

SOP: Completion of Finished Goods Inspection Checklist and Report

This SOP details the process for the **completion of finished goods inspection checklist and report**, including inspection criteria, documentation procedures, quality assessment, adherence to product specifications, identification of defects, corrective action recommendations, and final approval. The objective is to ensure that all finished products meet quality standards before shipment, guaranteeing customer satisfaction and compliance with regulatory requirements.

1. Scope

This procedure applies to all finished goods prior to shipment to customers.

2. Responsibilities

- **Quality Control Inspectors:** Conduct the inspection and complete the checklist.
- **Production Supervisors:** Ensure products are ready for inspection and address corrective actions.
- **Quality Assurance Manager:** Review reports and grant final approval.

3. Procedure

1. **Preparation:**
 - Obtain the latest Finished Goods Inspection Checklist and relevant product specifications.
 - Gather inspection tools and personal protective equipment (PPE).
2. **Inspection Criteria:**
 - Verify product quantity, packaging, labeling, and appearance.
 - Check product dimensions, weight, and functional attributes as per product specifications.
 - Note any deviations or defects (e.g., damage, mislabeling, incomplete packaging).
3. **Documentation:**
 - Complete all relevant sections of the inspection checklist.
 - Record inspection date, inspector's name, batch/lot number, and product details.
4. **Quality Assessment:**
 - Classify non-conformities as minor, major, or critical.
 - Attach photographs or supporting evidence where applicable.
5. **Corrective Actions:**
 - Describe recommended corrective actions for each identified defect.
 - Assign responsibilities and document completion of corrective actions.
6. **Final Approval:**
 - Submit the completed checklist and inspection report to the Quality Assurance Manager.
 - Quality Assurance Manager reviews and approves or rejects the batch for shipment.
7. **Record Retention:**
 - Archive inspection reports and checklists per company policy and regulatory guidelines.

4. Inspection Checklist Template (Sample)

Inspection Item	Criteria	Pass/Fail	Comments
Quantity	Matches order/specification		

Packaging Integrity	No damage, correct labeling		
Product Appearance	Free of defects/contaminants		
Dimensions/Weight	Within specified tolerances		
Functionality (if applicable)	Meets functional requirements		

5. Records

- Completed Finished Goods Inspection Checklists
- Inspection Reports
- Records of corrective actions (if any)
- Final batch approval/rejection documentation

6. References

- Quality Manual
- Product Specifications
- Relevant Regulatory Guidelines