



Quality Control Checkpoint Structure

QC	Stage	Linked SOP	Pillar/s Covered
QC 1	Item Safety Inspection	SOP 1	Safety & Hygiene
QC 2	Storage & Preparation Control	SOP 1	Safety & Hygiene Consistency & Sustainability
QC 3	Assembly & Hygiene Control	SOP 2	Safety & Hygiene Consistency & Sustainability
QC 4	Kit Verification & Final Approval	SOP 2	Safety & Hygiene Consistency & Sustainability
QC 5	Traceability Verification	SOP 3	Transparency & Ethics
QC 6	Customer & Recipient Feedback	SOP 4	Transparency & Ethics Consistency & Sustainability

QC 1 - Item Safety Inspection

Items are inspected before assembly begins.

Checks include:

- CE / EN71 compliance (where applicable)
- Visual inspection for defects or damage
- Confirmation items are safe and suitable

Outcome Items are approved or rejected before entering production.
Defective items removed and recorded in Non-Conformity Log

QC 2 - Storage & Preparation Control

Items are stored safely before assembly.

Checks include:

- Clean storage environment maintained
- Items protected from contamination
- Only approved items made available for assembly

Outcome Items remain safe and ready for assembly.

QC 3 - Assembly & Hygiene Control

The assembly process is carried out using standard procedures.

Checks include:

- Gloves worn
- Clean work surface used
- Assembly checklist followed

Outcome Each kit is assembled consistently and hygienically.
Assembly errors corrected and recorded

QC 4 - Kit Verification & Final Approval

Each completed kit is checked before distribution.

Checks include:

- Contents verified against standard list
- Presentation checked
- Packaging integrity confirmed

Outcome The Quality Director signs off each kit before distribution.
Non-conforming kits corrected before release

QC 5 - Traceability Verification

Each kit must be traceable.

Checks include:

- Batch number assigned
- Kit number assigned
- Customer details recorded
- Traceability log updated

Outcome The full audit trail of the kit is confirmed.

QC 6 - Customer & Recipient Feedback

Feedback is collected and analysed.

Checks include:

- Questionnaire responses collected
- Suggestions logged
- Feedback trends reviewed

Outcome Insights used for continuous improvement.