

SOP Template: Quality Control and Product Inspection Guidelines

This SOP details **quality control and product inspection guidelines**, encompassing inspection procedures, acceptance criteria, sampling methods, documentation standards, corrective actions for non-conformities, and continuous improvement practices. Its goal is to maintain product consistency, ensure compliance with specifications, reduce defects, and enhance customer satisfaction through rigorous quality assurance processes.

1. Purpose

To establish standardized procedures for quality control and product inspection to ensure products meet specified requirements and enhance overall customer satisfaction.

2. Scope

This SOP applies to all products manufactured and/or received by [Company Name], covering every stage of the production and inspection process.

3. Responsibilities

- **Quality Assurance Team:** Oversee and execute inspection procedures, maintain records, and report findings.
- **Production Team:** Ensure processes comply with quality standards and rectify identified non-conformities.
- **Supervisors/Managers:** Facilitate training, review reports, and implement corrective actions if required.

4. Inspection Procedures

1. Obtain the product batch and corresponding specifications or drawings.
2. Visually inspect and/or measure products as per the product inspection checklist.
3. Document all findings, including any deviations from specifications.
4. Segregate non-conforming products for further evaluation.
5. Complete the inspection report and submit to QA Supervisor for review.

5. Acceptance Criteria

All products must:

- Meet dimensional, functional, and cosmetic criteria as outlined in the product specifications.
- Be free from defects or non-conformities (e.g., cracks, chips, missing parts).
- Pass all functionality and safety tests as required.

Reject or segregate products failing the acceptance criteria for further analysis and corrective action.

6. Sampling Methods

- Apply **random sampling** based on the Acceptable Quality Level (AQL) specified for each product.
- Follow sampling tables (e.g., ISO 2859-1 or ANSI/ASQC Z1.4) to determine sample size.
- Clearly record batch numbers and lot sizes for traceability.

7. Documentation Standards

- Utilize standardized inspection forms and checklists.
- Document all findings, batch numbers, inspectors, dates, and corrective actions.
- Archive inspection reports for a minimum of [X] years, as per company or regulatory requirements.

8. Corrective Actions for Non-Conformities

1. Identify and document non-conformities in the inspection report.

- 2. Segregate and label non-conforming items.
- 3. Notify relevant teams for root cause analysis.
- 4. Implement corrective and preventive actions (CAPA).
- 5. Re-inspect corrected products before approval for release.

9. Continuous Improvement Practices

- Analyze inspection results to identify trends and recurring issues.
- Conduct regular quality review meetings to implement process improvements.
- Update inspection criteria, checklists, and training materials as needed.
- Encourage a culture of quality awareness throughout the organization.

10. Revision History

Date	Version	Description of Change	Author
[YYYY-MM-DD]	1.0	Initial release	[Name]