



Quality Assurance: Establishing Standard Operating Procedures*

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The Tanzania Food and Drugs Authority compliance decision tree provides structure for inspectional standard operating procedures (SOPs) and reporting forms. The SOPs and forms outline how to conduct and record the examination of products and premises to determine their compliance or non-compliance with the laws and regulations.

To establish standard operating procedures (SOPs), the following steps were taken—

- Each inspectional function was defined and reviewed together by a group of key managers and experienced field investigators.
- Step-by-step procedures on what actions are required to achieve each decision point were discussed and documented.
- These step-by-step procedures were developed into SOP format, and checklists were prepared to guide inspectors through the SOP process.

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