ensures compliance.
Production Staff	Supports inspection, implements corrective actions as needed.

5. Procedure

1. **Preparation**
    - Gather relevant product specifications, checklists, and tools.
    - Ensure inspection area is clean and organized.
2. **Inspection Process**
    - Randomly select products for inspection as per sampling plan.
    - Inspect for:
        - Visual appearance and labeling
        - Dimensions and measurements
        - Functional tests (as applicable)
    - Record findings on inspection checklist/form.
3. **Defect Identification & Documentation**
    - Classify defects as minor, major, or critical.
    - Document type, location, and severity of each defect.
    - Take photos if necessary for records.

4. **Disposition of Non-Conforming Items**
    - Segregate defective products.
    - Label and quarantine in a designated area.
    - Report non-conformities to QA Manager.
5. **Corrective Actions**
    - Initiate root cause analysis for significant defects.
    - Implement corrective measures as directed by QA Manager.
    - Verify effectiveness of corrective actions.
6. **Continuous Monitoring**
    - Track defect rates and inspection results over time.
    - Report trends to management for process improvements.

6. Documentation

- Inspection Checklist/Form
- Defect Log
- Corrective Action Report
- Quality Metrics Summary

7. References

- Product Specification Documents
- ISO 9001:2015 Quality Management Systems
- Company Quality Policy

8. Revision & Approval

Version	Date	Approved By	Change Description
1.0	[MM/DD/YYYY]	[Name/Title]	Initial issue