Standard Operating Procedure (SOP) Finished Goods Final Inspection and Release

1. Purpose

This SOP describes the **finished goods final inspection and release** process, ensuring that all products meet quality standards and specifications before shipment. It covers inspection criteria, documentation requirements, non-conformance handling, approval procedures, and the release authorization to guarantee that only compliant finished goods are dispatched to customers, maintaining product integrity and customer satisfaction.

2. Scope

This procedure applies to all finished goods produced at [Facility/Department Name], prior to their release for customer delivery.

3. Responsibilities

- **Quality Assurance (QA):** Perform inspection, complete documentation, report non-conformances, authorize release.
- **Production Department:** Present finished goods for final inspection, support during inspection.
- **Warehouse/Logistics:** Store compliant finished goods and dispatch only after release authorization.

4. Definitions

- **Finished Goods:** Products that have completed all manufacturing stages and are ready for customer shipment.
- **Non-conformance:** Any deviation from specified requirements or quality standards.
- **Release Authorization:** Formal approval documenting that the goods may be dispatched.

5. Procedure

1. **Presentation for Inspection:**
   - Production notifies QA when finished goods are ready for inspection.
   - Provide production and batch records, if applicable.

2. **Inspection Criteria:**
   - Verify product identity, packaging, labeling, and count per order/specification.
   - Check physical integrity, cleanliness, and presence of required documentation.
   - Assess compliance with the control plan or specification sheet.

3. **Documentation:**
   - Record results on the Finished Goods Inspection Checklist or applicable QA form.
   - Attach any required test reports or certificates of compliance.

4. **Non-conformance Handling:**
   - Isolate non-conforming products and label appropriately.
   - Document details in the Non-Conformance Register and inform responsible personnel.
   - Follow up with corrective action as per the Non-Conformance SOP.

5. **Approval and Release:**
   - QA Supervisor or authorized designee reviews and signs off the inspection documentation.
   - Approve and issue a Release Authorization (electronic or paper) for compliant finished goods.
   - Only goods with approved release may be picked and dispatched by warehouse personnel.

6. Documentation

Document Name	Reference/Code	Retention Period
Finished Goods Inspection Checklist	[Insert Reference]	3 Years
Non-Conformance Register	[Insert Reference]	5 Years

Release Authorization Form	[Insert Reference]	3 Years

7. References

- Quality Manual
- Control Plan / Specification Sheet
- Non-Conformance Handling SOP

8. Revision History

Version	Date	Description	Author
1.0	[Insert Date]	Initial release	[Insert Name]