Standard Operating Procedure (SOP)
Quality Assurance and Product Inspection Protocols

SOP Number	[Enter SOP Number]	**Effective Date**	[Enter Date]
Department	[Enter Department]	**Revision No.**	[Enter Revision No.]
Approver	[Name, Title]		

1. Purpose

This SOP defines **quality assurance and product inspection protocols**, covering systematic procedures for monitoring product quality, conducting thorough inspections at various production stages, identifying and addressing defects, maintaining compliance with industry standards, and ensuring customer satisfaction through consistent product excellence. The goal is to establish reliable quality control measures that prevent defects and enhance overall product integrity.

2. Scope

This protocol applies to all products manufactured/handled within [Organization Name], covering processes from raw material receipt through final product shipment.

3. Definitions

- **Quality Assurance (QA):** Systematic activities implemented to ensure quality requirements are fulfilled.
- **Inspection:** Examination of products/processes to verify conformance to specified requirements.
- **Non-conformance:** Deviation from a specified requirement or standard.
- **Corrective Action:** Action taken to eliminate cause(s) of detected non-conformance(s).

4. Responsibilities

- **QA Manager:** Oversee protocol implementation and compliance.
- **Production Staff:** Adhere to defined processes and report issues.
- **Inspectors:** Conduct inspections and maintain accurate documentation.
- **All Employees:** Participate in continuous improvement and report suspected non-conformities.

5. Procedure

1. **Incoming Material Inspection:**
    - Verify materials against specifications (reference purchase orders, CoA, etc.).
    - Record findings and segregate non-conforming items.
2. **In-Process Inspection:**
    - Conduct inspections at key production checkpoints.
    - Document process parameters and results in inspection logs.
3. **Final Product Inspection:**
    - Inspect finished goods per product specifications and quality standards.
    - Use standardized checklists and sampling plans.
4. **Identification and Management of Defects:**
    - Report and record any defects or non-conformances.
    - Quarantine non-conforming items and initiate corrective actions.
5. **Documentation and Recordkeeping:**
    - Maintain inspection records and QA documentation for [specify time frame].
6. **Review and Continuous Improvement:**
    - Conduct periodic reviews and audits of QA processes.
    - Implement process improvements based on findings and feedback.

6. Reference Documents

- [List of related SOPs, work instructions, industry standards, etc.]

7. Appendices

- Sample Inspection Checklist
- Non-Conformance Report Form
- Corrective Action Request Form

8. Revision History

Date	Revision Number	Description of Change	Approved By
[Date]	[Rev. No.]	[Summary of Change]	[Approver Name]