

# SOP: Label Application, Positioning, and Adhesion Standards

This SOP details the **label application, positioning, and adhesion standards** to ensure consistent, accurate placement and secure attachment of labels on products. It covers proper label alignment, surface preparation, adhesive requirements, environmental conditions for application, and inspection procedures to maintain product quality and compliance with regulatory guidelines.

## 1. Purpose

To establish clear, standardized procedures for the application, positioning, and adhesion of labels on product packaging to ensure consistency, quality, and regulatory compliance.

## 2. Scope

This procedure applies to all staff responsible for affixing labels to products or packaging at [Facility/Department Name].

## 3. Responsibilities

- Operators: Apply labels as specified, report issues.
- Quality Assurance: Inspect and verify label application.
- Supervisors: Provide training and ensure compliance with this SOP.

## 4. Materials & Equipment

- Approved adhesive labels
- Clean cloth or alcohol wipes for surface preparation
- Labeling equipment (manual or automatic)
- Personal protective equipment as required

## 5. Procedure

### 5.1 Surface Preparation

1. Ensure the product surface is dry, clean, and free from dust, oil, or other contaminants.
2. Use a clean, lint-free cloth or alcohol wipes as needed to clean the application area.
3. Allow the surface to dry completely before applying the label.

### 5.2 Label Application & Positioning

1. Align the label according to the **Label Placement Reference Guide**:
  - Position labels parallel to product edges unless otherwise specified.
  - Refer to the product-specific guide for exact placement measurements and orientation.
2. Avoid stretching, wrinkling, or bubbles during application.
3. Apply even pressure across the label to ensure full contact with the product surface.
4. For automated systems, verify machine settings for label position and pressure.

### 5.3 Adhesion Standards

1. Use only approved label adhesives compatible with the product surface.
2. Minimum adhesion strength must comply with [Company/Regulatory] standards (e.g., labels must not detach under normal handling, temperature, or humidity conditions).
3. Do not reapply or reposition labels after initial placement.

### 5.4 Environmental Conditions

1. Apply labels within the recommended temperature and humidity range specified by the label manufacturer.
2. Avoid application in areas subject to dust, direct sunlight, or moisture.

### 5.5 Inspection and Quality Control

1. Visually inspect each labeled product for:
  - Correct positioning/alignment

- Full, uniform adhesion
  - Absence of wrinkles, bubbles, lifting, or damaged edges
  - Legibility and completeness of label information
2. Document and segregate all nonconforming products according to the nonconformance procedure.

## 6. Records

- Label Application Logs
- Inspection Records/Quality Checklists
- Training Records
- Nonconformance Reports (if applicable)

## 7. References

- [Insert applicable regulatory guidance, e.g., FDA, EU, or company-specific labeling guidelines]
- Label Placement Reference Guide
- Label Supplier Specifications

## 8. Revision History

Date	Revision Number	Description of Change	Approved By
[YYYY-MM-DD]	1.0	Initial SOP release	[Name/Title]