

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

Inspector Signature & Date

Supervisor Signature & Date