SOP: Packaging and Bagging Standards

This SOP details the **packaging and bagging standards** to ensure products are securely packed, protected during transit, and meet industry quality requirements. It covers material selection, packing techniques, labeling, weight specifications, and quality inspections to maintain product integrity and customer satisfaction throughout storage and distribution.

1. Purpose

To standardize the packaging and bagging process for all products to ensure protection, compliance, and quality from packing through delivery.

2. Scope

This SOP applies to all personnel responsible for packaging, warehouse, and logistics operations.

3. Responsibilities

- **Packing Staff:** Follow standards for materials, techniques, and labeling.
- **Supervisors:** Ensure compliance and provide training as needed.
- **Quality Assurance:** Conduct inspections and audits on packed goods.

4. Procedure

4.1 Material Selection

- Use approved materials only (boxes, bags, cushioning, sealants).
- Ensure materials are free from damage, contamination, or defects.
- Choose packaging appropriate for product type and weight.

4.2 Packing Techniques

1. Place products centrally in chosen packaging to prevent shifting.
2. Add cushioning material (e.g., bubble wrap, foam, paper) to fill empty space.
3. Seal packages or bags securely using approved methods (tape, heat sealing, strapping).
4. Avoid overpacking or underpacking; contents should not move after sealing.

4.3 Labeling Requirements

- Affix clear, legible labels with product name, SKU, batch/lot number, quantity, and handling instructions.
- Include destination address and any regulatory or safety symbols as required.
- Remove or cover old labels before use.

4.4 Weight and Measurement Specifications

- Ensure packed units do not exceed maximum weight limits specified below:

Package Type	Max Weight
Small Box	10 kg
Medium Box	20 kg
Large Bag	25 kg

- Use calibrated scales for weight verification.
- Document deviations and inform supervisors if limits are exceeded.

4.5 Quality Inspections

1. Randomly inspect packed items for:
   - Correct materials and labels

- Secure seals and restraints
- Absence of visible damage

2. Record inspection results. Address discrepancies immediately.
3. Review and update SOP in response to recurring quality issues.

5. Documentation and Records

- Maintain logs of packing materials used, lot numbers, and inspection batches.
- Document any deviations, corrective actions, and traceability requirements.

6. Safety and Compliance

- Follow all safety guidelines when operating packing equipment or handling heavy loads.
- Comply with applicable regulations for hazardous, perishable, or sensitive goods.

7. Review and Revision

- This SOP will be reviewed annually or as process changes require.
- Document all changes with approval signatures and revision dates.

Approval: _____
Date: _____