

SOP: Inventory Labeling and Traceability Requirements

This SOP defines **inventory labeling and traceability requirements**, encompassing standardized labeling procedures, barcode and RFID implementation, batch and lot number assignments, documentation of product movements, and record-keeping protocols. The goal is to ensure accurate tracking of inventory items from receipt to dispatch, facilitating quality control, recall readiness, and regulatory compliance in inventory management systems.

1. Purpose

To outline procedures for standardized inventory labeling and traceability to ensure robust tracking and compliance throughout the supply chain.

2. Scope

This SOP applies to all personnel involved in inventory receiving, storage, movement, and dispatch within the organization.

3. Responsibilities

- **Warehouse Personnel:** Apply and verify labels, document movement, maintain records.
- **Quality Assurance:** Audit label accuracy, traceability, and record-keeping.
- **Inventory Manager:** Ensure SOP adherence and continual training.

4. Inventory Labeling Procedure

1. Label Requirements:

- Unique item identifier (SKU/ID)
- Batch or lot number (if applicable)
- Manufacture and/or expiry date
- Barcode or RFID tag

2. Label Placement:

- Labels must be securely affixed to items or packaging in visible locations.
- Labels must be legible and protected from damage.

3. Labeling Tools:

- Pre-printed/self-adhesive labels
- Barcode printers and scanners
- RFID tag printers and readers (where applicable)

5. Barcode and RFID Implementation

1. All inventory must be barcoded or tagged with RFID according to system specifications.
2. Barcodes/RFID must be linked to item records in the inventory management system.
3. Functionality of labels/tags must be verified during receiving and dispatch.

6. Batch and Lot Number Assignment

1. Assign unique batch or lot numbers for items requiring traceability (e.g., perishable goods, regulated products).
2. Record batch/lot numbers in all relevant documentation and systems upon receipt and at each movement point.

7. Documentation of Inventory Movement

- Every movement (receiving, internal transfer, picking, dispatch) must be recorded, capturing:

- Date and time
- Product details, batch/lot numbers
- Origin and destination (location/department)
- Responsible personnel (signature or user ID)

8. Record-Keeping and Retention

- Maintain digital or physical records for all labeling, movement and traceability data.
- Retain all traceability records for a minimum of **5 years** (or as required by relevant regulations).
- Regularly back up electronic records and store physical records securely.

9. Quality Control and Audits

- Conduct regular audits to verify labeling accuracy and traceability compliance.
- Investigate and address labeling discrepancies or traceability gaps immediately.

10. Revision History

| Version | Date | Description | Approved By |
|---------|------------|-----------------|--------------|
| 1.0 | 2024-06-01 | Initial release | [Name/Title] |