

Standard Operating Procedure (SOP)

Quality Inspection and Approval Workflow

Purpose: This SOP defines the **quality inspection and approval workflow** to ensure products meet specified standards before release. It details procedures for sample collection, inspection criteria, defect identification, documentation, and approval stages. The goal is to maintain consistent product quality, reduce defects, and comply with regulatory requirements through systematic evaluation and authorized approval processes.

1. Scope

This procedure applies to all products subject to quality review prior to release, encompassing all departments involved in production, quality assurance, and product release.

2. Responsibilities

- **Production Staff:** Prepare and present items for inspection; provide necessary documentation.
- **Quality Inspectors:** Conduct inspections, identify defects, and document results.
- **Quality Assurance Lead:** Review inspection reports and approve or reject product batches.
- **Document Control:** Maintain records and ensure traceability.

3. Procedure

1. **Sample Collection**
 - Collect samples per defined sampling plan (refer to SOP-XYZ).
 - Label each sample with batch/lot number and date.
2. **Inspection Criteria**
 - Assess samples against pre-determined quality standards (see Section 5).
 - Use calibrated instruments and standardized checklists.
3. **Defect Identification**
 - Record all observed non-conformities using defect classification guidelines (critical, major, minor).
 - Photograph or document defects where necessary.
4. **Documentation**
 - Complete Inspection Report Form (Appendix A).
 - Attach supporting documentation and checklists.
5. **Approval**
 - Inspection reports reviewed by QA Lead.
 - If accepted: approve the batch for release and record in Batch Release Log.
 - If rejected: initiate corrective/preventive actions and record reasons.

4. Records

- Inspection Report Forms
- Batch Release Logs
- Defect Logs
- Corrective Action Reports (if applicable)

5. Quality Inspection Criteria

Parameter	Specification	Acceptance Criteria
Appearance	No visible defects, uniform finish	Complies / Non-complies
Dimensions	Within specified tolerances	Complies / Non-complies
Functionality	Performs intended function	Complies / Non-complies
Packaging	Correct labeling and intact packaging	Complies / Non-complies

6. References

- SOP-XYZ: Sample Collection Procedure
- SOP-ABC: Defect Classification
- Quality Manual Section 4.2
- Applicable Regulatory Requirements

7. Revision History

Date	Revision	Description	Approved By
2024-06-01	1.0	Initial SOP template issued	QA Manager