SOP: Quality Assurance Inspection and Acceptance Protocols

This SOP defines **quality assurance inspection and acceptance protocols** to ensure products meet established standards and specifications. It covers inspection procedures, criteria for acceptance or rejection, documentation requirements, handling of non-conforming materials, and continuous improvement measures. The goal is to maintain product quality, enhance customer satisfaction, and comply with regulatory requirements through systematic and consistent quality assurance practices.

1. Purpose

To establish consistent protocols for quality assurance inspection and acceptance of products to meet organizational and regulatory standards.

2. Scope

This SOP applies to all products, components, and materials subject to quality inspection at any stage of manufacturing or receipt, including suppliers and subcontracted work.

3. Responsibilities

- **Quality Assurance (QA) Personnel:** Carry out inspections, record findings, and report discrepancies.
- **Production Staff:** Present items for inspection and address any corrective actions.
- **Supervisors/Managers:** Oversee compliance with protocols and continuous improvement measures.

4. Definitions

- **Acceptance Criteria:** Defined standards or specifications that products must meet to be approved.
- **Non-conforming Material:** Products or materials that fail to meet acceptance criteria.
- **Inspection:** Review, measurement, or examination of products or processes for conformity.

5. Inspection Procedures

1. Receive products or materials to be inspected and verify identification and documentation.
2. Visually inspect for damage, defects, or deviations from specifications.
3. Perform physical, chemical, or functional tests as required by product standards.
4. Document inspection findings using approved forms or electronic systems.
5. Segregate accepted and non-conforming materials.

6. Acceptance and Rejection Criteria

- Products meeting all defined specifications and standards shall be accepted.
- Any deviations must be documented and assessed for potential acceptance under concession, if applicable.
- Non-conforming materials shall be rejected and handled according to section 8 below.

7. Documentation Requirements

- Record all inspections, including date, lot/batch number, inspector's name, and results.
- Maintain inspection records for a minimum of *[insert period]* or as required by regulation.
- Ensure traceability of all materials and components inspected.

8. Handling Non-conforming Materials

- Segregate and label non-conforming items clearly to prevent use.
- Notify responsible personnel and document non-conformance reports (NCR).
- Decide and document disposition actions: rework, return to supplier, or disposal.
- Follow up on corrective and preventive actions (CAPA).

9. Continuous Improvement

- Analyze trends in inspection data to identify recurring issues.
- Initiate corrective and preventive actions to address root causes of non-conformity.
- Train personnel regularly in inspection and quality assurance practices.

10. References

- Applicable national/international standards (e.g., ISO 9001)
- Company Quality Manual
- Relevant work instructions and product specifications

11. Revision History

Version	Date	Description	Approved by
1.0	[Insert Date]	Initial Issue	[Name/Position]

Prepared by: _____
Approved by: _____
Date: _____