Standard Operating Procedure (SOP)
Final Review and Management Approval Before Dispatch

This SOP details the process for **final review and management approval before dispatch**, ensuring that all products or documents undergo thorough quality checks, compliance verification, and authorization by designated management personnel prior to shipment or release. The procedure aims to prevent errors, maintain standards, and guarantee customer satisfaction by confirming that all dispatch requirements are met.

1. Purpose

To outline the steps for final review and obtain management approval before dispatching any product or document to ensure compliance, quality, and customer satisfaction.

2. Scope

This procedure applies to all products, documents, and shipments prepared for external dispatch from [Department/Company Name].

3. Responsibilities

- **Originating Department:** Prepares items/documents and completes preliminary checks.
- **Quality Assurance (QA):** Conducts quality and compliance checks.
- **Designated Manager:** Reviews documents/items, provides final approval, and authorizes dispatch.
- **Dispatch Team/Logistics:** Executes shipment following approval.

4. Procedure

1. **Preparation**
   - Responsible department prepares product/documents for dispatch.
   - Ensure all requisite forms, checklists, and supporting documents are completed.
2. **Preliminary Checks**
   - Review against purchase orders, customer requirements, and specifications.
   - Verify accuracy, completeness, and packaging integrity.
3. **Quality Assurance Review**
   - QA verifies compliance with company, regulatory, and customer standards.
   - Identify and rectify discrepancies as necessary.
4. **Management Review and Approval**
   - Forward QA-approved items and relevant documentation to the designated manager.
   - Manager verifies all prior steps were completed and signs the approval form.
5. **Dispatch**
   - Dispatch/logistics team receives manager-approved items for shipment or release.
   - Maintain records of approval and dispatch details.

5. Documentation Requirements

- Dispatch checklist
- Quality/compliance review form
- Management approval form/signature
- Dispatch log/register

6. Records Management

- Retain all documentation for a minimum of [X] years as per company policy.
- Store records in secure and retrievable formats.

7. References

- [List relevant company policies, external regulations, or standards]

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