

Standard Operating Procedure (SOP): Labelling and Approval of Inspected Goods for Release to Storage or Dispatch

This SOP details the **labelling and approval process for inspected goods** prior to their release to storage or dispatch. It covers the verification of inspection criteria, accurate labelling requirements, documentation procedures, and the authorization steps needed to ensure that only compliant and approved goods proceed to the next stage, maintaining quality control and traceability throughout the supply chain.

1. Purpose

To define the standardized procedure for labelling, documentation, and approval of goods that have passed inspection, ensuring only compliant goods are released to storage or dispatch and maintaining traceability and quality control.

2. Scope

This procedure applies to all finished goods and materials that have completed inspection and are to be transferred to storage or dispatched from the facility.

3. Responsibilities

- **Quality Inspector:** Conducts inspection, documents results, and applies or oversees correct labelling.
- **Warehouse/Logistics Staff:** Handles goods post-approval and ensures only approved goods are moved.
- **Quality Assurance (QA)/Authorized Approval Personnel:** Reviews inspection records, grants final approval, and authorizes release.

4. Procedure

1. Inspection Verification

- Inspect goods according to relevant specification/quality criteria.
- Record results on the inspection checklist or electronic system.
- Segregate non-conforming goods and label accordingly (e.g., "On Hold", "Rejected").

2. Labelling Requirements

- For approved goods, affix "Approved" labels that include:
 - Product name or code
 - Batch/lot number
 - Inspection date
 - Inspector's initials or ID
 - Expiry or retest date, if applicable
- Ensure labels are legible, securely attached, and positioned prominently.

3. Documentation

- Update inspection records with:
 - Goods description
 - Inspection outcome (pass/fail)
 - Applied label details
 - Any deviations or notes, if applicable
- Maintain records in accordance with company and regulatory requirements.

4. Approval & Release

- Submit completed inspection records to QA/Authorized Personnel for review.
- Upon satisfactory review, authorize the release in the system or on physical documentation.
- Notify warehouse/logistics staff of approved goods ready for transfer or dispatch.

5. Storage/Dispatch Process

- Warehouse/logistics staff verify approved status and labels before moving goods.
- Ensure traceability is maintained during storage or transit.

5. Records & Documentation

Record/Document	Retention Period	Responsible Personnel
Inspection Checklist/Report	5 years	Quality Inspector
Labelling Log/Records	5 years	Quality Inspector
Release Authorization Record	5 years	QA/Authorized Personnel

6. References

- Quality Manual
- Inspection and Testing Procedures
- Record Retention Policy

7. Revision History

Version	Date	Description	Author
1.0	2024-06-05	Initial release	[Your Name]