

Quality Control Procedure Document Sample

1. Purpose

This document defines the procedure for ensuring that products/services meet the company's established quality standards and customer requirements.

2. Scope

Applies to all products and processes within the production facility.

3. Responsibilities

- Quality Control Manager:** Oversees implementation and compliance with quality standards.
- QC Inspectors:** Conduct inspections and testing per procedure.
- Production Staff:** Maintain process validation and report issues.

4. Procedure

- Receive materials and check against specifications.
- Conduct in-process inspections as per control plan.
- Record inspection data in the QC log.
- Identify and segregate non-conforming products.
- Report and investigate non-conformance issues.
- Approve products for shipment if they meet quality requirements.

5. Quality Control Points

Process Step	Control Method	Acceptance Criteria	Frequency
Incoming Material Inspection	Visual & Measurement	Material Spec	Each Lot
Assembly	Sampling Inspection	Assembly Guide	Hourly
Final Product Inspection	Full Inspection	Product Spec	Each Unit

6. Records

- QC Inspection Reports
- Non-conformance Reports
- Corrective and Preventive Action Records

7. Revision History

Version	Date	Description	Prepared By
1.0	2024-06-01	Initial release	QC Manager

