

SOP: Inspection of Products for Quality and Damages

Purpose:

This SOP details the process for **inspection of products for quality and damages**, covering visual checks, functional testing, identification of defects, documentation of findings, and protocols for handling non-conforming products. The purpose is to ensure that all products meet established quality standards before distribution, thereby reducing customer complaints and enhancing overall product reliability.

Scope:

Applicable to all products received, manufactured, or prepared for distribution by [Company/Department Name].

Responsibilities:

- **Quality Control Inspectors:** Conduct inspections as per procedure, document findings, and escalate non-conformities.
- **Warehouse/Production Staff:** Segregate non-conforming products and cooperate during inspections.
- **Quality Manager:** Review inspection reports and oversee corrective actions.

Procedure:

1. **Preparation**
 - Gather inspection checklist and necessary tools (e.g., magnifier, test equipment).
 - Ensure good lighting and a clean inspection area.
2. **Visual Inspection**
 - Examine product exterior for physical damage (scratches, dents, discoloration, etc.).
 - Check packaging for signs of damage or tampering.
3. **Functional Testing**
 - Operate the product as per its functionality guidelines, if applicable.
 - Confirm all features work as intended.
4. **Identification of Defects**
 - Flag any abnormalities or non-conformities (damages, faulty components, missing parts).
 - Categorize defects as minor, major, or critical according to quality standards.
5. **Documentation**
 - Record inspection findings on the Inspection Report Form (see template below).
 - Photograph any damages or defects for record-keeping.
6. **Handling Non-Conforming Products**
 - Tag non-conforming items and move them to the segregation area, clearly marked "Hold."
 - Inform the Quality Manager for further investigation and decision.
7. **Final Disposition**
 - Approve, rework, or reject batch based on findings and manager's instructions.

Inspection Report Template:

Date	[_____]	Inspector Name	[_____]
Product Name/Code	[_____]	Batch/Lot Number	[_____]
Visual Check	[Pass/Fail] - Notes:		
Functional Test	[Pass/Fail] - Notes:		
Defects Identified	[Type/Description & Category]		
Photos Attached	[Yes/No]	Non-Conformance Action	[Segregated/Rework/Rejected]
Inspector Signature	[_____]	Date	[_____]

Records:

- Completed Inspection Reports (retain for minimum [X] years)
- Photographic evidence of damages/defects
- Corrective action records for non-conforming products

References:

- Company Quality Standards Manual
- Product Specification Sheets
- Regulatory Guidelines ([Specify, if any])

Revision History:

Version	Date	Description of Change	Approved By
1.0	[_____]	Initial Release	[_____]