

SOP: Proper Labeling Guidelines

This SOP details **proper labeling guidelines** encompassing accurate representation of expiry dates, production dates, and allergen information. It ensures compliance with regulatory requirements, enhances consumer safety by providing clear and precise product information, and minimizes risks associated with allergen exposure. The guidelines cover label design, placement, font size, and mandatory content to guarantee consistency and readability across all product packaging.

1. Scope

This SOP applies to all staff involved in the design, printing, and application of product labels across [Company Name] facilities.

2. Responsibilities

- **Production:** Accurate recording of production and expiry dates for all batches.
- **Quality Assurance:** Verifies label accuracy, legibility, and regulatory compliance.
- **Design/Packaging:** Ensures all labels contain mandatory information and follow design standards.

3. Label Content Requirements

Mandatory Element	Description	Placement
Product Name	Exact name of the product	Front of package, prominent
Production Date	Date the product was manufactured	Near expiry date, backside or bottom
Expiry Date	Date after which the product should not be consumed	Backside or bottom, clearly labeled
Allergen Information	List of allergens present (e.g., milk, eggs, nuts)	Adjacent to ingredient list or highlighted in a box
Batch/Lot Number	Unique identifier for traceability	Backside or bottom

4. Label Design & Format Guidelines

- Font size for expiry and production dates: **Minimum 1.6 mm height**; allergen information: **bold and minimum 2.0 mm** if possible.
- All controls, warnings, and allergen information must be in contrasting color to background.
- Labels must not be obscured by packaging seams or folds; ensure visibility and legibility.
- Use approved terminology and date formats: *DD/MM/YYYY* or as required by regulation.

5. Procedure

1. Prepare label template as per company-approved format.
2. Input correct production and expiry dates for each production batch.
3. Review and update allergen information for each formulation.
4. Print and inspect labels for accuracy, placement, and legibility.
5. Attach labels to products before packaging is sealed.
6. Conduct random checks for label compliance during and after packaging process.
7. Record label lot numbers and associated batch details for traceability.

6. Allergen Labeling Specifics

- All known allergens must be listed in **bold font** and highlighted where possible.
- If cross-contact is possible, include “*May contain traces of...*” statement.
- Update allergen information immediately with any change in formulation or process.

7. Records & Documentation

- Maintain label samples and records for each product batch for at least [X] years.
- All label revisions must be documented with the reason and authorization signatures.

8. References

- Relevant national and international labeling regulations (e.g., FDA, EU Food Information Regulation)
- [Company Name] Labeling Policy