

# SOP: Documentation and Record-Keeping of Storage and Labeling Activities

This SOP details the **documentation and record-keeping of storage and labeling activities**, emphasizing accurate tracking, proper labeling standards, storage condition monitoring, and timely updates. It ensures compliance with regulatory requirements, enhances inventory management, promotes safety, and facilitates traceability and accountability within storage operations.

## 1. Purpose

To establish standardized procedures for documenting and maintaining records of storage and labeling activities to ensure compliance, traceability, and effective inventory management.

## 2. Scope

This SOP applies to all personnel involved in the storage, labeling, documentation, and record-keeping of items in [Department/Facility Name].

## 3. Responsibilities

- **Storage Personnel:** Complete accurate records for each activity, ensure labels meet required standards.
- **Supervisors/Managers:** Review and verify documentation, monitor compliance, conduct periodic audits.
- **Quality Assurance:** Review records for completeness and adherence to regulatory requirements.

## 4. Procedures

### 4.1 Documentation of Storage Activities

- Record the receipt of materials/items, including date, batch/lot number, quantity, and condition upon arrival.
- Document specific storage locations assigned to each item.
- Update records when items are moved, used, or dispositioned.
- Complete storage logs and inventory sheets as per the approved format.

### 4.2 Labeling Standards

- All stored items must be labeled with at least the following:
  - Item name/description
  - Batch/Lot number (if applicable)
  - Date of receipt
  - Expiry date (if applicable)
  - Storage conditions (if specific requirements exist)
- Ensure labels are legible, durable, and securely attached.
- Replace damaged or illegible labels immediately.

### 4.3 Storage Condition Monitoring

- Regularly monitor and document storage conditions (e.g., temperature, humidity) as required.
- Use approved monitoring devices and log data as per schedule.
- Report deviations to supervisors/quality personnel for corrective action.

### 4.4 Record-Keeping and Updates

- All records must be clear, accurate, and completed in real-time or as soon as possible after the activity.
- Any corrections must be initialed and dated; do not use correction fluid.
- Documentation must be retained for the specified period as per regulatory and company requirements.
- Electronic records, if used, must be backed up regularly and access controlled.

## 5. Documentation and Records

Document/Record	Responsible Person	Retention Period
Storage logs/sheets	Storage Personnel	5 years
Labeling records	Storage Personnel	5 years
Storage condition monitoring logs	Quality/Storage Personnel	3 years
Audit/checklists	Supervisors/QA	3 years

## 6. Compliance and Review

- This SOP shall be reviewed annually or as regulatory requirements change.
- Training will be provided to all relevant personnel upon SOP issuance or significant updates.

## 7. References

- [List applicable regulatory standards, company policies, and guidelines]

## 8. Revision History

Version	Date	Description of Change	Approved By
1.0	[Insert Date]	Initial issue	[Name/Title]