

SOP Template: Closing Inspection and Sign-Off Procedure

This SOP defines the **closing inspection and sign-off procedure**, detailing the steps required for final inspections, verification of task completion, documentation of findings, and obtaining necessary approvals before project or shift closure. It ensures accountability, quality control, and compliance with operational standards by mandating thorough checks and formal sign-off by authorized personnel.

1. Purpose

To establish a standardized process for performing closing inspections and securing formal sign-off prior to project or shift closure, ensuring all tasks are completed and compliance standards are met.

2. Scope

This procedure applies to all projects, work shifts, or operational activities that require a documented closing inspection and sign-off by authorized personnel within *[Department/Company Name]*.

3. Responsibilities

- **Team Members:** Complete assigned tasks and participate in closing inspection as required.
- **Supervisor/Manager:** Lead the inspection process, verify task completion, document findings, and initiate sign-off process.
- **Quality Assurance (if applicable):** Review inspection records for compliance to standards.

4. Procedure

1. **Preparation**
 - Gather relevant checklists, documentation, and tools required for inspection.
 - Notify all responsible parties of the scheduled closing inspection.
2. **Conducting the Inspection**
 - Inspect all work areas, equipment, and completed tasks per established checklists.
 - Identify any outstanding items, deviations, or non-conformances.
 - Rectify issues identified during inspection where feasible.
3. **Verification & Documentation**
 - Confirm all tasks are completed to standard.
 - Document findings, corrective actions taken, and any unresolved issues.
4. **Sign-Off**
 - Supervisor/manager reviews the inspection results.
 - If all criteria are met, supervisor/manager and other authorized personnel sign the closure document to formally acknowledge completion.
 - Retain signed documentation per company record-keeping policies.
5. **Reporting**
 - Report any major findings or unresolved issues to senior management or relevant departments.

5. Documentation

All inspection records, checklists, corrective action logs, and sign-off sheets must be accurately completed and filed according to company policy.

Document Name	Retention Period	Responsible Party
Closing Inspection Checklist	1 year	Supervisor/Manager
Sign-Off Sheet	1 year	Supervisor/Manager
Corrective Action Log	As per policy	Quality Assurance

6. References

- Company Quality Manual
- Regulatory and Industry Standards
- Project/Shift Task Lists

7. Revision History

Date	Revision	Description	Approved By
2024-06-20	1.0	Initial release	[Name/Title]

Sign-Off:

Supervisor/Manager: _____

Date: _____

QA Representative: _____

Date: _____