

SOP Template: Tray Setup and Final Quality Check Checklist

This SOP details the **tray setup and final quality check checklist** process, including proper tray arrangement, product placement standards, inspection criteria for packaging integrity, verification of labeling accuracy, assessment of product quality and consistency, and final approval protocols. The objective is to ensure that all trays meet the highest quality standards before shipment, preventing defects and maintaining customer satisfaction.

1. Tray Setup Procedure

1. Gather required trays, dividers, and other packing materials.
2. Check trays for any damage or contaminants; replace if unsuitable.
3. Arrange trays on a clean, designated work surface.
4. Ensure dividers and inserts (if applicable) are properly positioned in each tray.

2. Product Placement Standards

1. Verify that products match the specified batch/lot for the order.
2. Place products in the tray according to orientation guidelines (e.g., all labels facing outward).
3. Maintain proper spacing between products; avoid overcrowding.
4. Ensure fragile items have required cushioning or protection.

3. Inspection Criteria

Inspection Point	Standard	Pass	Fail
Packaging Integrity	No tears, holes, punctures, or open seals	<input type="checkbox"/>	<input type="checkbox"/>
Labeling Accuracy	Correct product name, lot/batch code, date, barcodes are readable	<input type="checkbox"/>	<input type="checkbox"/>
Product Quality	No visible defects (cracks, deformations, discoloration)	<input type="checkbox"/>	<input type="checkbox"/>
Product Consistency	Uniform appearance and placement across all products	<input type="checkbox"/>	<input type="checkbox"/>

4. Final Approval Protocol

1. Perform a documented final review of the completed tray using the above checklist.
2. Record any non-conformances and segregate affected trays for rework or rejection.
3. If all items pass, sign off for approval.
4. Apply final QC label or stamp to approved tray before shipment.

Inspector Name:	<div></div>
Date:	<div></div>
Signature:	<div></div>

5. Document Control

- **SOP Version:** 1.0
- **Effective Date:**
- **Prepared by:**
- **Reviewed by:**

