Standard Operating Procedure (SOP) Quality Assurance & Work Inspection Guidelines

Purpose: This SOP details **quality assurance and work inspection guidelines**, focusing on establishing standardized procedures for maintaining high-quality standards, conducting regular inspections, identifying and addressing defects, and ensuring compliance with industry regulations. It aims to promote consistent product quality, enhance operational efficiency, and reduce errors through systematic quality checks and corrective actions.

1. Scope

This SOP applies to all departments and personnel involved in production, project delivery, and work inspections to ensure product, service, or process quality meets defined standards and regulatory requirements.

2. Responsibilities

- **Quality Assurance (QA) Team:** Oversee implementation of QA policies and inspection procedures
- **Supervisors/Managers:** Ensure staff compliance with QA protocols and provide necessary training
- **Employees/Operators:** Follow established QA procedures and report defects or deviations
- **Internal Auditors:** Conduct periodic audits to assess adherence to SOP

3. Procedure

1. **Quality Planning**
   a. Define quality standards and acceptance criteria in collaboration with stakeholders
   b. Document requirements and establish checklists for reference

2. **Inspection Scheduling**
   a. Determine inspection frequency based on project scope or production volumes
   b. Publish inspection schedule and notify relevant teams

3. **Conducting Inspections**
   a. Use standardized checklists to inspect work, processes, or products
   b. Record non-conformities, defects, or areas for improvement in the inspection log
   c. Take photographic or documentary evidence as required

4. **Addressing Defects & Non-Conformance**
   a. Classify severity of defects/non-conformities
   b. Notify responsible personnel/departments
   c. Implement corrective and preventive actions (CAPA) as per documented procedure

5. **Follow-Up & Verification**
   a. Conduct re-inspection to verify resolution of issues
   b. Document closure and update all relevant records

4. Documentation

- Inspection checklists and reports
- Non-conformance and CAPA records
- Training and audit records
- Quality policy and procedure manuals

5. Compliance & Review

- Periodically review SOP for updates to reflect regulatory or operational changes
- Perform regular audits to ensure SOP adherence
- Document lessons learned and implement best practices

6. Revision History

Version	Date	Description of Change	Author	Approved By

| 1.0 | 2024-06-01 | Initial Creation | [Your Name] | [Approver Name] |

Note: This SOP is controlled and must not be copied or distributed without authorization from the QA department.