

SOP: Documentation and Reporting of Inspection Findings

1. Purpose

This Standard Operating Procedure (SOP) details the process for **documentation and reporting of inspection findings**, encompassing the accurate recording of inspection results, identification of non-compliance or defects, and systematic communication to relevant stakeholders. It ensures that inspection data is consistently captured, securely stored, and effectively reported to facilitate timely corrective actions and regulatory compliance.

2. Scope

This SOP applies to all personnel involved in inspections and the management of inspection records within [Organization/Department Name].

3. Responsibilities

- **Inspectors:** Accurate documentation and initial reporting of findings.
- **Supervisors:** Verification and approval of inspection reports; ensure corrective actions are initiated.
- **Quality Assurance/Compliance:** Oversight of documentation practices and compliance monitoring.

4. Procedure

1. **Preparation**
 - Review relevant checklists, previous inspection reports, and regulatory requirements.
2. **Inspection Execution**
 - Perform inspection activities as per approved protocols and checklists.
3. **Recording Findings**
 - Document all results, observations, and measurements promptly and legibly in the designated inspection record forms/database.
 - Clearly identify and describe any non-compliance, defects, or notable conditions.
4. **Reporting**
 - Prepare an inspection report summarizing findings, highlighting non-conformities, and recommending corrective actions.
 - Submit the report to supervisors and relevant stakeholders within [specified timeline].
5. **Storage and Security**
 - Ensure all inspection documentation is stored securely (physical or digital) according to organizational policy.
 - Protect confidential information and restrict access to authorized personnel only.
6. **Follow-up and Communication**
 - Track corrective actions and resolutions resulting from inspection findings.
 - Provide updates to stakeholders as required.

5. Documentation

Document	Description	Retention Period
Inspection Checklists/Forms	Used for recording inspection details and observations	[X] years
Inspection Reports	Summary and details of inspection findings	[X] years
Corrective Action Logs	Records of actions taken to address findings	[X] years

6. References

- Applicable Regulatory Standards (e.g., ISO, GMP, OSHA)
- Internal Quality Policies and Procedures

7. Revision History

Version	Date	Description of Change	Approved By
1.0	[Date]	Initial creation	[Name/Title]