

# SOP: Inspection Criteria and Acceptance Sampling Procedures

## 1. Purpose

This SOP defines the **inspection criteria and acceptance sampling procedures** used to ensure product quality and compliance with specified standards. It covers the methods for selecting sample sizes, inspection techniques for identifying defects, criteria for acceptance or rejection, and documentation requirements. This procedure aims to maintain consistency in quality control, minimize risks of non-conforming products, and support efficient decision-making in the production and supply chain processes.

## 2. Scope

This procedure applies to all incoming raw materials, in-process items, and finished products requiring quality inspection and acceptance sampling within [Company/Department Name].

## 3. Responsibilities

- **Quality Control Department:** Conducts inspections, documents results, and ensures compliance.
- **Production Team:** Supports inspection activities and addresses non-conformances.
- **Management:** Reviews inspection findings and approves final disposition of products.

## 4. Definitions

- **Acceptance Sampling:** Statistical quality control method for deciding whether to accept or reject a batch of products based on sample inspection.
- **Inspection Criteria:** Defined characteristics or parameters a product must meet to be accepted.
- **Lot:** A defined quantity of product subjected to inspection.
- **Defect:** Any non-conformance to specifications.

## 5. Procedure

### 5.1 Selection of Sample Size

1. Determine lot size.
2. Select sampling plan (e.g., ANSI/ASQC Z1.4, ISO 2859-1, or company-specific plan).
3. Refer to the sampling plan table to identify the sample size and acceptable quality level (AQL).

### 5.2 Inspection Techniques

- Visual inspection for surface or packaging defects.
- Dimensional measurement using calibrated instruments.
- Functional testing as per product requirements.
- Recording defect types and quantities.

### 5.3 Acceptance/Rejection Criteria

- Compare number and severity of defects to allowed limits in the sampling plan.
- If defects ≤ acceptance number, lot is accepted.
- If defects > acceptance number, lot is rejected or subject to re-inspection/rework.

### 5.4 Documentation

- Complete inspection checklist and record findings.
- Document lot number, inspection date, sample size, AQL, defect types/quantities, and disposition.
- Retain records as per quality management system requirements.
- Report all non-conformances to management and relevant departments.

## 6. Acceptance Sampling Table (Example)

Lot Size	Sample Size	AQL (%)	Acceptance Number	Rejection Number
2-8	2	1.0	0	1
9-15	3	1.0	0	1
16-25	5	1.0	0	1

Reference: Customize for your company's chosen sampling standard.

## 7. References

- ANSI/ASQC Z1.4 or ISO 2859-1 Sampling Procedures for Inspection by Attributes
- Company Quality Manual

## 8. Revision History

Version	Date	Description of Change	Approved By
1.0	2024-06-10	Initial creation	[Name]