

# SOP Template: Product Picking, Accuracy Check, and Quality Inspection

This SOP details the procedures for **product picking, accuracy check, and quality inspection**, ensuring that products are correctly selected according to order specifications, thoroughly verified for accuracy, and rigorously inspected for quality standards. The process includes guidelines for efficient picking methods, steps to confirm product correctness, and criteria for identifying defects or inconsistencies to maintain high customer satisfaction and operational efficiency.

## 1. Purpose

To define standardized procedures for picking products, verifying order accuracy, and inspecting product quality prior to shipment, ensuring fulfillment excellence and customer satisfaction.

## 2. Scope

Applies to all warehouse personnel responsible for order picking, accuracy check, and quality inspection processes.

## 3. Responsibilities

- **Warehouse Staff:** Follow picking, accuracy, and inspection protocols.
- **Supervisors:** Oversee process adherence and resolve discrepancies.
- **Quality Control Team:** Conduct regular audits and ensure compliance.

## 4. Definitions

Term	Definition
Picking	The process of selecting items from inventory to fulfill customer orders.
Accuracy Check	Verifying that the picked items match the order details (item type, SKU, quantity, etc.).
Quality Inspection	Assessing products for defects, damages, or inconsistencies prior to shipment.

## 5. Procedure

### 5.1 Product Picking

1. Review order details from the Warehouse Management System (WMS) or pick list.
2. Use appropriate material handling equipment (e.g., cart, pallet jack) as needed.
3. Navigate the warehouse following optimal pick paths to minimize travel time.
4. Pick items according to the order (check SKU, description, quantity, batch/lot if applicable).
5. Place picked items in designated totes or containers, labeling them with the order number.

### 5.2 Accuracy Check

1. Cross-check picked items against the original order and pick list/packing slip.
2. Verify:
  - Correct SKU/item number
  - Correct quantity
  - Correct batch/lot/serial number (if required)
3. Document any discrepancies and notify a supervisor immediately.

### 5.3 Quality Inspection

1. Visually inspect products for:
  - Physical damage (dents, cracks, scratches, etc.)
  - Defects (manufacturing faults, missing parts, etc.)
  - Cleanliness and packaging integrity
2. For products requiring functional testing, perform according to product guidelines.
3. Set aside non-conforming products in the designated QC hold area; record the issue and notify QC personnel.
4. Approve and mark items that meet quality standards for packing and shipment.

### 6. Documentation

- Picking list / pick ticket
- Accuracy check sheet
- Quality inspection form
- Non-conformance log (for any discrepancies or defects)

### 7. References

- Warehouse Management System (WMS) user guide
- Company Quality Manual

### 8. Revision History

Version	Date	Description of Change	Author
1.0	2024-06-30	Initial SOP template.	System