SOP Template: Finished Goods Sampling and Final Inspection Protocols

This SOP details the **finished goods sampling and final inspection protocols**, encompassing systematic sampling methods, inspection criteria, quality control standards, defect identification, documentation procedures, and corrective action guidelines. The aim is to ensure that all finished products meet established quality standards before shipment, thereby guaranteeing customer satisfaction and compliance with regulatory requirements.

1. Scope

This SOP applies to all finished goods produced at [Facility Name] and sets forth guidelines to be followed for sampling and final inspection prior to product shipment.

2. Responsibilities

- **Quality Control Inspectors:** Responsible for carrying out sampling and inspection according to this SOP.
- **Production Supervisors:** Ensure finished goods are staged for inspection and assist with product traceability.
- **QA Manager:** Review inspection data, execute corrective actions where needed, and approve release of goods.

3. Sampling Procedures

1. Select finished goods for sampling using statistically valid method (e.g., **ANSI/ASQC Z1.4** or ISO 2859). Use the following table for sample size:

Batch Size	Sample Size
2-8	2
9-15	3
16-25	5
26-50	8
51-90	13
91-150	20
>150	Use sampling plan or 2% of total, whichever is greater

2. Randomly select samples from the batch, ensuring representation across the entire lot.
3. Record batch and sample identification information in the inspection log.

4. Inspection Criteria

- Check products for compliance with approved specifications and customer requirements (dimensions, labeling, packaging, etc.).
- Inspect for visual defects (scratches, dents, color variation, etc.).
- Conduct functional and performance testing as required.
- Refer to the approved **Quality Control Checklist** for detailed inspection points.

5. Defect Identification & Classification

1. **Critical Defects**: Safety or regulatory noncompliance, potential harm to users.
2. **Major Defects**: Likely to result in product failure or reduced usability.
3. **Minor Defects**: Do not affect product performance or safety but depart from specifications.

Record and classify each defect found. Use defect codes if applicable.

6. Documentation

- Record inspection findings in the **Finished Goods Inspection Report** (see template below).
- Document any nonconformities with photographs and descriptions.
- Keep inspection records for a period of [X] years or as required by regulation.

Sample Inspection Report Template

Date	Batch/Lot #	Sample Size	Defects Found	Defect Type	Inspector Name	Disposition
[YYYY-MM-DD]	[Batch#]	[n]	[Description]	[Critical/Major/Minor]	[Inspector]	[Accepted/Rejected/Hold]

7. Corrective Actions

- If defects exceed acceptance criteria, place batch on **hold** and notify the QA Manager.
- Initiate a **Corrective Action Report** (CAR) for root cause analysis and resolution.
- Re-inspect corrected batches prior to release.

8. References

- ANSI/ASQC Z1.4: Sampling Procedures and Tables for Inspection by Attributes
- ISO 2859: Sampling Procedures for Inspection by Attributes
- Internal Quality Control Manual
- Customer Specifications

9. Revision History

Version	Date	Description of Change	Approved By
1.0	[YYYY-MM-DD]	Initial release	[QA Manager]