SOP: Final Pre-Shipment Inspection and Approval

This SOP details the process for **final pre-shipment inspection and approval**, including thorough product quality checks, verification against order specifications, packaging integrity assessment, compliance with regulatory standards, documentation review, and final authorization for shipment. The objective is to ensure that all products meet the required quality and safety criteria before dispatch, minimizing risks of defects and customer dissatisfaction.

1. Purpose

To establish a standardized procedure for conducting the final inspection and approval of products prior to shipment, ensuring all items meet quality, safety, and compliance requirements.

2. Scope

This SOP applies to all products ready for dispatch to customers or distributors from the facility.

3. Responsibilities

- **Quality Control (QC) Inspector:** Complete physical inspections and assessment.
- **Warehouse Staff:** Prepare products for inspection and support QC.
- **Shipping Supervisor:** Review documentation and give final shipment authorization.

4. Definitions

- **Pre-Shipment Inspection (PSI):** The final quality assurance activity prior to shipment.
- **Order Specification:** Requirements as detailed in purchase order or contract.

5. Procedure

1. **Product Identification:** Cross-check product codes, batch numbers, and order details.
2. **Quantity Verification:** Ensure actual quantity matches shipping documentation.
3. **Quality Control Checks:**
    - Visual inspection for defects, damage, or contamination.
    - Check dimensions, weight, and appearance as per specification.
    - Functionality/performance checks, if applicable.
4. **Packaging Integrity:**
    - Verify packaging materials and labeling meet requirements.
    - Inspect for tampering, damage, or inadequate sealing.
5. **Compliance Verification:**
    - Ensure compliance with industry and legal standards (e.g., safety, labeling, export/import).
6. **Documentation Review:**
    - Verify inclusion and accuracy of packing list, invoices, certificates, or required regulatory documents.
7. **Non-Conformance Management:**
    - Document and segregate non-conforming products.
    - Initiate corrective actions per company policy.
8. **Final Approval:**
    - QC Inspector signs off the inspection checklist.
    - Shipping Supervisor reviews and authorizes shipment.
9. **Release for Shipment:**
    - Goods are cleared for dispatch as per authorized documentation.

6. Documentation & Records

- Inspection Checklists
- Non-Conformance Reports

- Packing List
- Shipping Authorization Form
- Certificates of Compliance

7. References

- ISO 9001: Quality Management Systems
- Company Quality Manual
- Regulatory guidelines relevant to products and markets