

Standard Operating Procedure (SOP): Goods Labeling and Tagging Procedures

This SOP defines **goods labeling and tagging procedures** to ensure accurate identification, tracking, and handling of products throughout the supply chain. It covers the standards for label content, format, placement, and durability, as well as protocols for barcode and RFID tag usage, inspection, and documentation. The goal is to facilitate effective inventory management, prevent errors, and comply with regulatory requirements.

1. Purpose

To establish standardized procedures for labeling and tagging goods for accurate identification, tracking, and compliance.

2. Scope

This SOP applies to all personnel involved in the receiving, storage, processing, and shipment of goods within the organization.

3. Responsibilities

- **Warehouse Staff:** Apply and inspect labels/tags as per procedures.
- **Supervisors:** Ensure SOP compliance, training, and audits.
- **Quality Assurance:** Review label/tag content and durability.
- **IT/Systems Team:** Maintain barcode/RFID systems and data integrity.

4. Procedure

4.1 Label and Tag Content

- Product Name/Description
- Item or SKU Number
- Batch/Lot Number (if applicable)
- Quantity
- Barcodes or RFID tags (if required)
- Date of Receipt/Manufacture/Expiry (as applicable)
- Regulatory/Compliance Marks (if required)

4.2 Label and Tag Format

- Labels must be printed clearly, scannable, and resistant to smudging or fading.
- Barcodes and RFID tags must adhere to industry standards (e.g., GS1).

4.3 Placement

- Place labels/tags on a flat, visible surface of the packaging or product.
- Ensure positioning allows for easy scanning and is not obscured.

4.4 Application Process

1. Verify product information against relevant documentation (e.g., packing list, PO).
2. Print and inspect the label/tag for accuracy and legibility.

- 3. Affix the label/tag in the required location.
- 4. Scan barcode or RFID to ensure correct system entry.
- 5. Document the labeling/tagging completion in the inventory management system.

4.5 Barcode and RFID Protocols

- Use standardized barcode/RFID templates provided by the IT team.
- Perform initial scan to validate readability and data accuracy.
- Report and replace any damaged or unreadable tags/labels.

4.6 Inspection and Documentation

- Randomly inspect labeled/tagged goods for compliance.
- Record inspection results and any discrepancies in the quality log.

5. Records

- Label/tag application logs
- Inspection reports
- System entries of barcode/RFID registrations

6. Compliance

Ensure that all labeling and tagging adhere to local, national, and international regulations as applicable (e.g., OSHA, FDA, EAN/UPC standards).

7. Revision History

Date	Version	Description	Approved By
2024-06-27	1.0	Initial SOP release	SOP Committee