# SOP Template: Documentation of Defect Details

This SOP details the **documentation of defect details**, specifying the accurate recording of defect location, type, severity, and date/time. The procedure ensures consistent and precise data collection for effective defect tracking, analysis, and timely resolution to maintain quality standards and operational efficiency.

## 1. Purpose

To provide standardized guidelines for the documentation of defect details including location, type, severity, and date/time, to facilitate efficient defect management and continuous quality improvement.

## 2. Scope

This procedure applies to all staff responsible for identifying, recording, and tracking defects in products, projects, or processes.

## 3. Responsibilities

- **Quality Assurance Personnel:** Record and verify defect details as per this SOP.
- **Supervisors/Managers:** Review documentation and ensure compliance.
- **All Staff:** Report defects as observed using the defined process.

## 4. Procedure

1. **Detection:** Upon identifying a defect, immediately proceed to document the details in the defect log/system.
2. **Documentation:** Accurately record the following information:
    - **Defect Location:** Specify the exact location (e.g., process step, equipment, area).
    - **Defect Type:** Describe the defect (e.g., crack, scratch, malfunction).
    - **Severity:** Assign a severity level (e.g., Minor, Major, Critical) based on impact.
    - **Date/Time:** Record the precise date and time of detection.
3. **Sample Documentation Format:**

| Date/Time | Defect Location | Defect Type | Severity | Reported By |
|---|---|---|---|---|
| 2024-06-05, 10:23 AM | Assembly Line #2 | Paint Scratch | Minor | J. Smith |

4. **Verification:** Supervisors review the recorded information for accuracy and completeness.
5. **Analysis:** Defect data is analyzed periodically to identify trends and implement corrective actions.

## 5. Documentation and Record Keeping

- Defect documentation must be retained according to organizational retention policies.
- All records should be accessible for audits and continuous improvement purposes.

## 6. References

- Quality Management Policy
- Defect Classification Guideline

## 7. Revision History

| Version | Date | Description of Change | Author |
|---|---|---|---|
| 1.0 | 2024-06-05 | Initial SOP Template Created | Admin |