# Standard Operating Procedure (SOP)

## Product Quality Inspection Procedures

This SOP details the **product quality inspection procedures**, encompassing the steps for receiving and reviewing raw materials, in-process quality checks, final product evaluations, and documentation of inspection results. It ensures that all products meet specified quality standards, regulatory requirements, and customer expectations by implementing systematic inspection protocols and corrective actions for any identified non-conformities.

### 1. Purpose

To outline the **procedures** for product quality inspection, ensuring compliance with internal quality standards, regulatory requirements, and customer specifications.

### 2. Scope

This SOP applies to all stages of production, including receiving raw materials, in-process checks, and final product evaluation.

### 3. Responsibilities

- **Quality Control (QC) Personnel:** Conduct inspections at various stages and document results.
- **Production Staff:** Cooperate with QC during inspections and implement corrective actions.
- **QC Manager:** Review inspection results and ensure compliance with SOP.

### 4. Procedure

1. **Receiving and Reviewing Raw Materials**
    - Verify supplier documentation and certificates of analysis.
    - Inspect raw materials for visible defects, damage, or contamination.
    - Record lot numbers, quantities received, and any non-conformities.
    - Isolate and label any non-conforming materials for further action.

2. **In-Process Quality Checks**
    - Conduct inspections at critical control points during production.
    - Monitor process parameters (e.g., temperature, pressure, weight) as per specifications.
    - Visually inspect semi-finished products for consistency and defects.
    - Document results and report any deviations immediately.

3. **Final Product Evaluation**
    - Inspect finished products against quality standards and specifications.
    - Perform functionality, safety, packaging, and labeling checks.
    - Record inspection outcomes on the final product inspection report.
    - Segregate non-conforming products, initiate corrective actions, and conduct re-inspection if required.

4. **Documentation of Inspection Results**
    - Complete all relevant inspection records in a timely and accurate manner.
    - Ensure traceability of all inspected materials/products by recording batch/lot numbers and inspection outcomes.
    - Maintain inspection records for the required retention period as per company policy and regulations.

5. **Corrective Actions for Non-Conformities**
    - Initiate non-conformance report for products or materials failing inspection.
    - Investigate root causes and implement corrective/preventive actions as needed.
    - Re-inspect affected materials/products after corrective actions.
    - Document all actions taken and update records accordingly.

### 5. Related Documents

- Raw Material Inspection Report Template
- In-Process Inspection Checklist
- Final Product Inspection Form
- Non-Conformance Report (NCR) Template

### 6. Revision History

| Date | Revision | Description | Approved By |
|---|---|---|---|
| 2024-06-21 | 1.0 | Initial SOP Release | QC Manager |