

SOP: Finished Goods Release and Storage Guidelines

This SOP defines the **finished goods release and storage guidelines**, focusing on the procedures for inspecting, approving, and releasing finished products for distribution. It includes proper storage conditions to maintain product quality, inventory management, handling practices, and documentation requirements. The goal is to ensure that only products meeting quality standards are released while optimizing storage efficiency and traceability.

1. Purpose

To establish procedures for the inspection, approval, release, and storage of finished goods, ensuring product quality, inventory accuracy, and regulatory compliance.

2. Scope

This SOP applies to all finished goods produced at [Facility Name], including all personnel involved in quality inspection, warehousing, and distribution activities.

3. Responsibilities

- **Quality Assurance (QA):** Inspect and approve finished products for release.
- **Warehouse Staff:** Store and handle finished goods as per guidelines, maintain inventory records.
- **Logistics:** Coordinate release and dispatch to distribution channels.
- **Production:** Notify QA of lots ready for inspection and ensure proper labeling.

4. Procedure

4.1 Finished Goods Inspection and Approval

1. Production notifies QA when a batch/lot is ready for inspection.
2. QA conducts documented inspection per product specification:
 - Visual checks for defects, correct labeling, and packaging.
 - Random sampling and laboratory analysis as required.
 - Verification of batch records.
3. Approved lots are labeled "Released," and non-conforming lots are labeled "Hold" or "Reject."
4. QA completes and signs the Finished Goods Release Form.

4.2 Storage Guidelines

1. Store "Released" goods in designated, clean, and organized storage areas.
2. Maintain storage conditions (temperature, humidity, etc.) as specified for the product.
3. Use First-In, First-Out (FIFO) or First-Expired, First-Out (FEFO) as applicable.
4. Segregate "Hold" or "Reject" lots away from released stock.

4.3 Inventory Management

1. Record all movements of finished goods in the inventory management system.
2. Conduct periodic physical inventory counts and reconcile with system records.

4.4 Handling Practices

1. Use appropriate equipment and methods to prevent product damage during transport and storage.
2. Ensure proper labeling and identification is maintained at all times.

5. Documentation & Records

- Finished Goods Release Forms
- Inspection checklists and reports
- Inventory movement logs
- Storage condition monitoring records

- Non-conformance and rejection reports

All records must be completed promptly, reviewed as required, and retained according to the company's record retention policy.

6. References

- Product Specifications and Batch Records
- Good Manufacturing Practices (GMP) Guidelines
- Company Quality Manual

7. Revision History

Version	Date	Description of Change	Approved By
1.0	[YYYY-MM-DD]	Initial issue	[Name/Title]