

Standard Operating Procedure (SOP): Order Packaging According to Product Requirements and Shipping Standards

This SOP details the process to **order packaging according to product requirements and shipping standards**, ensuring that all packaging materials and methods meet the specific needs of the product while complying with established shipping regulations. The procedure covers selection of appropriate packaging types, labeling, protection measures, and documentation to guarantee product integrity during transit and timely delivery to customers.

1. Purpose

To establish a standardized process for selecting and ordering packaging materials that fulfill both product protection needs and shipping compliance requirements.

2. Scope

- All product lines requiring shipment to customers.
- Applicable to warehouse, procurement, packaging, and shipping personnel.

3. Responsibilities

- **Procurement:** Source and order packaging materials according to approved specifications.
- **Warehouse:** Receive and inspect packaging materials.
- **Packing staff:** Use materials as outlined in this SOP.
- **Quality Assurance:** Ensure packaging meets product and regulatory standards.

4. Definitions

Term	Definition
Primary Packaging	Packaging in direct contact with the product.
Secondary Packaging	Outer packaging that provides additional protection and holds one or more primary packages.
Shipping Standards	Regulatory and carrier requirements for packaging, labeling, and documentation.

5. Procedure

- 1. Identify Product Packaging Requirements**
 - Review the product's characteristics (size, weight, fragility, perishability, etc.).
 - Determine if special protection (e.g., cushioning, thermal insulation, moisture barriers) is required.
 - Refer to product-specific packaging guidelines, if available.
- 2. Select Packaging Materials**
 - Choose primary and secondary packaging based on product requirements and volume.
 - Ensure materials comply with relevant shipping standards (e.g., UN ratings for hazardous materials, recyclable content, etc.).
 - Refer to **Appendix A: Approved Packaging Suppliers & Material Specs** as needed.
- 3. Order Packaging Materials**

- Complete purchase requisition using correct item codes and quantities.
 - Submit request to Procurement for supplier ordering.
 - Track order confirmation, delivery, and quality inspection upon receipt.
4. **Label and Prepare Packaging Materials**
- Label with identification codes and lot/batch numbers as required.
 - Store packaging in clean, dry, and designated areas.
5. **Apply Packaging**
- Packing staff must use prescribed materials and methods for each product type.
 - Add inner protection (void fill, bubble wrap, etc.) and seal packages adequately.
 - Affix shipping/compliance labels per carrier and regulatory standards.
6. **Documentation**
- Maintain records of packaging material orders, inspections, and product packaging specifications.
 - File shipping documents and compliance certifications as necessary.

6. Records

- Purchase requisitions and orders
- Packaging inspection checklists
- Shipping documentation (bills of lading, compliance forms)

7. References

- Product Packaging Guidelines (internal documentation)
- Carrier and regulatory packaging requirements

8. Appendix

- **Appendix A:** Approved Packaging Suppliers & Material Specifications
- **Appendix B:** Sample Packaging Diagrams and Instructions