

SOP: Product Preparation, Counting, and Labeling Protocols

This SOP details **product preparation, counting, and labeling protocols**, covering standardized procedures for accurate product assembly, systematic counting methods to ensure inventory accuracy, and precise labeling techniques to guarantee compliance with regulatory requirements and facilitate efficient product tracking throughout the supply chain.

1. Purpose

To establish standardized procedures for the preparation, counting, and labeling of products to ensure quality, compliance, and traceability throughout the supply chain.

2. Scope

This SOP applies to all personnel involved in product handling, assembly, counting, and labeling at [Facility/Company Name].

3. Responsibilities

- **Production Staff:** Responsible for the correct preparation and assembly of products.
- **Inventory Personnel:** Responsible for systematic and accurate counting of products.
- **Quality Assurance:** Oversees compliance, documentation, and auditing of procedures.
- **Labeling Team:** Ensures accurate and compliant labeling of all products.
- **Supervisors:** Monitor adherence to SOP and report deviations.

4. Definitions

| Term | Definition |
|---------------------|--|
| Product Preparation | The process of assembling, configuring, or otherwise readying a product for final packaging or sale. |
| Product Counting | The process of systematically and accurately recording product quantities for inventory and tracking purposes. |
| Product Labeling | Applying appropriate identification labels to products to ensure compliance and traceability. |

5. Protocols

5.1 Product Preparation

- Review work order and product specifications.
- Gather required components and materials according to the Bill of Materials (BOM).
- Assemble products using standard procedures and approved equipment.
- Perform in-process quality checks as required.
- Document any deviations or issues encountered in the batch record or logbook.

5.2 Product Counting

- Count products at specified control points (e.g., pre-packaging, post-packaging).
- Use calibrated counting equipment or manual tally sheets as appropriate.
- Double-count high-value or high-risk items and record both counts.
- Record counts in inventory management system or paper logs.
- Investigate and reconcile any discrepancies found during counting.

5.3 Product Labeling

- Verify correct label template and data (e.g., product name, lot/batch number, expiry date, barcodes).
- Align labels accurately on product packaging following placement guidelines.
- Check legibility and adhesion of all labels.
- Document labeling completion in relevant records.
- Store labeled products in designated areas for further processing or shipment.

6. Documentation

- All preparation, counting, and labeling activities must be recorded in the appropriate logs or electronic systems.
- Deviations from these protocols must be documented and reported to a supervisor.
- Retention of records shall be in accordance with company policy and regulatory requirements.

7. References

- Company Quality Manual
- Regulatory Standards (e.g., FDA, ISO)
- Work Instructions and Batch Records

SOP Version: 1.0 | Effective Date: [To be assigned] | Prepared by: [Name/Department]

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