

Standard Operating Procedure (SOP)

Product Packaging and Labeling Requirements

This SOP details the **product packaging and labeling requirements** essential for ensuring compliance with regulatory standards and enhancing brand consistency. It covers guidelines for packaging materials, labeling information accuracy, safety warnings, batch numbers, expiration dates, and barcoding. The procedure aims to guarantee product integrity, consumer safety, and facilitate efficient inventory management and traceability throughout the supply chain.

1. Purpose

To establish standardized requirements and procedures for product packaging and labeling that ensure compliance, integrity, safety, and traceability of products.

2. Scope

This SOP applies to all products manufactured, packed, and labeled within the organization for distribution and sale.

3. Responsibilities

- **Quality Assurance (QA):** Ensure packaging and labeling meet regulatory and company standards.
- **Production Team:** Implement packaging and labeling as per specification.
- **Warehouse & Logistics:** Verify integrity before storage and shipment.
- **Regulatory Affairs:** Monitor updates to relevant laws and guidelines.

4. Procedure

1. **Packaging Materials**
 - Must be approved and conform to product type, regulatory requirements, and material safety standards.
 - Must prevent contamination, spoilage, and damage during storage and transportation.
 - Environmentally responsible and recyclable materials should be used where possible.
2. **Labeling Information**
 - Clearly display product name, brand, and logo.
 - Include net contents, weight, or volume as applicable.
 - Accurate product description and ingredient list where applicable.
 - Allergen information if required.
3. **Safety Warnings and Regulatory Notices**
 - Must include relevant safety symbols and warnings.
 - Legal disclaimers as mandated by regional or international regulations.
4. **Batch Numbers & Expiration Dates**
 - Each package must be printed or labeled with a traceable batch (or lot) number.
 - Clearly indicate manufacturing and expiration dates (as applicable).
5. **Barcoding & Serialization**
 - Apply unique barcodes or serialization for inventory tracking and traceability.
 - Ensure barcode readability and placement as per company guidelines.
6. **Label Application**
 - Labels must be applied securely and positioned for clear visibility.
 - Check for accuracy and legibility of printed data.
7. **Final Inspection and Documentation**
 - Conduct final inspection of packaging and labeling prior to product release.
 - Maintain records of packaging and labeling batches for traceability.

5. Records and Documentation

- Copy of product labels and packaging materials.
- Batch and inventory tracking logs.
- Inspection and compliance checklists.
- Deviation and corrective action reports (if applicable).

6. References

- Relevant local and international packaging and labeling regulations (e.g., FDA, EU, ISO standards).
- Company packaging and labeling specification documents.

7. Revision History

Version	Date	Description	Approved By
1.0	2024-06-13	Initial Release	[Name]