

## **1. Purpose and Scope**

This SOP defines the standard procedures for quality control within the organization, aimed at ensuring consistent product quality and customer satisfaction. It applies to all stages of the product lifecycle, from material inspection to final product release.

## **2. Quality Control Procedures**

Quality control involves systematic inspections and testing at various stages of production. This section includes:

- a. Initial Material Inspection: Verifies that all incoming materials meet predefined quality standards before entering production.
- b. In-Process Quality Control: Conducts quality checks at critical points during the production process to ensure ongoing compliance.
- c. Final Product Inspection: Inspects finished products against quality criteria, marking the final checkpoint before distribution.

## **3. Document Control and Record-Keeping**

Proper document control ensures traceability and compliance. This includes maintaining up-to-date versions of quality standards, tracking changes, and retaining records of all inspections and corrective actions.

## **4. Roles and Responsibilities**

Defined roles help maintain accountability and clear lines of responsibility:

- Quality Inspectors: Conduct inspections, identify defects, and document findings.
- Quality Managers: Oversee the quality control process, manage corrective actions, and ensure compliance with the SOP.
- Production Supervisors: Ensure that production aligns with quality standards and facilitate quality inspections.

## **5. Training Requirements**

All personnel involved in quality control must undergo regular training. Training topics include quality standards, inspection techniques, safety protocols, and proper documentation practices. Periodic assessments ensure ongoing competency.

## **6. Safety and Compliance**

Quality control processes must comply with safety standards to protect employees and maintain a safe work environment. This includes proper use of PPE, safe handling of materials, and adherence to safety protocols during inspections.

## **7. Continuous Improvement**

Continuous improvement is key to sustaining high quality. Regular reviews of quality data, customer feedback, and inspection results identify areas for improvement. Improvement initiatives include root cause analysis and process adjustments.

## **8. Audit and Compliance Procedures**

Internal and external audits verify compliance with quality standards. Internal audits assess adherence to SOPs, while external audits are conducted by third parties to certify quality management system effectiveness.