

SOP: Finished Goods Packaging and Labeling Requirements

PURPOSE:

This SOP defines the **finished goods packaging and labeling requirements**, covering packaging materials selection, proper labeling information, product identification, handling and storage instructions, compliance with regulatory standards, and quality assurance checks. The aim is to ensure that all finished products are securely packaged and accurately labeled to maintain product integrity, facilitate proper handling, and provide essential information to customers and distributors.

1. Scope

This procedure applies to all finished goods produced, packaged, and labeled at [Company Name/Facility], and distributed to customers and distributors.

2. Responsibilities

- **Production Personnel:** Package and label products as per SOP instructions.
- **Quality Assurance (QA):** Perform checks and verify compliance with packaging and labeling specifications.
- **Warehouse Staff:** Handle, store, and ship finished goods according to handling and storage requirements.
- **Regulatory Affairs:** Ensure all requirements conform to relevant regulatory standards.

3. Procedure

3.1 Packaging Materials Selection

- Use only approved and suitable packaging materials (e.g., containers, boxes, bags, seals) that protect product quality and integrity.
- Store packaging materials in a clean, dry area to prevent contamination or damage.

3.2 Labeling Information

- Labels must be legible, securely affixed, and resistant to environmental conditions encountered during shipment and storage.
- Each label shall contain, at minimum:
 - Product name
 - Product code or SKU
 - Batch or lot number
 - Manufacturing date
 - Expiration date (if applicable)
 - Net quantity/weight/volume
 - Handling and storage instructions
 - Manufacturer or distributor contact information
 - Regulatory symbols/statements, where required

3.3 Product Identification

- Use unique identification codes to ensure traceability of all finished goods.
- Product codes must correspond to documentation in the batch records and inventory systems.

3.4 Handling and Storage Instructions

- Apply labels indicating specific handling (e.g., "Fragile", "Keep Dry", "Handle with Care", "Store Upright") and storage requirements (e.g., temperature, humidity).

3.5 Compliance with Regulatory Standards

- Review labels for compliance with industry standards, regulatory authorities (FDA, EU, etc.), and country-specific requirements.
- Include any mandatory safety and disposal warnings.

3.6 Quality Assurance Checks

- QA must verify the accuracy and completeness of labels before release for shipment.
- Regularly audit packaged goods to ensure adherence to this SOP.
- Document any deviations and initiate corrective and preventive actions (CAPA) as required.

4. Documentation & Records

- Maintain records of packaging and labeling checks, including dates, personnel involved, and any issues identified.
- Retain copies of labeling templates, batch records, and QA inspection results for reference.

5. References

- Applicable regulatory standards (list specific ones as appropriate)
- [Company Name] Quality Manual
- Other supporting procedures/documentation

6. Revision History

Version	Date	Description/Change	Author	Approved By
1.0	[Date]	Initial release	[Name]	[Name]