

SOP: Documenting Setup Completion and Addressing Discrepancies

This SOP details the procedures for **documenting setup completion and addressing discrepancies**, ensuring accurate recording of setup milestones, identifying and reporting any inconsistencies, implementing corrective actions promptly, maintaining clear communication among team members, and verifying compliance with quality standards. The goal is to guarantee thorough documentation and resolution of issues to support smooth operations and continuous improvement.

1. Purpose

To establish a standardized process for recording setup completion and efficiently managing discrepancies to support operational excellence and compliance.

2. Scope

This SOP applies to all team members involved in setup procedures and documentation within the department.

3. Responsibilities

- **Setup Personnel:** Complete, record, and report setup milestones and any issues.
- **Supervisors:** Review documentation, oversee discrepancy resolution, and ensure compliance.
- **Quality Assurance (QA):** Verify records and oversee the implementation of corrective actions.

4. Procedure

1. **Documenting Setup Completion**
 - Record each setup task in the designated log or digital system upon completion.
 - Include date, time, responsible personnel, and any relevant comments.
 - Supervisor to verify and sign off on completion logs daily.
2. **Identifying Discrepancies**
 - Monitor setup activities for any inconsistencies, deviations, or errors.
 - Document all discrepancies in the Discrepancy Log promptly, including description and date/time identified.
3. **Reporting and Communication**
 - Notify supervisors and affected team members of all discrepancies immediately.
 - Maintain open channels of communication for issue tracking and status updates.
4. **Implementing Corrective Actions**
 - Analyze reported discrepancies to determine root cause.
 - Develop and document corrective actions within 24 hours.
 - Assign responsibility for implementation and verification of corrective actions.
5. **Verification and Quality Compliance**
 - QA performs final review of documentation and resolution effectiveness.
 - Confirm closure of all logged discrepancies.
 - Archive records as per retention policy.

5. Documentation and Records

Document	Responsible	Retention Period
Setup Completion Log	Setup Personnel, Supervisor	2 years
Discrepancy Log	All Team Members	2 years
Corrective Action Reports	Supervisor, QA	2 years

6. Review and Continuous Improvement

- Conduct quarterly reviews of setup documentation and discrepancies for trends and improvement opportunities.
- Revise SOP as necessary based on review outcomes and team feedback.

7. References

- Company Quality Management System (QMS)
- Internal training materials
- Document Control Policy

8. Revision History

Version	Date	Description	Author
1.0	2024-06-13	Initial Release	[Your Name]