# Standard Operating Procedure (SOP)

## Packaging, Labeling, and Documentation Procedures

This SOP details the **packaging, labeling, and documentation procedures** essential for ensuring product integrity, compliance with regulatory standards, and accurate traceability. It covers the selection of appropriate packaging materials, standardized labeling requirements, handling instructions, and thorough documentation practices. The objective is to guarantee that all products are securely packaged, clearly labeled, and properly documented to facilitate efficient distribution, minimize errors, and maintain quality control throughout the supply chain.

| SOP No. | [Insert Number] | Revision No. | [Insert Revision] |
|---|---|---|---|
| Effective Date | [Insert Date] | Approval | [Insert Name/Title] |

## 1. Purpose

To outline standardized procedures for packaging, labeling, and documenting products to maintain product quality, safety, and regulatory compliance.

## 2. Scope

This SOP applies to all personnel involved in packaging, labeling, and documenting products within [Department/Facility Name].

## 3. Responsibilities

- **Packaging Staff:** Execute packaging and labeling as per SOP.
- **Quality Assurance:** Verify packaging, labeling accuracy, and documentation completeness.
- **Supervisors/Managers:** Ensure staff training and SOP adherence.
- **Documentation Personnel:** Maintain accurate records as per regulatory and company requirements.

## 4. Procedure

1. **Packaging**:
   - Select packaging materials suitable for product type (e.g., boxes, bags, containers).
   - Inspect packaging materials for cleanliness and integrity.
   - Package products securely to prevent contamination, damage, or spillage during handling and transportation.
   - Seal packages according to product-specific guidelines.
2. **Labeling**:
   - Prepare labels with required information:
     - Product name/ID
     - Batch/lot number
     - Manufacture/expiry date
     - Quantity and unit
     - Regulatory and safety symbols (if applicable)
     - Handling/storage instructions
   - Ensure labels are legible, durable, and securely affixed to the packaging.
   - Cross-check labels for accuracy before application.
3. **Documentation**:
   - Complete and maintain the following records for each batch/shipment:
     - Packaging and labeling checklists
     - Product batch/lot records
     - Shipping/receiving forms
     - Inventory logs
     - Certificates of compliance (if required)
   - Ensure all documentation is signed, dated, and filed as per record retention policy.
   - Store electronic and paper records securely to maintain confidentiality and traceability.

## 5. Quality Control

- Perform random checks on packaged products and labels for compliance.
- Review documentation for completeness and accuracy regularly.
- Report and document any deviations or non-conformances immediately for corrective action.

## 6. Safety and Compliance

- Follow all relevant safety regulations and company guidelines during packaging and labeling.
- Ensure material safety data sheets (MSDS) are available for hazardous products.
- Comply with industry-specific regulatory labeling and documentation requirements.

## 7. Training

- All involved employees must be trained on this SOP before handling packaging, labeling, or documentation tasks.
- Refresher training should be provided annually or when SOP amendments are issued.

## 8. Revision History

| Revision | Effective Date | Description of Change | Approved By |
|----------|----------------|------------------------|-------------|
| [Insert] | [Insert] | [Insert] | [Insert] |