

SOP: Quality Control and Inspection Checklist

This SOP defines the **quality control and inspection checklist** process, detailing the step-by-step procedures for evaluating products and services to ensure they meet established standards. It includes criteria for inspection, methods for documentation, guidelines for identifying defects, corrective actions for non-conformities, and protocols for maintaining consistent quality throughout production. The goal is to guarantee product reliability, compliance with specifications, and customer satisfaction through systematic quality assurance practices.

1. Purpose

To provide a standardized process for conducting product and service quality control inspections, ensuring compliance with specifications and consistent delivery of high-quality outcomes.

2. Scope

This SOP applies to all products and services manufactured, supplied, or delivered by [Company Name].

3. Responsibilities

- **Quality Control (QC) Inspector:** Conducts inspections, completes documentation, and reports non-conformities.
- **Production Supervisor:** Coordinates corrective actions and ensures compliance with SOP.
- **Quality Assurance (QA) Manager:** Reviews inspection findings and authorizes corrective actions.

4. Inspection Criteria

1. Verify product/service meets all technical specifications and drawings.
2. Check for physical defects (e.g., material flaws, improper assembly, cosmetic issues).
3. Ensure product functionality and performance standards are satisfied.
4. Confirm all safety and regulatory requirements are met.
5. Document any non-conformities or deviations from standards.

5. Inspection and Documentation Process

1. Prepare inspection tools and checklist relevant to the product/service.
2. Inspect products/services according to criteria listed above.
3. Complete the inspection checklist and record results, including any defects found.
4. Label and segregate non-conforming products/services.
5. Submit completed checklists to QA Manager for review.

6. Defect Identification and Classification

Defect Type	Description	Action
Critical	Defect that may cause product failure or safety risk	Immediate rejection; corrective action required
Major	Defect that affects function or appearance but not safety	Rework or replacement required
Minor	Does not significantly affect performance or aesthetics	May be accepted or reworked as per guidelines

7. Corrective Actions for Non-Conformities

- Document non-conformity details and assign a corrective action owner.
- Investigate root cause of non-conformity.
- Implement corrective and preventive actions.
- Verify effectiveness of corrective action through follow-up inspections.
- Update records to reflect resolution.

8. Protocols for Consistent Quality

- Standardize all inspection processes and checklists.
- Conduct regular training and calibration sessions for inspectors.
- Perform periodic review of inspection and quality records.
- Continuously improve inspection criteria and processes based on feedback.

9. Quality Control and Inspection Checklist Template

Date	<input type="text"/>	Product/Service	<input type="text"/>
Inspector	<input type="text"/>		
Inspection Criteria	Compliant?	Comments/Findings	Action Taken
Specification Compliance	[Yes/No]	<input type="text"/>	<input type="text"/>
Physical & Visual Inspection	[Yes/No]	<input type="text"/>	<input type="text"/>
Functionality / Performance	[Yes/No]	<input type="text"/>	<input type="text"/>
Safety/Regulatory Compliance	[Yes/No]	<input type="text"/>	<input type="text"/>
Other Observations	[Yes/No]	<input type="text"/>	<input type="text"/>

10. Record Retention

- All completed checklists and inspection records must be retained for a minimum of [X] years.
- Store records in accordance with company document control procedures.

11. References

- [Company Quality Manual]
- [Relevant product/service specifications]
- [Applicable industry standards and regulations]

12. Revision History

Version	Date	Description	Author
1.0	[Date]	Initial release	[Name]