SOP: Final Product Inspection and Release Procedure

This SOP details the **final product inspection and release procedure**, including criteria for product quality assessment, inspection methods and tools, defect identification and classification, process for approval or rejection, documentation requirements, and steps for releasing the product for shipment. The objective is to ensure that all finished products meet established quality standards before they are distributed to customers, maintaining product integrity and customer satisfaction.

1. Scope

This procedure applies to all finished products requiring final inspection and release prior to shipment.

2. Responsibilities

- **Quality Control (QC) Inspector:** Conducts inspections, identifies and classifies defects, and documents results.
- **Production Supervisor:** Ensures that all products are ready for inspection and assists in corrective actions as necessary.
- **Quality Assurance (QA) Manager:** Reviews inspection outcomes and approves or rejects product batches for release.

3. Inspection Criteria

- All products must meet specifications outlined in the Product Specification Document (PSD).
- No critical or major defects permissible; minor defects must not exceed Acceptable Quality Limits (AQL).
- Product labeling, packaging, and documentation should be complete and accurate.

4. Inspection Methods and Tools

- Visual inspection under proper lighting conditions.
- Use of measuring devices (e.g., calipers, gauges) for dimensional checks.
- Functional testing (as applicable).
- Reference to control samples and specification sheets.

5. Defect Identification and Classification

Defect Type	Description	Severity	Action
Critical	Defects posing safety risks or regulatory non-compliance	High	Batch rejection
Major	Defects affecting product performance or appearance	Medium	Batch rejection or rework
Minor	Minor imperfections not affecting functionality	Low	Accept if within AQL

6. Approval or Rejection Process

1. QC Inspector performs inspection and records findings.
2. If no critical/major defects, batch is marked as "Pass." Minor defects are verified against AQL.
3. Batches failing criteria are quarantined and reported to Production Supervisor for investigation and corrective action.
4. QA Manager reviews inspection records and makes final disposition (approval/rejection).

7. Documentation Requirements

- Inspection Checklist/Form (completed and signed by QC Inspector and QA Manager).
- Non-conformance Report (for rejected batches, if applicable).
- Corrective Action Records (if required).
- Batch Release Authorization documentation.

8. Release for Shipment

1. Upon QA Manager's approval, completed Batch Release Authorization is sent to Warehouse/Logistics.
2. Products are labeled and packaged for distribution as per shipment instructions.
3. Relevant documentation accompanies the products.

9. Records Retention

All inspection and release records shall be maintained for a minimum of 3 years or as required by regulatory standards.

10. Revision History

Version	Date	Description	Author
1.0	2024-06-20	Initial issue	Quality Dept.