

Standard Operating Procedure (SOP)

Finished Goods Packaging and Labeling Requirements

This SOP defines the **finished goods packaging and labeling requirements** to ensure that all products are securely packaged and accurately labeled before distribution. It covers packaging materials, methods, quality standards, labeling information such as product details, batch numbers, expiry dates, and compliance with regulatory guidelines. The objective is to maintain product integrity, ensure traceability, and provide clear information to customers, thereby supporting effective inventory management and regulatory compliance.

1. Purpose

To standardize the procedures for packaging and labeling finished goods in order to maintain product quality, safety, and compliance with applicable regulations.

2. Scope

This SOP applies to all finished goods produced by [Company Name], including products intended for sale or distribution.

3. Responsibilities

- **Production Team:** Responsible for ensuring products are packaged according to specifications.
- **Quality Assurance (QA):** Verifies packaging integrity and labeling accuracy.
- **Warehouse/Logistics:** Ensures proper handling, storage, and dispatch of packaged goods.

4. Packaging Requirements

1. Use only approved and specified packaging materials per product type (refer to Packaging Material Specifications document).
2. Check all packaging materials for defects before use.
3. Package products in a manner that prevents damage, contamination, or deterioration during storage and transportation.
4. Seal all packaging securely using approved methods (e.g., heat-sealing, taping, strapping).
5. Complete and document in-process checks on packaging quality as per the quality checklist.

5. Labeling Requirements

1. Each finished good must have a clearly visible and legible label affixed to the primary packaging.
2. Labels must include the following information:
 - Product name and code
 - Batch or lot number
 - Manufacturing and expiry dates
 - Quantity/weight/volume
 - Storage conditions (if applicable)
 - Regulatory symbols and compliance marks (as required)
 - Manufacturer's name and address
 - Any special handling information
3. Ensure label adhesion and durability throughout the product's shelf life.
4. Cross-check label data with batch records and QA-approved templates before application.
5. Labels must comply with all local, national, and international regulations relevant to the destination market.

6. Documentation

- Maintain records of packaging and labeling checks.
- Retain packaging and labeling specifications, inspection checklists, and deviation reports.
- Document and report any discrepancies or non-conformities to QA immediately.

7. Quality Controls

1. QA to perform random inspections of packaged and labeled products prior to warehouse release.
2. Reject and rework any products failing to meet packaging or labeling requirements.
3. Document inspection findings and corrective actions.

8. Regulatory Compliance

- Ensure all packaging and labeling processes comply with relevant industry standards, government regulations, and

customer requirements.

- Update SOP as regulatory or customer requirements change.

9. Revision History

Version	Date	Description of Change	Reviewed By	Approved By
1.0	[Insert Date]	Initial Release	[Name]	[Name]