SOP: Quality Control Checkpoints

This SOP defines **quality control checkpoints** within the production process to ensure products meet established standards and specifications. It includes the identification of critical control points, the methods for inspection and testing, criteria for acceptance or rejection, documentation procedures, and corrective actions for non-compliance. The goal is to maintain product consistency, improve customer satisfaction, and minimize defects and rework.

1. Purpose

To define and implement quality control checkpoints throughout the production process, ensuring product quality and compliance with specifications.

2. Scope

This SOP applies to all personnel involved in the manufacturing, inspection, and quality assurance processes.

3. Responsibilities

- **Production Staff:** Perform designated inspections at control checkpoints and report observations.
- **Quality Assurance (QA):** Oversee the QC process, review documentation, and approve/reject batches as necessary.
- **Supervisors:** Ensure adherence to the SOP and facilitate corrective actions as needed.

4. Definitions

- **Critical Control Point (CCP):** A step in the process where control can be applied to prevent or eliminate quality issues.
- **Non-Conformance (NC):** Deviation from product quality standards or specifications.

5. Procedure

1. **Identify Critical Control Points**
   - Review the process flow and identify CCPs where quality could be compromised.
2. **Inspection & Testing Methods**
   - Outline the method(s) to be used at each checkpoint (e.g. visual inspection, measurement, laboratory tests).
3. **Acceptance/Rejection Criteria**
   - Specify tolerance levels or qualitative criteria for each CCP.
4. **Documentation**
   - Complete the Quality Control Checklist (see section 6) at each checkpoint.
   - Record all findings, including accepted and rejected items, and any observations.
5. **Non-Conformance & Corrective Actions**
   - Isolate non-conforming items immediately.
   - Investigate root causes and implement corrective actions.
   - Document corrective actions taken in the QC log.

6. Quality Control Checklist (Sample)

Checkpoint	Inspection Method	Acceptance Criteria	Result	Inspector Initials	Remarks
Raw Material Receiving	Visual Inspection, COA Review	All specs met, undamaged			
Assembly Step 1	Measurement, Visual	Diameter within 0.2mm, no defects			
Final Product	Functional Test	Passes operational checks			

7. Records & Documentation

- All forms and checklists must be retained for a minimum of X years (define according to your retention policy).
- Non-conformance reports must be documented and available for audit.

8. References

- Product Standards & Specifications
- Relevant Regulatory Requirements
- Company Quality Manual

9. Revision History

Version	Date	Description	Approved By
1.0	2024-06-XX	Initial SOP release	