

Standard Operating Procedure (SOP)

Document Labeling and Watermarking Requirements

1. Purpose

This SOP defines the **document labeling and watermarking requirements** necessary to maintain document integrity, confidentiality, and traceability. The objective is to ensure all documents are properly identified and protected throughout their lifecycle to prevent unauthorized use and ensure compliance with organizational policies.

2. Scope

This SOP applies to all employees, contractors, and third parties creating, modifying, or handling organizational documents, both in print and digital formats, including sensitive or classified information.

3. Definitions

- **Label:** A clearly marked identifier (e.g., "Confidential", "Internal Use Only") applied to a document's header, footer, or cover page.
- **Watermark:** A semi-transparent mark or text embedded within a document to visually indicate sensitivity or ownership, without obscuring content.

4. Document Labeling Guidelines

- All documents must include a label indicating sensitivity/classification (e.g., Public, Internal, Confidential, Restricted).
- Labels must be placed consistently in:
 - Header and/or footer of each page.
 - Cover pages (for reports, proposals, and longer documents).
- Use standardized wording and organizational templates wherever possible.
- Classification labels must be clearly distinguishable in font, color, or size.

5. Watermark Specifications

- Apply watermarks on all sensitive and classified documents, both digital and printed.
- Watermark text example: "CONFIDENTIAL" or "INTERNAL USE ONLY".
- Font size: 36-72 pt, semi-transparent (opacity 20-40%), color: light grey or as pre-approved.
- Diagonal positioning across the center of the page is recommended for optimal visibility.
- Ensure watermark does not obscure critical content (text, images, tables).

6. Positioning & Formatting

- Labels must appear on every page (header/footer placement) unless otherwise approved.
- Watermarks must be placed behind the document content layer.
- For cover pages, both label and watermark should be present and prominent.
- Review templates regularly to ensure visibility and non-obstruction of content.

7. Handling Sensitive/Classified Information

- Only authorized personnel may apply, modify, or remove classification labels and watermarks.
- Before sharing or distribution, verify correct labeling and watermarking per classification level.
- For external distribution, remove or adjust markings according to recipient's access rights.
- Maintain a document log or register for highly sensitive documents, recording labeling/watermarking status.

8. Compliance & Review

- Review this SOP annually or when regulatory/organizational requirements change.
- Non-compliance may result in disciplinary action or revocation of document handling privileges.

9. Revision History

Date	Version	Description	Author
2024-06-01	1.0	Initial creation	SOP Administrator