

# SOP Template: Final Inspection for Uniformity and Cleanliness

## Purpose:

This SOP details the process for **final inspection for uniformity and cleanliness**, ensuring that all products meet established standards before packaging and distribution. It includes steps for visual inspection, assessment of consistency in appearance and quality, verification of cleanliness standards, documentation of inspection results, and corrective actions for non-conforming items. The goal is to maintain high product quality and customer satisfaction by detecting and addressing any deviations prior to shipment.

## Scope

This procedure applies to all finished products requiring final inspection for uniformity and cleanliness prior to packaging and shipment.

## Responsibilities

- **Quality Control Inspectors:** Conduct inspections as per SOP.
- **Production Supervisors:** Facilitate inspection process and ensure corrective actions are taken for non-conforming items.
- **Quality Assurance:** Review inspection records and verify compliance.

## Procedure

1. **Preparation**
  - Gather inspection tools (gloves, checklist, cleaning materials, inspection light, etc.).
  - Ensure inspection area is clean and free from distractions.
2. **Visual Inspection**
  - Examine each item for dirt, stains, debris, or any foreign matter.
  - Confirm all surfaces are clean and free from residue.
3. **Uniformity Assessment**
  - Check for consistency in color, size, shape, labeling, and finish according to specifications.
  - Ensure no visible defects (scratches, chips, misalignment, etc.).
4. **Cleanliness Verification**
  - Use appropriate standards or swab tests if required (e.g., visual, UV light, or residue testing).
  - Document results of cleanliness checks.
5. **Documentation**
  - Record inspection findings in the Final Inspection Log (see template below).
  - Note any non-conformities or items requiring rework.
6. **Corrective Actions**
  - Segregate and label non-conforming items clearly.
  - Notify production supervisor for further action.
  - Re-inspect items after corrective action is taken.
7. **Approval for Packaging/Distribution**
  - Only conforming, clean items are authorized for packaging and shipment.

## Final Inspection Log Template

Date	Inspector	Batch/Lot No.	Uniformity	Cleanliness	Non-conformities	Corrective Action	Approval

## References

- Product Specification Documents
- Cleaning SOPs
- Quality Control Manual

Review Date: \_\_\_\_\_ | Approved By: \_\_\_\_\_