Standard Operating Procedure (SOP) Packaging Material Storage

1. Purpose

This SOP describes the procedure for receiving, handling, and storage of packaging materials to ensure their quality and prevent contamination or mix-up.

2. Scope

This procedure applies to all staff involved in handling and storing packaging materials in the warehouse/storage area.

3. Responsibility

- **Warehouse Staff:** To follow storage procedures and maintain records.
- **Warehouse Manager:** To supervise and ensure compliance.
- **Quality Assurance:** To verify materials and storage conditions.

4. Definitions

- **Packaging Material:** Any item used for packing and labeling products, such as cartons, labels, bottles, caps, etc.

5. Procedure

1. **Receipt**
   - Receive packaging materials at the designated receiving area.
   - Check condition, quantity, and description against the delivery document.
   - Label the received materials with date of receipt and status ("Quarantine" or "Approved").
2. **Storage**
   - Store packaging materials in dedicated, clean, and dry areas.
   - Segregate different types of materials (e.g., printed/unprinted).
   - Maintain materials off the floor and away from walls to allow cleaning and inspection.
   - Observe stock rotation principle (FIFO: First-In-First-Out).
   - Ensure identification labels are visible at all times.
3. **Handling**
   - Handle all materials with care to avoid damage or contamination.
   - Use clean equipment and suitable personal protective equipment (PPE) if necessary.
4. **Issue**
   - Issue only "Approved" materials against authorized request forms.

- Record batch number, quantity, and date of issue.

  5. **Documentation**

    - Maintain inventory records for all packaging materials.
    - Document all receipts, issuances, and returns promptly.

6. Storage Conditions

Material Type	Conditions
Paper/Cartons	Dry, away from direct sunlight
Plastic Bottles/Caps	Cool, dry, clean area
Labels	Protected from moisture & physical damage

7. Records & Documentation

- Material Receipt Log
- Storage Location Register
- Issuance Records
- Inventory Control Sheet

8. Revision History

Version	Date	Description
1.0	2024-06-20	Initial release