

# SOP Template: Quality Assurance Checks After Maintenance Completion

This SOP details the process for **quality assurance checks after maintenance completion**, ensuring all maintenance tasks meet established standards and operational requirements. It covers inspection protocols, verification of repairs or adjustments, documentation of findings, clear communication with relevant teams, and follow-up actions to address any discrepancies. The goal is to guarantee equipment reliability, safety, and optimal performance following maintenance activities.

## 1. Purpose

To establish a systematic approach for conducting quality assurance (QA) checks after maintenance, ensuring all maintenance activities are properly completed and meet documented standards.

## 2. Scope

This SOP applies to all maintenance activities performed on equipment/assets within the facility and is intended for use by QA personnel, maintenance teams, and operations managers.

## 3. Responsibilities

Role	Responsibilities
Maintenance Technician	Complete maintenance tasks and initial self-verification.
QA Inspector	Perform post-maintenance QA checks, document findings, and communicate issues.
Maintenance Supervisor	Review QA findings, ensure corrective actions, sign off on completed work.
Operations Manager	Oversee the process, ensure corrective and preventive actions are implemented.

## 4. Procedure

- Review Maintenance Work Order:**
  - Obtain completed maintenance work orders and associated documentation
  - Verify that all listed tasks appear complete
- Perform Visual and Functional Inspection:**
  - Check equipment for cleanliness, completeness, and safety
  - Operate the equipment (if applicable) to verify correct functioning
- Verify Repairs and Adjustments:**
  - Review repaired/replaced parts against maintenance report
  - Confirm all adjustment criteria and settings
- Record Findings:**
  - Document acceptance or any discrepancies on the QA checklist
  - Take photos or gather supporting evidence if necessary
- Communicate with Relevant Teams:**
  - Report discrepancies to maintenance and relevant stakeholders
  - Discuss and agree on corrective actions
- Follow-up Actions:**
  - Track completion of corrective actions
  - Re-inspect and confirm issues are resolved
- Final Sign-Off:**
  - Supervisor to confirm completion and close out work order

## 5. Documentation

- QA Checklists
- Completed Work Orders
- Inspection Reports
- Photographic evidence (if applicable)

- Corrective Action Logs

## 6. References

- Company Maintenance Policy
- Equipment Operation Manuals
- Industry Standards (as applicable)

## 7. Revision and Review

This SOP must be reviewed annually or after significant changes in maintenance protocols or equipment. All changes should be documented in the revision log.