Standard Operating Procedure (SOP): Label Printing, Verification, and Storage Controls

This SOP details the procedures for **label printing, verification, and storage controls**, covering the accurate generation of labels, thorough verification processes to ensure label correctness and compliance, and secure storage methods to maintain label integrity and prevent mix-ups. The objective is to guarantee precise product identification, traceability, and consistency throughout production and distribution phases.

1. Purpose

To establish standardized procedures for the printing, verification, and secure storage of product labels, ensuring label integrity across all stages of the supply chain.

2. Scope

This SOP applies to all personnel involved in label creation, verification, and storage within the organization for products requiring regulated identification.

3. Responsibilities

- **Label Printing Staff:** Generate labels as per approved templates and orders.
- **Quality Assurance (QA):** Verify label accuracy and maintain records of checks.
- **Warehouse/Storage Personnel:** Ensure labels are securely stored and issued on a first-in, first-out (FIFO) basis.
- **Supervisors/Managers:** Train relevant staff and monitor compliance with this SOP.

4. Procedure

4.1 Label Printing

1. Only personnel with proper authorization shall access label printing systems.
2. Use approved label templates and input correct product data (product name, batch number, expiration date, etc.).
3. Visually inspect the first printed label for clarity, completeness, and accuracy.
4. Print the required number of labels as per the production order.

4.2 Label Verification

1. Conduct independent verification of the labels by QA or a designated verifier.
2. Cross-check the printed label data against the approved batch record and product specifications.
3. Document each verification (date, batch, label details, and verifier's signature).
4. If discrepancies are found, immediately stop usage, segregate affected labels, and investigate.

4.3 Label Storage Controls

1. Segregate printed labels by product, batch, and status (approved/rejected) in clearly labeled, secure containers or designated storage areas.
2. Restrict label storage access to authorized personnel only.
3. Implement FIFO policy for label issuance.
4. Maintain an inventory log detailing label issuance, returns, and destruction (if applicable).

5. Store labels in conditions that prevent physical or environmental damage (e.g., away from moisture, dust, and direct sunlight).

5. Documentation

- Label Printing Logs
- Verification Checklists
- Label Inventory/Storage Logs
- Deviation/Issue Reports (if applicable)

6. Training

All relevant personnel must be trained on this SOP prior to being assigned label-related duties. Training records must be retained.

7. Appendices

Document Name	Description
Label Verification Checklist	Checklist for verifying all required label elements
Label Printing Log Template	Record of all label printing activities including batch details, quantity, date, and operator
Label Inventory Log	Form for tracking storage and issuance of labels

Note: Non-compliance with label controls can result in product mix-up, recall, or regulatory action.