Standard Operating Procedure (SOP)

Finished Goods Packaging and Labeling Standards

This SOP defines the **finished goods packaging and labeling standards**, covering packaging material requirements, labeling accuracy, compliance with regulatory guidelines, quality control procedures, packaging integrity checks, proper documentation, and shipment preparation. The goal is to ensure products are securely packaged and clearly labeled to maintain product quality and provide essential information to customers and regulatory authorities.

1. Scope

This SOP applies to all finished goods prepared for shipment from the facility, including internal and external customers.

2. Responsibilities

- **Production Staff:** Ensure products are properly packaged and labeled according to this SOP.
- **Quality Assurance:** Verify packaging and labeling meet standards before release.
- **Warehouse/Logistics:** Handle, store, and prepare finished goods for shipment.

3. Materials and Equipment

- Approved packaging materials (boxes, containers, pallets, shrink wrap, etc.)
- Labeling supplies (labels, printers, markers)
- Packaging tools (tape guns, strapping machines, etc.)
- Documentation forms/checklists

4. Packaging Material Requirements

1. Use only approved, damage-free packaging materials suitable for the product's size, weight, and fragility.
2. All packaging components must comply with company and regulatory guidelines (e.g., food grade, hazardous material standards as needed).
3. Maintain records of packaging material lot numbers for traceability.

5. Labeling Standards

1. All finished goods must be labeled before leaving the production area.
2. Labels must include, at minimum:
   - Product name and code
   - Batch/lot number
   - Manufacturing and expiry dates (if applicable)
   - Quantity/weight/volume
   - Storage/handling instructions
   - Regulatory marks (as required)
3. Labels must be clear, legible, accurate, and firmly attached to the package.
4. For export products, ensure all local and international labeling regulations are satisfied.

6. Regulatory Compliance

1. Verify packaging and labeling conform to applicable regulatory requirements (e.g., FDA, EU, OSHA, etc.).
2. Maintain up-to-date regulatory documentation for inspection when needed.

7. Quality Control and Integrity Checks

1. Inspect 100% of finished goods for correct packaging and labeling before storage or shipment.
2. Check for package integrity:
   - No visible damage or contamination
   - Proper sealing, closure, and tamper evidence
3. Document all inspections and retain records for traceability.
4. Segregate and report any non-conforming products following the non-conformance procedure.

8. Documentation

1. Complete packaging and labeling checklists for each batch or shipment.
2. Maintain a record of packaging material lots and label templates used.
3. File all documents as per the company document control policy.

9. Shipment Preparation

1. Consolidate packaged goods onto pallets or transport containers as per shipment plan.
2. Secure packages to prevent movement and damage in transit.
3. Verify shipping labels and documents are accurately prepared and attached.
4. Release shipment only after final QA approval.

10. References

- Company Packaging and Labeling Policy
- Applicable Regulatory Guidelines (list specific to country/industry)

11. Revision History

Version	Date	Description	Author
1.0	2024-06-23	Initial Release	SOP Template Generator