

Standard Operating Procedure (SOP): Final Plate Inspection for Spills, Smudges, and Completeness

This SOP details the **final plate inspection** process to ensure plates are free from spills, smudges, and defects, and verifies completeness. It establishes standardized procedures for visual examination, quality checks, and corrective actions to maintain high product standards and prevent defective items from reaching customers.

1. Purpose

To outline the procedures for inspecting plates for spills, smudges, and completeness before release to ensure only products that meet quality standards are shipped.

2. Scope

This procedure applies to all personnel involved in the final inspection of plates prior to packaging and shipment.

3. Responsibilities

- **Inspectors:** Conduct visual inspections and record findings.
- **Supervisors:** Ensure compliance with SOP and address non-conformities.
- **Quality Assurance:** Oversee inspection process and update SOP if needed.

4. Procedure

1. Preparation

- Ensure hands/gloves are clean and work area is well-lit.
- Gather necessary inspection checklists and documentation tools.

2. Visual Examination

- Inspect each plate under suitable lighting for the following:
 - No spills or residue on plate surface or edges.
 - No smudges, fingerprints, or marks.
 - No cracks, chips, or manufacturing defects.
 - Correct labeling, if applicable.
 - Completeness: all required components or features are present.

3. Quality Check

- Using the checklist, mark each criterion as Pass/Fail.
- Separate any plates that do not meet all criteria for corrective action.

4. Corrective Actions

- If a plate fails inspection, document the defect and segregate it.
- Tag defective plates and notify the supervisor for further review or rework.

5. Documentation

- Record inspection results, plate quantities, defects found, and actions taken.
- Submit completed inspection checklist to the supervisor or quality assurance team.

6. Release

- Only plates that pass inspection are released for packaging and shipping.

5. Records

- Inspection Checklists
- Defect/Non-conformance Reports

6. References

- Company Quality Manual
- Product Specifications