

SOP - Label Verification

Food Safety & Quality Template · Provided by GIFSQ

Wrong label, wrong allergen declaration, wrong date - mislabelling recalls are embarrassingly common and entirely preventable. This SOP makes the start-of-run label check a habit nobody skips.

SOPs only work if people actually read them. Train each operator, get the read-and-understood signature, and keep the language as plain as the job allows - this isn't the place to show off vocabulary.

1. Document control

Field	Details
Document title	SOP - Label Verification
Document no.	[QA-SOP-015]
Version	[1.0]
Effective date	[YYYY-MM-DD]
Prepared by	[Name / Title / Date]
Approved by	[Name / Title / Date]
Review date	[YYYY-MM-DD]

2. Purpose

To ensure every product run carries the correct label, allergen declaration and date code.

3. Scope

Applies to all packing and labelling operations at [site name].

4. Responsibilities

Role	Responsibility
Packing operators	Perform label checks per this SOP.
QA / Supervisor	Approves first-off labels; investigates mismatches.

5. Materials and equipment

- Approved label artwork / specification for the product
- Label verification log
- First-off label retention file

6. Safety precautions

- Keep label rolls and packaging off the floor and away from allergen zones.

7. Procedure

Follow the steps in order. Steps marked [CHECK] are the ones people skip under pressure - don't.

1. Before the run, pull the approved label specification for the product - not last week's leftover roll.
[CHECK]
2. Check the label against the spec: product name, ingredients, allergens (bolded per local rules), net weight, business name/address, date code format and storage instructions.
3. Print/apply the first labels and get QA or supervisor sign-off on the first-off - keep it as the retained sample. [CHECK]
4. Verify the date coder prints the correct date/lot; check legibility on the pack.
5. Re-check after every reel change, product change, and [frequency] during long runs.
6. Destroy obsolete labels and packaging - don't leave them where they can be picked up by mistake.
[CHECK]
7. On any mismatch: stop the line, quarantine product since the last good check, and notify QA immediately.

8. Records

- Label verification log

- First-off retained labels
- Obsolete label destruction records

9. Revision history

Version	Date	Change description	Changed by
1.0	[YYYY-MM-DD]	Initial issue	[Name]

Approval and control

Role	Name	Signature	Date
Prepared by	[Name]	[Signature]	[Date]
Reviewed by (QA)	[Name]	[Signature]	[Date]
Approved by	[Name]	[Signature]	[Date]

Keep completed forms for [Define retention period, e.g., 2 years beyond shelf life] at [defined location] - and make sure someone besides you knows where that is.

General use: This template contains no country-specific laws or regulator names and suits any food business — restaurant, catering, food manufacturing, retail, or food service. Adapt temperature limits, legal references, and record-retention periods to your local regulations. Provided by GIFSQ · v1.0 · September 2026