Standard Operating Procedure (SOP)
Finished Product Sampling, Testing, and Approval

Purpose:

This SOP details the procedures for **finished product sampling, testing, and approval**, encompassing the systematic collection of product samples, adherence to quality testing protocols, evaluation against established standards, documentation of results, and final product approval. The aim is to ensure consistent product quality, compliance with regulatory requirements, and reliability before market release.

Scope:

This procedure applies to all finished products manufactured at [Facility/Location Name].

Responsibilities:

- **Quality Assurance (QA):** Coordinates sampling, testing, and reviews documentation.
- **Quality Control (QC) Laboratory:** Conducts product testing and records results.
- **Production Department:** Notifies QA/QC when products are ready for sampling.
- **Authorized Approver:** Final product approval and release decision.

Definitions:

- **Batch/Lot:** A defined quantity of product processed in one run.
- **COA:** Certificate of Analysis
- **SOP:** Standard Operating Procedure

Procedure

1. **Finished Product Notification:**
   - Production notifies QA and QC of a completed batch/lot ready for sampling.
2. **Sampling:**
   - QA personnel collect product samples following the defined sampling plan (refer to [Sampling Plan Reference]).
   - All sampling tools must be clean, sanitized, and documented.
   - Samples must be labeled with batch/lot number, date, and sampler initials.
3. **Sample Submission:**
   - Samples are logged and submitted to the QC laboratory with accompanying documentation.
4. **Testing:**
   - QC laboratory conducts all required tests per product specifications and regulatory requirements.
   - Test results are documented on the Finished Product Test Record.
5. **Evaluation:**
   - Test results are checked against acceptance criteria outlined in the product specification.
6. **Documentation:**
   - All results, including pass/fail status, are entered into the Batch Record and/or Quality Management System.
7. **Release Approval:**
   - QA reviews the testing records, ensures deviations (if any) have been addressed, and verifies compliance with specifications.
   - Authorized personnel sign off on the Batch Record and COA to approve release.
8. **Retention and Archiving:**
   - Retain samples and records as specified in company policy and regulatory requirements.

References

- [Product Specification Document]
- [Sampling Plan Reference]
- [Applicable Regulatory Guidelines]

Records

Document	Retention Period
Batch Record	[X] Years
Finished Product Test Record	[X] Years
Certificate of Analysis (COA)	[X] Years
Sample Retains	[X] Years

Revision History

Version	Date	Description of Change	Approved By
1.0	[Date]	Initial release	[Name/Title]

Prepared By: _____ **Date:** _____

Reviewed By: _____ **Date:** _____

Approved By: _____ **Date:** _____