



Good Practice Guide



Factory Improvement Programme

FINAL INSPECTION

As the last step in the quality inspection of manufactured products, final or pre-delivery inspection is very important in ensuring that all the products are at the required quality levels with no defects before delivery to the clients. Products are not released, and processes are not approved until all inspection and test activities have been satisfactorily completed and the appropriate documentation is available and authorised.

PROSPECTIVE USERS:

This practice is used by QC staff by applying the established QC mechanisms to implement the final quality inspection.

This practice can be applied to all kinds of factories.

PROBLEMS ADDRESSED

- Defects of final products delivered to clients which can harm the reputation of the producers with their customers.

PROCESS

Final inspection consists of a verification process of satisfactory results of all inspections and tests in the QC process, including in-line and end-of-line inspections, to ensure that the finished products conform to specified requirements.

Final inspection includes the assignment of final inspectors equipped with appropriate guidelines, instructions and working conditions to conduct the inspection of the final products. Products which have passed final inspection are then stored in a separate place while the ones which have not passed final inspection are classified by types of defects and feedback is provided to staff in the production and prior-inspection stages.

Steps in implementation

1. Assign final inspectors who are well trained in conducting inspections of final or pre-delivery products, especially items such as brand labels or packaging which have not been inspected during the in-line and end-line inspections.
2. Final inspectors should wear a special uniform, shirt or hat so that all staff can identify them.
3. The final inspection workstations should be carefully arranged to optimize work productivity and quality.
4. Final products awaiting final inspection should be displayed in such a way that makes it convenient to conduct the final inspection.
5. There should be specification sheets posted on the walls or white boards.
6. A list of key inspection points should also be available at the final inspection workstation.
7. Provide final inspectors with final inspection report forms or check sheets to record defects. (See FIP Good Practice Guide: *Using Checklists for Quality Control*)
8. Any tools necessary for quality inspection or measurement should also be provided for the convenient use of the final inspection staff. Sufficient light is also essential.
9. QC instructions should also be clearly posted at final inspection workstations for easy reference.
10. Samples of defected products should be displayed so that inspectors can easily see and access them.
11. Final inspectors check products for defects. Defect tickets should be issued and attached to any defective products detected.
12. Classify defective products by types (or sources) of defects. Store them separately so that they can be easily returned to the appropriate line for repair.
13. Summarize the major defects for reporting and discussion for improvement.
14. Provide feedback about defects to in-line and end-line inspectors, supervisors and workers to help them understand how to prevent future defects.



RESOURCES REQUIRED

- Final inspection workstations including tables and whiteboards.
- List of key final inspection points.
- Sample defects available at each final inspection point.
- Final inspection checklists or report forms available to inspectors.
- Involvement of final inspection staff.

CHALLENGES AND PITFALLS

- Having sufficient space to store final products prior or post final inspection.
- Avoiding overlaps with in-line inspection and end-line inspection.

POSITIVE IMPACT

- Lower level of pre-delivery defects.
- Feedback available to enhance in-line inspections and production.
- Data available for analysis to enhance quality.

INDICATORS FOR MONITORING

- Final inspectors assigned.
- Final inspection is conducted in all working shifts, before the products are delivered.
- Final inspection reports filled with all observed defects.
- All final products conform to quality standards.

Further Information Available:

FIP References:

Module 2 - Quality

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