

SOP Template: Product Inspection for Quality and Expiration Dates

This SOP ensures thorough **product inspection for quality and expiration dates**, detailing the procedures for checking product integrity, verifying expiration dates, identifying damaged or expired items, and documenting inspection results. The aim is to maintain high-quality standards, ensure consumer safety, and comply with regulatory requirements by preventing the distribution of substandard or expired products.

1. Purpose

To establish a standardized procedure for inspecting products for quality and expiration dates to maintain product integrity and consumer safety.

2. Scope

This SOP applies to all personnel involved in receiving, storing, and distributing products at [Company/Department Name].

3. Responsibilities

- **Inspectors:** Conduct product inspections as per this SOP.
- **Supervisors:** Ensure all staff are trained and that inspections are documented and reviewed.
- **Warehouse/Storage Staff:** Set aside products identified as damaged or expired.

4. Definitions

- **Inspection:** The process of checking products for quality and expiration details.
- **Expired Product:** A product that has passed its manufacturer-specified expiration date.
- **Damaged Product:** A product that is physically compromised or otherwise unfit for sale or distribution.

5. Procedure

1. **Preparation for Inspection**
 - Ensure clean, well-lit inspection area.
 - Assemble necessary tools (inspection forms, markers, PPE, etc.).
2. **Receiving Products**
 - Check delivery documentation against the products received.
3. **Checking Product Integrity**
 - Visually inspect packaging for damage, leaks, or tampering.
 - Check for physical defects (discoloration, contamination, breakage, etc.).
4. **Verifying Expiration Dates**
 - Locate the expiration date on each product/unit.
 - Ensure that all products are within their valid date range.
 - Do not accept or process products with missing or illegible expiration dates.
5. **Handling Damaged or Expired Products**
 - Segregate any damaged or expired products from acceptable inventory.
 - Label them as "Quarantine", "Expired", or "Damaged".
 - Notify the supervisor for further action or disposal as per company policy.
6. **Documentation**
 - Record inspection results on the official Inspection Log (see template below).
 - Document the date, inspector's name, product details, findings, and actions taken.

7. Follow-up

- Report recurring issues to management for corrective and preventive action.

6. Inspection Log Template

Date	Inspector	Product Name/Code	Batch/Lot #	Expiration Date	Quality Check Findings	Status	Action Taken	Remarks
YYYY-MM-DD	John Doe	Product A123	Lot001	YYYY-MM-DD	No issues	Accepted	N/A	--
YYYY-MM-DD	Jane Smith	Product B456	Lot002	YYYY-MM-DD	Damaged packaging	Rejected	Quarantined	Reported for return

7. Records and Retention

- Maintain inspection records for a minimum of [X] years to comply with legal and regulatory obligations.

8. Review and Revision

- This SOP must be reviewed annually or as needed to ensure ongoing suitability and compliance.