

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

- Obtain the finished goods lot for inspection.
- Verify product identification and packaging labels for correctness.
- 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
- Record observations in the Finished Goods Packaging Inspection Log.
- Segregate any non-conforming items and notify the Production Supervisor.
- 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
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Prepared by _____

Checked by _____

Approved by _____