

Sample of a Packaging Quality Control Checklist (your specific tests and checks will vary depending on your type of product and the packaging being used):

### **Product Label Verification**

- Verify that the item number and product description are correct.
- Verify that the manufacturer information such as PO, lot code, and expiration date (if applicable) are printed clearly and easy to read.

### **Product Appearance**

- Verify that the product is free from visual defects, damages, and contamination.
- Verify that the product color, size, and shape match the product specification sheet and the label.

### **Packaging Integrity**

- Verify that the packaging is protected, correctly packed, and securely sealed.
- Verify that the packaging is the correct type and size for the product.
- Verify that the packaging material meets the product specifications.

### **Packing List Verification**

- Verify that the product and quantity match the packing list.
- Verify that the packing list is clearly printed and easy to read.
- Check to see if there are other packing special instructions to follow.
- If COCs are required, ensure that one is included in the shipment.
- Verify that the packing list is signed off and included in the shipment.

### **Shipping Verification**

- Verify that the shipping label (if required) is clearly printed and easy to read.
- Verify that the shipment is being sent to the correct destination.
- Verify that the shipment is secured correctly and not at risk of damage during transit.
- If a seal is required, ensure that the seal number matches the shipping document.