

SOP: Labeling and Barcoding Processes

This SOP defines the **labeling and barcoding processes** to ensure accurate identification and tracking of products throughout the supply chain. It covers label creation standards, barcode generation, placement guidelines, quality control checks, and documentation requirements. The objective is to enhance inventory management, reduce errors, and facilitate efficient product traceability from production to delivery.

1. Purpose

To standardize the methods for labeling and barcoding products for accurate identification, inventory management, and traceability.

2. Scope

This procedure applies to all products manufactured, stored, and shipped by [Company/Department Name].

3. Responsibilities

- Production Staff: Ensure products are labeled and barcoded per this SOP.
- Quality Control: Conduct label and barcode verification checks.
- Warehouse Staff: Confirm label/barcode integrity upon receipt, storage, and shipment.

4. Procedure

4.1 Label Creation Standards

- Labels must include: Product Name, SKU/Batch Number, Manufacturing Date, Expiry Date (if applicable).
- Label materials must be durable and suitable for product and storage environments.
- Information on labels should be clearly legible, using fonts and sizes as prescribed in [Appendix A](#).

4.2 Barcode Generation

- Barcodes must be generated using [specified standard, e.g., Code 128, QR Code].
- Each product unit must have a unique and scannable barcode.
- Barcodes to be generated using approved software/tools.
- Include human-readable interpretation below the barcode.

4.3 Placement Guidelines

- Affix labels/barcodes on primary packaging surfaces (not obstructed by seams or folds).
- Placement should locate the label/barcode for easy access and scanning throughout the supply chain.
- Refer to product-specific placement diagrams in [Appendix B](#).

4.4 Quality Control Checks

- Visual checks: Verify all information on labels/barcodes is correct and legible.
- Functional checks: Use a scanner to verify barcode readability and accuracy.
- Document failed checks & corrective actions in [QC Log Sheet](#).

4.5 Documentation Requirements

- Maintain batch-wise records of label/barcode formats and details.
- Document all quality control checks and corrective actions.
- Retain copies of labels/barcodes for a minimum of [X] years.

5. References

- [Company Labeling Standard, Version & Date]
- [Barcode Specification Document]
- [Inventory Management Policy]

6. Revision History

Version	Date	Description of Change	Approved by
1.0	2024-06-27	Initial release	[Name/Title]