

# Standard Operating Procedure (SOP): Finished Goods Packaging Inspection

SOP No.	___/___	Revision	___
Effective Date	___/___/___	Prepared by	___

## 1. Purpose

To establish a standard procedure for inspecting the packaging of finished goods to ensure conformity with company quality standards before dispatch.

## 2. Scope

This procedure applies to the inspection of all finished goods packaging prior to release from the warehouse.

## 3. Responsibilities

- Quality Control Inspector: Conducts packaging inspection as per SOP.
- Warehouse Supervisor: Ensures inspected goods are not dispatched until released.
- Production Staff: Rectifies any defects identified during inspection.

## 4. Procedure

1. Obtain the finished goods lot for inspection.
2. Verify product identification and packaging labels for correctness.
3. Check packaging materials for integrity and compliance with specifications:
  - No damage (tears, holes, wetness, etc.)
  - Proper sealing and closure
  - Correct labeling and barcodes
  - Cleanliness and absence of foreign material
4. Record observations in the Finished Goods Packaging Inspection Log.
5. Segregate any non-conforming items and notify the Production Supervisor.
6. If packaging is compliant, sign the inspection log and approve for shipment.

## 5. Documentation

- Finished Goods Packaging Inspection Log
- Non-conformance Report (if applicable)

## 6. References

- Quality Manual
- Work Instructions for Packaging

## 7. Revision History

Date	Revision No.	Description	Prepared by
___	___	___	___

Prepared by \_\_\_\_\_

Checked by \_\_\_\_\_

Approved by \_\_\_\_\_