SOP: Quality Control Inspection Before Packaging

This SOP details the **quality control inspection before packaging** process, including criteria for product evaluation, defect identification, compliance verification with quality standards, documentation of inspection results, corrective action procedures for non-conforming products, and final approval protocols. The goal is to ensure that only products meeting established quality requirements proceed to packaging, maintaining high customer satisfaction and reducing returns or complaints.

1. Purpose

To outline the quality control procedures to be performed before packaging products, ensuring only conforming products advance to packaging and shipment.

2. Scope

This procedure applies to all finished products ready for packaging at *[Company Name]*.

3. Responsibilities

- **Quality Control (QC) Inspectors:** Perform product inspection, document results, and flag defects.
- **Production Supervisor:** Review inspection results and oversee corrective actions.
- **Quality Manager:** Approve final disposition of inspected lots.

4. Inspection Criteria

1. Confirm product meets established specifications and drawings.
2. Check physical attributes: size, color, shape, labeling, and packaging materials (if any pre-applied).
3. Verify functional tests (if relevant to the product).
4. Assess cleanliness and absence of contamination.

5. Defect Identification & Classification

- Visual examination for scratches, cracks, deformation, discoloration, or missing parts.
- Use of checklists to record observed defects.
- Classification of defects as **Critical**, **Major**, or **Minor**.
- Tagging or segregation of non-conforming products for corrective action.

6. Compliance Verification

- Cross-check products against quality standards, regulatory requirements, and customer specifications.
- Document any deviations found during inspection.

7. Documentation & Records

- Complete inspection checklist and QC report for each lot inspected.
- Record findings, lot numbers, inspection dates, inspector signature, and disposition status.
- Store records in the designated QC filing system for traceability.

8. Corrective Action for Non-Conforming Products

1. Segregate and identify non-conforming products using a **Non-Conformance Tag**.
2. Notify Production Supervisor and Quality Manager.
3. Initiate a formal Non-Conformance Report (NCR).
4. Define, document, and execute corrective actions (rework, scrap, or return to supplier).
5. Re-inspect corrected products before approval for packaging.

9. Final Approval Protocol

- Quality Manager reviews completed inspection documentation and NCRs, if any.
- Approve conforming lots for release to packaging.
- Sign and date release form allowing packaging to proceed.

10. References

- Quality Manual
- Product Specifications
- Inspection Checklist (Appendix 1)
- Non-Conformance Report Form

11. Revision History

Version	Date	Description	Author
1.0	[YYYY-MM-DD]	Initial Release	[Name]