

SOP Template: Double-Checks and Supervisor Approval of Tagged Items

This SOP describes the process for **double-checking and supervisor approval of tagged items**, ensuring accuracy and compliance in inventory management and quality control. It outlines the steps for verifying tagged items, documenting inspections, obtaining supervisor authorization, and maintaining records. The purpose is to prevent errors, improve accountability, and uphold operational standards through a systematic approval workflow.

1. Purpose

To establish a standardized procedure for double-checking and supervisor approval of tagged items, ensuring accuracy, traceability, and compliance with operational requirements.

2. Scope

This SOP applies to all staff involved in tagging, inspecting, and approving items within inventory or production areas where item tagging is required.

3. Responsibilities

- **Operators/Staff:** Tag items accurately, complete initial checks, and fill out inspection documentation.
- **Inspector/Secondary Checker:** Double-check tagged items for correctness and completeness.
- **Supervisor:** Review, authorize, and document final approval.

4. Procedure

- Item Tagging**
 - Staff attaches tags containing required identification and tracking information.
 - Complete all necessary tag fields (e.g. item number, batch, date).
- First Check**
 - Operator inspects the item and verifies tag data for completeness and accuracy.
 - Signs and dates the inspection section on the tag or associated documentation.
- Double-Check**
 - Inspector or another staff member re-examines the tagged item.
 - Confirms tag matches item and records reflect actual status.
 - Signs and dates the double-check section.
- Supervisor Approval**
 - Supervisor reviews completed documentation and tagged item.
 - Ensures both initial and double-check steps are properly executed.
 - Approves by signing, dating, and stamping (if applicable) the tag or record.
- Record Keeping**
 - Authorized tags and records are filed per company retention policy.
 - Discrepancies or rejected items are documented and escalated.

5. Documentation

Document	Retention Period	Responsibility
Tagged Item Records	3 years	Supervisor/Quality Team
Inspection & Double-Check Logs	3 years	Quality Team
Approval Forms	3 years	Supervisor
Discrepancy Reports	3 years	Supervisor/Manager

Document	Retention Period	Responsibility
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6. References

- Company Inventory Management Policy
- Quality Assurance Manual
- Record Retention Guidelines

7. Revision History

Version	Date	Description
1.0	2024-06-01	Initial Release