

Standard Operating Procedure (SOP)

Product Packaging and Sealing Process

This SOP details the **product packaging and sealing process steps**, including the preparation of packaging materials, product inspection before packaging, filling and positioning products accurately, sealing techniques to ensure product integrity, quality checks post-sealing, labeling requirements, and final packaging for shipment. The goal is to maintain product quality, enhance shelf life, and ensure customer satisfaction through consistent and efficient packaging operations.

1. Purpose

To outline the standardized steps for packaging and sealing products to maintain their quality, safety, and presentation.

2. Scope

This procedure applies to all staff involved in the packaging and sealing of products at [Company Name/Department].

3. Responsibilities

- Packaging Staff: Execute the steps as outlined in this SOP.
- Supervisors: Ensure compliance and monitor quality control.
- Quality Assurance: Conduct final quality checks and approve shipments.

4. Materials and Equipment Required

Item	Description/Use
Packaging Materials	Boxes, pouches, films, trays, inserts, etc.
Sealing Equipment	Heat sealer, glue gun, tape dispenser, etc.
Labels & Labeller	Pre-printed/blank labels, barcode printer, etc.
Personal Protective Equipment (PPE)	Gloves, hairnets, masks, etc.
Cleaning Supplies	For sanitizing the packaging area and tools.

5. Procedure

- 1. Preparation of Packaging Materials**
 - Collect and inspect all required packaging materials for cleanliness and integrity.
 - Ensure all materials meet product specifications.
 - Sanitize the packaging station and tools before starting.
- 2. Product Inspection before Packaging**
 - Verify product quantity and quality.
 - Check for any defects, contamination, or foreign particles.
 - Only defect-free products proceed to packaging.
- 3. Filling & Positioning Products**
 - Carefully place or fill products into appropriate packaging containers.
 - Ensure correct orientation and arrangement for optimal fit and presentation.
- 4. Sealing Techniques**
 - Apply sealing method as per product requirements (e.g., heat seal, adhesive, tape).
 - Verify that seals are complete, secure, and tamper-evident.
- 5. Quality Checks Post-Sealing**

- Inspect sealed packages for leaks, improper seals, and overall integrity.
- Remove and segregate substandard packages.

6. Labeling Requirements

- Affix appropriate labels indicating product details, batch number, expiration date, and any regulatory information.
- Confirm label placement and legibility.

7. Final Packaging for Shipment

- Group sealed and labeled products into secondary packaging as per standard packing configuration.
- Secure boxes/pallets and prepare documentation for shipment.

6. Documentation

- Record batch/lot numbers, packaging date, and personnel involved on the Packaging Log Sheet.
- Report any non-conformities to the supervisor immediately.

7. References

- Company Quality Assurance Manual
- Equipment Operating Instructions
- Health & Safety Guidelines

8. Revision History

Version	Date	Description	Approved by
1.0	[Date]	Initial release	[Name]