Standard Operating Procedure (SOP)

Verification of Product Quantity Against Production Order

This SOP details the process for **verification of product quantity against production order**, ensuring accurate matching of manufactured product quantities with specified production requirements. It includes steps for measuring, recording, and validating product counts, cross-referencing production orders, and addressing discrepancies to maintain quality control and production efficiency.

1. Purpose

To ensure all products manufactured match the quantities specified in the production order, maintaining accuracy, quality control, and compliance.

2. Scope

This procedure applies to all production personnel and supervisors involved in manufacturing, packaging, and quality assurance processes.

3. Responsibilities

- **Production Personnel:** Responsible for accurate measurement and recording of product quantities.
- **Quality Control (QC) Inspectors:** Responsible for validation and verification against production orders.
- **Supervisors/Managers:** Responsible for addressing any discrepancies and overseeing effective implementation of this SOP.

4. Procedure

1. **Preparation**
    - Obtain the current production order details, including required quantities.
    - Ensure all necessary measuring and recording tools are available and calibrated.
2. **Product Count**
    - Physically count the finished products immediately after the production batch is completed.
    - Use approved counting methods: manual tally, weighing (if applicable), or automated counters.
3. **Recording**
    - Record the counted quantity on the designated batch record or production log sheet.
    - Include date, time, batch/lot number, and the name/signature of the person recording.
4. **Cross-Referencing**
    - Compare the recorded count against the quantity specified in the production order.
    - Mark the verification status (matched, under, over) on the paperwork.
5. **Validation**
    - QC Inspector reviews and validates the counts and comparison.
    - Document validation with name, signature, and date.
6. **Discrepancy Handling**
    - If a discrepancy is found:
        - Re-count the products to confirm results.
        - Report any unresolved discrepancies to the supervisor or production manager immediately.
        - Investigate and document the cause of discrepancy and corrective action taken.
7. **Documentation & Filing**
    - Ensure all records and relevant documents are signed, dated, and securely filed for traceability.

5. References

- Production Order Form
- Batch Record/Production Log Sheet
- Quality Control Manual

6. Revision History

Version	Date	Changes	Approved By
1.0	2024-06-01	Initial Release	QA Manager