

Standard Operating Procedure (SOP): Product Quality Checks Prior to Packaging

1. Purpose

This SOP details the **product quality checks prior to packaging**, outlining procedures for inspecting product consistency, verifying compliance with quality standards, identifying defects or damages, conducting weight and dimension measurements, ensuring proper labeling, and validating packaging materials. The objective is to maintain high product quality, prevent defective items from reaching customers, and uphold brand reputation through systematic quality control before packaging.

2. Scope

This SOP applies to all finished products prepared for packaging at [Company Name] and is relevant to all production, quality, and packaging personnel.

3. Responsibilities

- **Quality Inspectors:** Conduct all required product checks and document results.
- **Production Staff:** Present products for inspection and correct deficiencies as required.
- **Packaging Staff:** Ensure only approved products proceed to packaging.
- **Supervisors/Managers:** Oversee compliance and maintain records.

4. Procedure

1. **Preparation**
 - Ensure work area is clean and all necessary tools, checklists, and measurement devices are available.
2. **Product Consistency Inspection**
 - Visually inspect each product for consistency in appearance, shape, texture, and color as per product specifications.
3. **Compliance with Quality Standards**
 - Verify each product meets defined quality criteria (refer to current product specification sheet).
4. **Defect and Damage Identification**
 - Check for cracks, dents, missing components, discoloration, contamination, or other visible damages.
 - Isolate any defective or damaged items and record findings.
5. **Weight and Dimension Measurement**
 - Measure product weight and dimensions using calibrated equipment.
 - Compare results to product specifications and document in the inspection log.
6. **Labeling Verification**
 - Ensure product labels are present, legible, correct, and securely attached.
 - Verify expiration dates, batch/lot numbers, barcodes, and regulatory statements as applicable.
7. **Packaging Material Validation**
 - Confirm appropriate packaging materials are available and free from defects or contamination.
8. **Approval & Documentation**
 - Approve products that pass all checks and update batch records.
 - Tag or quarantine any products failing quality checks for further action.

5. Documentation

- Complete the **Product Quality Check Log** for each batch.
- Record all issues, corrective actions, and personnel involved in the process.
- Maintain quality records as per company retention policy.

6. References

- Product Specification Sheets
- Quality Control Manual
- Relevant Industry Standards

7. Revision History

Version	Date	Description	Prepared by
1.0	2024-06-01	Initial Release	[Name]