

# Standard Operating Procedure (SOP)

## Packaging Material Storage and Handling Guidelines

This SOP provides comprehensive **packaging material storage and handling guidelines** to ensure the safe and efficient management of packaging materials. It covers proper storage conditions, inventory control, handling procedures, and safety measures to prevent damage, contamination, and workplace hazards. The goal is to maintain the quality of packaging materials, optimize storage space, and promote a safe working environment for all personnel involved in packaging operations.

### 1. Purpose

To define the procedures for storage, handling, and control of packaging materials to ensure their quality, safety, and traceability within the facility.

### 2. Scope

This SOP applies to all personnel involved in the receipt, storage, handling, and management of packaging materials used in production.

### 3. Responsibilities

- **Warehouse Staff:** Receive, inspect, store, and issue packaging materials as per guidelines.
- **Quality Assurance:** Review and verify the condition and compliance of packaging materials.
- **Production Team:** Report any issues or discrepancies with packaging materials.

### 4. Procedure

#### 4.1 Receipt of Packaging Materials

- Inspect all incoming packaging materials for damage, contamination, and conformity with purchase specifications.
- Document and label all received materials with appropriate identification (batch number, date received, etc.).
- Segregate any materials that do not meet quality standards and report to Quality Assurance.

#### 4.2 Storage Conditions

- Store materials in a designated, clean, dry, and well-ventilated area.
- Avoid direct sunlight and exposure to moisture or extreme temperatures.
- Follow FIFO (First-In-First-Out) or FEFO (First-Expiry-First-Out) principles, as applicable.
- Segregate different types and grades of packaging material to avoid cross-contamination or mix-ups.
- Maintain a minimum distance of 30 cm from walls and at least 60 cm clearance from the ceiling.
- Keep aisles and fire exits clear at all times.

#### 4.3 Inventory Control

- Maintain up-to-date inventory records, including receipts, issues, lot numbers, and storage locations.
- Perform regular stock counts and reconcile discrepancies.
- Monitor expiry dates and initiate removal of expired or obsolete materials.

#### 4.4 Handling of Packaging Materials

- Handle all materials with care to prevent physical damage and contamination.
- Use appropriate lifting equipment (e.g., trolleys, forklifts) for heavy or bulky items.
- Ensure staff wears appropriate PPE (Personal Protective Equipment).
- Do not place materials directly on the floor; use pallets or racks.

#### 4.5 Safety Measures

- Keep the storage area clean, dry, and free from pests.
- Ensure proper signage and labeling of hazardous materials, if any.
- Train staff on safe material handling and emergency response procedures.
- Immediately report and address any accidents, spills, or exposure incidents.

4.6 Disposal of Damaged or Expired Materials

- Identify and segregate materials that are damaged, contaminated, or expired.
- Document the reason for disposal and follow facility disposal procedures.
- Obtain authorization for disposal from the designated authority.

5. Documentation and Records

- Maintain records for receipt, inspection, storage, issuance, and disposal of packaging materials.
- Ensure records are accurate, legible, and readily retrievable for review and audits.

6. References

- Company Quality Manual
- Good Manufacturing Practice Guidelines
- Safety Data Sheets (for hazardous materials, if applicable)

7. Revision History

Version	Date	Change Description	Approved By
1.0	2024-06-17	Initial release	QA Manager

*This document is controlled. Please ensure use of the most current version.*