

SOP: Visual Inspection for Defects, Damages, or Contamination

1. Purpose

This SOP details the procedure for performing a **visual inspection for defects, damages, or contamination**, ensuring that all products and materials are thoroughly examined before processing or distribution. It outlines the criteria for identifying common defects, damage types, and contamination indicators, as well as the steps for documenting findings and initiating corrective actions. The purpose of this SOP is to maintain high-quality standards, prevent product recalls, and ensure customer safety by promptly detecting and addressing any quality issues.

2. Scope

This procedure applies to all personnel involved in the inspection, handling, and quality assurance of products and materials received, processed, stored, or shipped by [Company/Department].

3. Responsibilities

- Inspectors: Conduct visual inspections as outlined in this SOP and record findings.
- Supervisors: Review inspection reports, verify corrective actions, and provide training as necessary.
- Quality Assurance: Monitor overall compliance, analyze trends, and update procedures if needed.

4. Materials & Equipment

- Inspection checklists/forms
- Personal Protective Equipment (PPE) as required
- Good lighting and magnification devices (if necessary)
- Camera (for documenting defects/damages/contamination)
- Cleaning materials (for safe handling in case of contamination)

5. Procedure

1. Preparation

- Put on required PPE.
- Obtain inspection checklist and forms.
- Ensure inspection area is clean and well-lit.

2. Inspection Process

- a. Visually examine each product/material for:
 - **Defects** (e.g., cracks, chips, missing parts, irregular shapes)
 - **Damages** (e.g., dents, tears, abrasions, deformation)
 - **Contamination** (e.g., stains, foreign substances, mold, residues)
- b. Use appropriate tools (e.g., magnifiers) for detailed examination if needed.
- c. If a defect, damage, or contamination is suspected, document it per Section 6.
- d. Segregate affected items from the accepted stock to prevent use or further processing.

3. Completion

- Complete inspection checklist/forms with all findings.
- Inform supervisor or quality department of any non-conformities.
- Dispose of or rework defective, damaged, or contaminated items following relevant protocols.

6. Documentation & Records

- Record all findings using the designated inspection form or checklist.
- Include item description, lot/batch number, type/description of issue, photographic evidence (if applicable), inspector name, date, and corrective action taken.
- Store records electronically or physically according to company policy for a minimum of [X] years.

7. Corrective Actions

- Isolate all affected products/materials.

- Notify supervisor and other relevant personnel immediately.
- Determine root cause if issue is recurrent.
- Implement corrective/preventive actions as required.
- Verify effectiveness of corrective action before returning items to stock or use.

8. Criteria for Inspection

Type	Examples	Accept/Reject Criteria
Defect	Cracks, chips, missing parts	No visible structural imperfections allowed
Damage	Dents, tears, deformation	No physical damage permitted
Contamination	Stains, foreign material, mold	Product must be clean and free of contamination

9. Revision History

Version	Date	Description	Author
1.0	2024-06-25	Initial issue	[Author Name]