# SOP: Packaging Standards and Labeling Requirements

This SOP defines **packaging standards and labeling requirements** to ensure product integrity, compliance with regulatory guidelines, and clear communication to consumers. It covers material specifications, packaging design, labeling information including ingredients, expiration dates, barcodes, and safety warnings, as well as quality control measures to guarantee consistency and accuracy in all packaged products.

## 1. Purpose

To establish clear packaging and labeling procedures that ensure consistency, compliance, and product safety for all finished products.

## 2. Scope

This SOP applies to all products, staff, and processes involved in packaging and labeling within the organization.

## 3. Responsibilities

- **Packaging Team:** Follow specifications for materials and design.
- **Quality Assurance:** Verify compliance with standards and regulations.
- **Regulatory Affairs:** Ensure labels meet all applicable laws.
- **Supervisors:** Enforce this SOP and maintain documentation.

## 4. Packaging Standards

- **Material Specifications:**
  - Use approved, food-safe (or relevant) materials based on product type.
  - Materials must prevent contamination and ensure product integrity.
- **Design Requirements:**
  - Designs must include required information space and tamper-evident features as needed.
  - Packages should be able to withstand transportation and storage conditions.

## 5. Labeling Requirements

| Label Element | Description | Example |
|---|---|---|
| Product Name | Clear, common name of the product | Organic Dried Apricots |
| Ingredients List | All components listed in descending order by weight | Apricots, Sulfur Dioxide (as preservative) |
| Net Quantity | Accurate net weight or volume statement | 250g |
| Manufacturer Info | Name and address of manufacturer/importer/distributor | ABC Foods, 123 Main St, City, Country |
| Batch/Lot Number | Unique code for traceability | BATCH #042023A |
| Manufacture & Expiry Date | Production and expiration dates in compliant format | MFG: 2024-01-10 EXP: 2025-01-09 |
| Barcode/QR Code | Machine-readable code for tracking and retail | Barcode/QR present |
| Storage Conditions | Instructions for best storage | Store in a cool, dry place |
| Allergen & Safety Warnings | Clearly displayed, as mandated | Contains sulfites. May contain traces of nuts. |

# 6. Procedures

1. Review packaging materials against approved specifications before use.
2. Verify label templates for accuracy and current regulation compliance.
3. Print and affix labels according to positioning guidelines.
4. Inspect each lot for correct label information and package integrity.
5. Document batch numbers and all checks in a quality control log.
6. Quarantine and report any packaging or labeling errors to QA for investigation and corrective action.

# 7. Quality Control Measures

- Random sampling and inspection of finished goods.
- Checklist-based verification for label content and placement.
- Internal audits to ensure ongoing adherence to standards.
- Immediate corrective actions for non-conformities discovered.
- Retention of packaging and labeling records for regulatory review.

# 8. References

- Applicable national and international packaging and labeling regulations
- Internal Specifications Manual
- Latest version of product labeling guidelines

# 9. Revision History

| Version | Date | Description of Change | Revised By |
|---------|------|----------------------|------------|
| 1.0 | 2024-06-15 | Initial SOP release | Regulatory Affairs |