

# Standard Operating Procedure (SOP)

## Packaging Material Selection and Preparation

### 1. Purpose

This SOP details the process of **packaging material selection and preparation**, covering criteria for choosing appropriate packaging materials based on product type, durability, and environmental factors. It includes guidelines for inspecting, handling, and preparing materials to ensure optimal protection during storage and transportation. The objective is to maintain product integrity, comply with industry standards, and minimize waste through efficient packaging practices.

### 2. Scope

This procedure applies to all personnel involved in material management, packaging, and logistics operations within [Company/Department Name].

### 3. Responsibilities

- **Quality Assurance (QA):** Oversee compliance with SOP, conduct audits.
- **Warehouse Staff:** Inspect, handle, and prepare packaging materials as per SOP.
- **Procurement:** Source and approve packaging materials according to specifications.
- **Supervisors/Managers:** Ensure staff are trained and SOP is followed.

### 4. Definitions

- **Packaging Material:** Any material used to wrap, contain, protect, or transport products.
- **Primary Packaging:** Direct contact packaging with the product.
- **Secondary Packaging:** Packaging used to group primary packages.
- **Durability:** The ability of packaging material to resist wear, pressure, or damage.

### 5. Procedure

#### 5.1 Packaging Material Selection

- Assess product characteristics (size, weight, fragility, shelf life, sensitivity to moisture/light).
- Identify suitable materials (e.g., cardboard, plastic, glass, metal, biodegradable/compostable options).
- Evaluate durability based on storage, handling, and transport conditions.
- Prioritize environmentally friendly and sustainable materials where feasible.
- Select materials compliant with relevant industry standards and regulations.

#### 5.2 Inspection of Packaging Materials

- Inspect incoming materials for defects, contamination, or damage (tears, punctures, moisture).
- Verify materials meet purchase order specifications and quality standards.
- Reject non-conforming materials and report discrepancies to procurement/QA.

#### 5.3 Handling and Storage

- Store materials in a clean, dry, and designated area, away from direct sunlight and contaminants.
- Handle materials according to manufacturer's recommendations to avoid damage.
- Implement First-In-First-Out (FIFO) to minimize the risk of deterioration.

#### 5.4 Material Preparation

- Clean packaging materials if required and ensure they are free from foreign objects.
- Pre-assemble or cut materials per packaging requirements, if applicable.
- Document batch numbers, supplier, and date of receipt for traceability.

## 6. Documentation

- Maintain inspection records and material traceability logs.
- Record non-conformance and corrective actions taken.
- Ensure all relevant SOP versions are current and accessible.

## 7. References

- [List of applicable regulations, standards, and guidance documents]
- Company-specific packaging requirements and material specifications

## 8. Revision History

Version	Date	Author	Change Description
1.0	[YYYY-MM-DD]	[Name]	Initial SOP release