

Standard Operating Procedure (SOP): Finished Goods Storage and Packaging Standards

This SOP defines the **finished goods storage and packaging standards**, including proper storage conditions, inventory management, packaging materials and methods, labeling requirements, handling procedures, quality control checks, and safety protocols. The goal is to maintain product integrity, ensure accurate identification, prevent damage, and facilitate efficient shipping and distribution processes.

1. Purpose

To establish standardized procedures for storing and packaging finished goods to ensure product quality, prevent damage, facilitate accurate identification, and support efficient shipping and distribution.

2. Scope

This SOP applies to all personnel involved in the storage and packaging of finished goods within the facility.

3. Responsibilities

- **Warehouse Staff:** Execute storage, packaging, labeling, and handling per the SOP.
- **Quality Control Personnel:** Conduct quality and safety checks as outlined.
- **Supervisors/Managers:** Oversee and verify compliance with this SOP.

4. Definitions

Term	Definition
Finished Goods	Products completed through manufacturing and ready for storage, shipment, or sale.
FIFO (First In, First Out)	Inventory management method where the oldest stock is used first.
Packaging	The process/materials used to protect, contain, and label finished goods for storage or shipping.

5. Procedure

5.1 Proper Storage Conditions

- Store goods in clean, dry, and well-ventilated areas.
- Maintain appropriate temperature and humidity as required by product specifications.
- Segregate items by batch/lot to avoid cross-contamination.
- Keep products off the floor using pallets or shelving.

5.2 Inventory Management

- Implement FIFO to ensure older inventory is shipped first.
- Use an inventory management system or records to track stock levels, locations, and expiry dates.
- Conduct regular inventory audits to reconcile physical and recorded quantities.

5.3 Packaging Materials and Methods

- Select packaging materials suitable for the product's weight, dimensions, and fragility.
- Inspect packaging for defects before use.
- Use proper sealing methods (tape, straps, shrink-wrap, etc.) for security and integrity.
- Avoid overpacking or underpacking to minimize breakage and movement.

5.4 Labeling Requirements

- Ensure all packages are clearly labeled with:
 - Product name and code
 - Batch/lot number
 - Quantity
 - Manufacturing and expiry dates (if applicable)
 - Storage and handling instructions (if required)
- Labels must be legible, durable, and securely affixed to each package.

5.5 Handling Procedures

- Use appropriate equipment (forklifts, pallet jacks, carts) for moving goods.
- Handle products carefully to prevent tipping, crushing, or contamination.
- Stack packages following designated guidelines to avoid damage or collapse.

5.6 Quality Control Checks

- Conduct inspections of packaging and labeling prior to storage and shipment.
- Verify all documentation matches physical goods (quantity, identification, batch, etc.).
- Report any discrepancies or damages to the quality department for corrective action.

5.7 Safety Protocols

- Follow facility safety procedures when handling and storing goods.
- Ensure all aisles and exits remain clear and unobstructed.
- Wear appropriate personal protective equipment (PPE) as required.

6. Documentation & Records

- Maintain records of inventory movement, inspections, and packaging activities for traceability.
- Store records as per company policy and regulatory requirements.

7. Revision History

Version	Date	Description	Approved By
1.0	2024-06-17	Initial release	[Name/Title]