Finished Goods Packaging SOP Template

SOP Title	Finished Goods Packaging	Document No.	
Revision No.		Effective Date	
Department		Prepared By	
Approved By		Signature	

1. Purpose

To provide clear instructions for packaging finished goods to ensure quality, safety, and compliance with company and regulatory requirements.

2. Scope

This procedure applies to all finished goods packaging activities conducted at [Company Name/Location].

3. Responsibilities

- **Packaging Staff:** Follow all procedures as outlined.
- **Supervisors:** Ensure compliance and provide training.
- **Quality Control:** Inspect and verify packaging operations.

4. Definitions

- **Finished Goods:** Products completed through manufacturing, awaiting packaging for delivery.
- **Packaging Material:** All materials used to contain, protect, and transport finished goods.

5. Procedure

1. Confirm product and packaging material availability as per work order.
2. Inspect packaging materials for damage or contamination before use.
3. Set up the packaging area, ensuring cleanliness and organization.
4. Package finished goods according to product-specific instructions and customer requirements.
5. Label each unit/package clearly with required information (e.g., product name, date, batch/lot number).
6. Seal packages securely and verify integrity.
7. Transfer packaged goods to the designated storage or shipment area.
8. Complete all necessary documentation and records.

6. Quality Control

- Inspect packaged products for correct labeling, sealing, and packaging specification compliance.
- Record any non-conformities and report to the supervisor for corrective action.

7. Health and Safety

- Wear appropriate personal protective equipment (PPE).
- Maintain clean and organized work areas at all times.

8. Documentation

- Packing List
- Batch/Lot Packaging Report
- Inspection Forms

9. References

- Work Instructions
- Company Policies
- Applicable Regulations/Standards

10. Revision History

Revision	Date	Description of Change	Prepared By