

SOP Template: Labeling and Dating of All Stored Products

This SOP details the procedures for **labeling and dating of all stored products** to ensure accurate inventory management, traceability, and quality control. It covers the steps for proper product identification, date marking to track shelf life, and storage location labeling, aiming to prevent product mix-ups, reduce waste, and comply with regulatory requirements. This process is critical for maintaining product integrity and safety throughout storage and handling.

1. Purpose

To establish standardized procedures for labeling and dating all products in storage to support product traceability, compliance, and quality assurance.

2. Scope

This SOP applies to all employees responsible for receiving, storing, handling, and managing inventory of products within the facility.

3. Responsibilities

- **Warehouse/Storage Staff:** Label and date products as per procedures upon receipt or packaging.
- **Supervisors:** Ensure compliance with this SOP and perform routine checks.
- **Quality Assurance:** Audit and review labeling practices for accuracy and compliance.

4. Procedure

- Pre-Labeling Checks:**
 - Verify that the product matches the accompanying documentation (e.g., purchase order, packing list).
 - Inspect for damage or discrepancies prior to storage.
- Product Identification:**
 - Assign and affix a clear, legible label to each product or container.
 - Label must include:
 - Product name or code
 - Batch/lot number (if applicable)
 - Supplier or manufacturer (if applicable)
- Date Marking:**
 - Clearly write or print the following dates on each label:
 - Date received/produced
 - Expiration or best-before date (if applicable)
 - Use standardized date format: YYYY-MM-DD.
- Storage Location Labeling:**
 - Assign a unique identifier to each storage location (e.g., shelf number, bin code).
 - Document product location on inventory records and/or product label.
- Verification and Documentation:**
 - Record all label and date information in inventory management system or logbook.
 - Supervisors to verify correct labeling and dating during routine inspections.

5. Label Sample Format

Field	Example Entry
Product Name/Code	ABC123
Batch/Lot Number	Lot20240601
Date Received	2024-06-10
Expiration Date	2025-06-09
Storage Location	Shelf A5

6. Compliance

- Labels must adhere to applicable local, state, and federal regulations.
- Incorrect, missing, or illegible labeling must be corrected immediately and documented.

7. Records

- Labeling logs
- Inventory management system records
- Inspection checklists

8. Revision History

Date	Version	Description	Author
2024-06-10	1.0	Initial SOP release	[Your Name]