SOP Template: Quality Assurance and Control Checks

This SOP details the **quality assurance and control checks** procedures, covering systematic inspection methods, standards compliance, material verification, process monitoring, defect identification, corrective actions, documentation protocols, and continuous improvement strategies to ensure product consistency, reliability, and customer satisfaction.

1. Purpose

To outline standardized procedures for performing quality assurance (QA) and quality control (QC) checks to ensure products and processes meet established standards and customer expectations.

2. Scope

This SOP applies to all production lines, personnel, and processes involved in manufacturing, inspection, and quality control activities.

3. Responsibilities

- **Quality Assurance Team:** Develops and maintains QA protocols; conducts audits and reviews documentation.
- **Quality Control Inspectors:** Carry out inspections and report findings.
- **Production Staff:** Adhere to QA/QC procedures and report anomalies.
- **Supervisors/Managers:** Ensure staff training and compliance with this SOP.

4. Definitions

- **Quality Assurance (QA):** Proactive processes to assure quality in production systems.
- **Quality Control (QC):** Reactive measures for identifying and correcting product defects.

5. Procedure

1. **Systematic Inspection Methods**
    - Follow scheduled inspections as per quality plan (e.g., incoming, in-process, and final inspections).
    - Use specified checklists and calibrated instruments.
2. **Standards Compliance**
    - Verify products/processes meet referenced industry and company standards (e.g., ISO, ASTM).
3. **Material Verification**
    - Inspect incoming raw materials for conformity against specifications and supplier certificates.
4. **Process Monitoring**
    - Monitor critical process parameters; record and review process data.
5. **Defect Identification**
    - Visually inspect for defects (surface, dimensional, functional).
    - Classify non-conformances for severity and root cause analysis.
6. **Corrective Actions**
    - Initiate corrective/preventive actions for detected non-conformities.
    - Document action taken and verify effectiveness.
7. **Documentation Protocols**
    - Record all QA/QC activities, findings, and corrective actions in standard forms/logs.
8. **Continuous Improvement**
    - Review inspection trends and recurring issues.
    - Implement process improvements and update procedures as needed.

6. Records/Documentation

Document	Description	Retention Period
Inspection Reports	Results from all inspections and tests performed	5 years
Non-Conformance Reports	Details of identified defects/non-conformities	5 years

Corrective Action Records	Actions and effectiveness verification records	5 years
Audit Checklists	Filled checklists from audits	3 years

7. References

- Applicable ISO standards (e.g., ISO 9001)
- Company Quality Manual
- Industry-specific quality guidelines

8. Revision History

Version	Date	Description of Change	Prepared By
1.0	2024-06-25	Initial SOP creation	Quality Assurance Manager