Standard Operating Procedure (SOP): Final Inspection Approval and Sign-Off

This SOP details the **final inspection approval and sign-off steps**, covering the process for verifying that all project requirements and quality standards have been met, documenting inspection results, obtaining necessary approvals from designated authorities, ensuring compliance with regulatory and company standards, resolving any outstanding issues, and officially signing off to confirm project completion. The purpose is to guarantee that all aspects of the project have been thoroughly reviewed and formally approved before final delivery or launch.

1. Purpose

To establish a standardized process for conducting and documenting final inspections, ensuring compliance with all requirements, and obtaining appropriate approvals and official sign-off prior to project completion and delivery.

2. Scope

This SOP applies to all projects requiring final inspection and approval before delivery, launch, or handover, including products, services, construction, or other deliverables.

3. Responsibilities

- **Project Manager:** Coordinates the inspection and approval process.
- **Quality Assurance (QA) Team:** Conducts inspections and verifies compliance with standards.
- **Designated Approvers/Authorities:** Review results and provide formal approval.
- **Document Controller:** Records inspection outcomes and approvals.
- **Relevant Stakeholders:** Participate as required for closing outstanding issues.

4. Procedure

1. **Preparation for Final Inspection**
   - Ensure all project tasks, deliverables, and milestones are completed.
   - Compile all relevant documentation (checklists, test reports, permits, etc.).
   - Notify all required personnel of the scheduled inspection date.
2. **Conduct the Final Inspection**
   - Inspect deliverables according to project requirements and quality standards.
   - Document any non-conformances, defects, or areas needing corrective action.
   - Use standardized inspection checklists whenever possible.
3. **Review and Documentation**
   - Summarize inspection findings and recommendations in an inspection report.
   - Attach evidence (photos, measurement data, certifications, etc.) as necessary.
4. **Approval and Resolution of Issues**
   - Present inspection results to designated approvers/authorities.
   - If issues are found, assign actions and deadlines for resolution.
   - Conduct follow-up inspections as needed to confirm corrective actions.
5. **Final Approval and Sign-Off**
   - Obtain sign-off from all relevant parties confirming that all requirements are met and outstanding issues are resolved.
   - Record and archive approvals for audit and reference purposes.
   - Formally acknowledge project completion and readiness for delivery/launch.

5. Records and Documentation

Document	Responsible Party	Retention Period
Final Inspection Checklist	QA Team	Project Life + 5 Years
Inspection Report	Project Manager	Project Life + 5 Years
Approval/Sign-Off Sheet	Document Controller	Project Life + 5 Years

6. References

- Company Quality Manual
- Project Quality Plan
- Applicable Regulatory and Compliance Standards

7. Revision History

Revision	Date	Description	Author
1.0	2024-06-XX	Initial issue	[Your Name]