

SOP: End-of-Line Product Packaging and Storage Requirements

This SOP details the **end-of-line product packaging and storage requirements**, covering packaging materials selection, proper sealing and labeling procedures, quality inspection before packaging, safe handling techniques, and optimized storage conditions to maintain product integrity. It ensures efficient inventory management, protection against damage or contamination, and compliance with regulatory standards for safe distribution and shelf life extension.

1. Purpose

To standardize the end-of-line processes for product packaging and storage, ensuring product integrity, safety, and regulatory compliance.

2. Scope

This SOP applies to all finished products at the end-of-line stage prior to distribution and storage.

3. Responsibilities

- **Packaging Operators:** Execute packaging, sealing, labeling, and documentation.
- **Quality Assurance:** Verify packaging integrity and compliance.
- **Warehouse Staff:** Store packaged products under defined conditions.
- **Supervisors:** Monitor adherence to this SOP and provide training.

4. Procedures

4.1 Packaging Materials Selection

- Use only approved packaging materials listed in the BOM/specification sheet.
- Inspect materials for defects or contamination before use.
- Maintain records of lot numbers and suppliers for traceability.

4.2 Product Quality Inspection Prior to Packaging

- Visually inspect products for damage, defects, or contamination.
- Document inspection results and segregate any non-conforming units.

4.3 Packaging and Sealing Procedures

- Follow specified packing method (e.g., box, bag, shrink-wrap).
- Seal packages securely using designated equipment and methods.
- Verify seal integrity to prevent tampering or spillage.

4.4 Labeling Requirements

- Affix labels with correct product name, lot/batch number, manufacture/expiry dates, and handling instructions.
- Ensure label legibility and placement as per regulatory and internal guidelines.

4.5 Safe Handling Techniques

- Use proper lifting techniques and PPE as required.
- Avoid stacking beyond recommended load limits to prevent crushing or collapse.

4.6 Storage Conditions

| Parameter | Requirement |
|-------------|--|
| Temperature | Maintain within specified range (see product datasheet). |
| Humidity | Below maximum allowed (e.g., <60% RH). |

| | |
|-------------|--|
| Cleanliness | Store in clean, pest-free, and dry conditions. |
| Segregation | Store incompatible/comparable products separately. |
| FIFO | Apply first-in, first-out inventory methods. |

5. Documentation

- Maintain records of packaging, inspection, and storage activities.
- Log any deviations and corrective actions taken.
- Retain documentation as per company policy and regulatory requirements.

6. Compliance and Review

- Periodically review this SOP for alignment with updated regulations and continuous improvement.
- Provide training and re-training as necessary to ensure understanding and compliance among all staff.

7. References

- Product Specification Sheets
- Regulatory Guidelines (e.g., FDA, GMP, ISO)
- Internal Packaging and Storage Policy