

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

1. Receive materials and check against specifications.
2. Conduct in-process inspections as per control plan.
3. Record inspection data in the QC log.
4. Identify and segregate non-conforming products.
5. Report and investigate non-conformance issues.
6. 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 |

