

# SOP: Quality Control Inspection and Re-washing Protocols

This SOP defines the **quality control inspection and re-washing protocols** to ensure products meet established standards. It covers systematic inspection procedures, criteria for identifying defects, guidelines for re-washing and corrective actions, documentation requirements, and roles and responsibilities. The protocol aims to maintain product quality, enhance customer satisfaction, and reduce defects through effective monitoring and reprocessing practices.

## 1. Purpose

To establish standardized procedures for product inspection, defect identification, re-washing, and corrective actions to maintain quality and reduce complaints or returns.

## 2. Scope

This SOP applies to all products requiring inspection and potential re-washing at the [Company/Facility Name].

## 3. Responsibilities

- Quality Control Inspectors:** Conduct inspections, record findings, and recommend corrective actions.
- Production Staff:** Re-wash and reprocess products as directed.
- Supervisors/Managers:** Review inspection results, authorize re-washing, ensure SOP compliance.

## 4. Definitions

- Defect:** Any deviation from product quality standards.
- Inspection:** The process of examining products for compliance with quality standards.
- Re-washing:** The process of cleaning products again after inspection identifies contamination or defects.

## 5. Inspection Procedures

- Randomly select products from each batch for inspection.
- Check for the following:
  - Visual defects (e.g., stains, discoloration, physical damage)
  - Odors or residues
  - Compliance with customer specification and company standards
- Complete the inspection checklist for each item.
- Tag defective items clearly for re-washing or corrective action.

## 6. Defect Identification Criteria

Defect Type	Description	Action Required
Stain/Spot	Visible mark or discoloration	Re-wash
Odor	Unpleasant smell detected	Re-wash
Physical Damage	Tear, hole, or other damage	Segregate for repair/disposal
Residue	Remaining chemicals or dirt	Re-wash

## 7. Re-washing Protocol

- Segregate tagged items from approved products.
- Log items for re-washing on the Re-wash Log Sheet.
- Re-wash items according to approved washing procedures.
- After re-washing, re-inspect items using the standard inspection checklist.
- If items fail re-inspection, notify supervisor for further action (repair, disposal, or escalation).

## 8. Documentation

- Maintain inspection checklists and re-wash log sheets for each batch.
- Record the nature of defects, action taken, and inspection outcomes.
- Archive documentation for a minimum of [ ] months/years for traceability.

## 9. Continuous Improvement

- Review defect and re-wash trends monthly.
- Implement training or process modifications as needed.
- Report significant issues and improvement actions during periodic reviews.

## 10. References

- Product specifications
- Inspection checklist template
- Re-wash log sheet
- Company's Quality Management Policy

## 11. Revision History

Version	Date	Description	Author/Approver
1.0	[YYYY-MM-DD]	Initial release	[Name]