

Standard Operating Procedure (SOP): Finished Goods Quality Inspection and Documentation

This SOP describes the process for **finished goods quality inspection and documentation**, covering the procedures for thorough quality checks, defect identification, compliance verification with product specifications, and accurate recording of inspection results. The objective is to ensure that all finished products meet established quality standards before shipment, thereby enhancing customer satisfaction and reducing returns or complaints through systematic inspection and documentation practices.

1. Scope

This SOP applies to all finished goods prior to shipment, across all production lines.

2. Responsibilities

- Quality Inspectors: Perform inspections and documentation.
- Production Supervisors: Ensure compliance to inspection process.
- Quality Manager: Review inspection results and address issues.

3. Procedure

- 1. Preparation**
 - Gather necessary inspection tools and documentation forms.
 - Review product specifications and quality standards.
- 2. Inspection Process**
 - Randomly select finished goods for inspection from each batch/lot.
 - Check products for:
 - Visual defects (scratches, dents, discoloration, etc.).
 - Dimensional accuracy (as per specification).
 - Functional testing (if applicable).
 - Packing and labeling accuracy.
- 3. Defect Classification & Identification**
 - Classify defects as Minor, Major, or Critical.
 - Tag or quarantine any non-conforming products.
- 4. Compliance Verification**
 - Compare inspection findings to product specifications.
 - Decide on acceptance or rejection of the batch/lot.
- 5. Documentation & Reporting**
 - Complete the Finished Goods Inspection Report (see template below).
 - Record all findings, decisions, and actions taken.
 - Submit reports to Quality Manager for review and filing.
- 6. Release or Hold Finished Goods**
 - Approve goods for shipment if they meet standards.
 - Hold or return rejected goods for rework or disposal.

4. Documentation

Finished Goods Inspection Report Template

Date	
Inspector Name	
Product Name/Code	
Batch/Lot Number	
Sample Size	

Inspection Findings	<ul style="list-style-type: none">• Visual Inspection:• Dimensions:• Functionality:• Packing/Labeling:• Other Remarks:
Defects Identified	
Defect Classification	<ul style="list-style-type: none">• Minor:• Major:• Critical:
Disposition	<ul style="list-style-type: none">• Accepted / Rejected / Hold (circle one)• Action Taken:
Inspector Signature	
Date	

5. References

- Product Specification Documents
- Quality Manual
- Customer Requirements (if applicable)

6. Revision History

Version	Date	Description of Change	Approved By
1.0	2024-06-07	Initial SOP Release	