

# SOP Template: Documentation and Labeling of Materials

This SOP details the **documentation and labeling of materials** process, covering accurate recording, proper labeling techniques, material identification, traceability, and compliance with regulatory standards. It ensures materials are correctly documented and labeled to maintain inventory control, enhance safety, and support quality assurance throughout the supply chain and operational workflows.

## 1. Purpose

To establish standardized procedures for the documentation and labeling of materials to ensure proper identification, traceability, regulatory compliance, and inventory management.

## 2. Scope

This procedure applies to all incoming, in-process, and outgoing materials within the organization.

## 3. Responsibilities

- **Materials Handler:** Labels all materials as per procedure.
- **Quality Assurance:** Verifies accuracy and legibility of documentation and labels.
- **Warehouse Supervisor:** Ensures compliance with procedures and regulatory standards.

## 4. Definitions

Term	Definition
Material	Any substance used in the production or manufacturing process.
Label	Printed or written information affixed to materials for identification.
Documentation	Recorded data (paper or electronic) regarding materials.
Traceability	Ability to track the history, location, and use of materials.

## 5. Procedure

1. **Material Receipt**
  - Verify materials received against shipping documents.
  - Record lot number, quantity, supplier, and date of receipt.
2. **Labeling Materials**
  - Prepare labels with at least the following information:
    - Material name/description
    - Lot or batch number
    - Date of receipt/production
    - Expiry/retest date (if applicable)
    - Storage conditions (if applicable)
    - Unique identifier (e.g., barcode or QR code)
  - Affix labels securely and legibly to material containers or packaging.
3. **In-Process Materials**
  - Re-label materials if status or identification changes during processing.
  - Document the status change in inventory records.
4. **Documentation**
  - Accurately record all information related to material movement and usage in inventory logs or an electronic tracking system.
  - Retain documents in accordance with regulatory and organizational requirements.
5. **Traceability and Verification**
  - Ensure all materials are identifiable at all stages of handling.
  - Regularly audit for labeling and documentation accuracy.

## 6. Regulatory Compliance

All labeling and documentation must comply with relevant industry and governmental regulations (e.g., FDA, ISO, EPA), as applicable to the material and its use.

## 7. Records and Retention

- Maintain documentation and labeling records for a minimum of [insert required number] years.
- Ensure all records are available for inspection and audit.

## 8. References

- [List applicable standard operating procedures]
- [List regulatory codes and industry standards]

## 9. Revision History

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