

SOP: Quality Check and Approval Process Before Launch

This SOP defines the **quality check and approval process before launch**, encompassing product inspection protocols, compliance verification, functionality testing, defect identification and resolution, documentation of quality standards, stakeholder review and approval, final validation, and pre-launch sign-off procedures. The objective is to ensure that all products meet the required quality criteria and standards before release to maintain customer satisfaction and minimize post-launch issues.

1. Purpose

To establish a standardized process for ensuring product quality, compliance, and readiness prior to launch.

2. Scope

This SOP applies to all products scheduled for launch and involves all relevant departments including Quality Assurance, Production, Compliance, and Stakeholder representatives.

3. Definitions

- Quality Check:** The process of inspecting and verifying product standards.
- Approval:** The formal authorization to proceed to launch.
- Stakeholder:** Any individual or department with approval or review responsibilities.

4. Responsibilities

Role	Responsibility
Quality Assurance (QA)	Conduct quality checks, document outcomes, report non-conformities.
Compliance Officer	Verify legal, regulatory, and policy compliance.
Production Team	Resolve defects, make necessary corrections, and document changes.
Stakeholders/Management	Review documentation and provide final approval for launch.

5. Procedure

- Product Inspection Protocols**
QA performs inspections based on documented standards and checklists.
- Compliance Verification**
Compliance officer ensures adherence to all regulatory and policy requirements.
- Functionality Testing**
Test all product functions; document results and flag failures.
- Defect Identification and Resolution**
List all identified defects. Production resolves issues; QA re-tests as needed.
- Documentation of Quality Standards**
Complete quality reports summarizing inspections, test results and corrective actions.
- Stakeholder Review and Approval**
Present findings and documentation for stakeholder review. Collect formal sign-off.
- Final Validation**
Conduct final validation to ensure all criteria are met before proceeding.
- Pre-Launch Sign-Off**

Collect all required signatures authorizing launch.

6. Documentation

- Quality Inspection Checklist
- Compliance Verification Report
- Defect Log and Corrective Action Record
- Stakeholder Approval Form
- Pre-Launch Sign-Off Sheet

7. Review and Updates

This SOP will be reviewed annually or as needed to reflect changes in process, standards, or regulations.

8. Approvals

Name	Role	Signature	Date