

# Quality Control Inspection Work Instruction

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Department	Quality Control	Date Issued	2024-06-01

## 1. Purpose

To define the standardized procedure for conducting quality control inspections to ensure that finished products meet specified requirements.

## 2. Scope

This instruction applies to all finished products prior to shipment.

## 3. Responsibility

- Quality Control Inspector: Conducts inspections and documents results.
- QC Supervisor: Reviews records and approves product release.

## 4. Materials & Equipment

- Inspection checklists
- Calipers, micrometers
- Weighing scale
- Camera (for defect documentation)

## 5. Procedure

- Obtain production batch and corresponding inspection checklist.
- Verify identification and labeling of the product batch.
- Visually inspect products for defects (surface, color, labeling).
- Perform dimensional measurement as per checklist.
- Document all results and record any non-conformities.
- Segregate defective products for review and report issues to supervisor.
- Approve or reject the batch based on inspection findings.

## 6. Documentation

- Completed inspection checklist
- Non-conformity reports (if any)
- Batch release/hold forms

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Inspector Signature & Date

Supervisor Signature & Date