Standard Operating Procedure (SOP): Product Labeling and Packaging

1. Purpose

To provide standardized guidelines and steps for labeling and packaging products to ensure regulatory compliance, product integrity, and customer satisfaction.

2. Scope

This SOP applies to all personnel involved in the labeling and packaging of products at [Company Name].

3. Responsibilities

- **Production Staff:** Carry out labeling and packaging according to this SOP.
- **Quality Control:** Verify that packaging and labeling meet quality standards.
- **Supervisors:** Train staff and ensure compliance with procedures.

4. Materials and Equipment

- Product containers/packaging materials
- Labels (printed or pre-approved)
- Adhesives (if required)
- Protective packaging (e.g., bubble wrap, boxes)
- Date coding equipment (if applicable)

5. Procedure

1. **Preparation**

   - Verify cleanliness of work area and equipment.
   - Gather materials as listed above.
   - Review labeling and packaging requirements for the specific product.

2. **Labeling**

   - Inspect labels for accuracy, legibility, and appropriateness.
   - Affix labels to designated area on the product/package.
   - Ensure label is secure and free of wrinkles or air bubbles.
   - Add batch codes, expiry dates, and other required information.

3. **Packaging**

   - Select packaging appropriate for the product and shipping conditions.
   - Place product carefully to prevent damage.
   - Include any required inserts (e.g., instructions, warranty cards).
   - Seal packaging according to company guidelines.

4. **Inspection**

- Check finished package for correct labels, seals, and completeness.
- Remove and rework any non-conforming products.

5. **Documentation**

- Record batch information, date, and operator initials in the logbook or digital system.
- Submit completed documentation to supervisor or quality control.

6. Documentation Template

Date	Product	Batch No.	Quantity	Operator	QC Check
[YYYY-MM-DD]	[Product Name]	[Batch Number]	[Qty]	[Initials]	[Initials]

7. References

- Regulatory requirements (FDA, ISO, etc.)
- [Company Name] Quality Manual
- Product Specifications

8. Revision History

Version	Date	Description of Change	Approved By
1.0	[YYYY-MM-DD]	Initial release	[Name]