

FREE OPERATIONAL TEMPLATE

Packaging Quality Checklist

Use this 60-point checklist to inspect packaging materials, receiving, storage, line setup, dimensions, defects, seals, closures, labels, coding, fill quantity, transport protection, release, and corrective-action closure.

Site / line

Audit date

Auditor

QA / production lead

1. Audit setup, packaging scope, specifications, risk, and ownership

1

Confirm the site, production line, product or SKU, audit date, auditor, production lead, quality lead, reviewer, and packaging areas included in the check.

PACKAGING QUALITY

NAME | Enter

DATE / TIME | Enter

APPROVAL | Enter

Execution tip: Confirm the exact packaging level, specification revision, risk rules, sampling plan, and release authority before starting the audit.

2

Define the approved packaging specification, drawings, bill of materials, material codes, artwork revisions, tolerances, sampling plan, and acceptance or rejection criteria.

PACKAGING QUALITY

Finding / record	Current	Owner	Evidence	Action

Execution tip: Confirm the exact packaging level, specification revision, risk rules, sampling plan, and release authority before starting the audit.

3

Confirm whether the scope covers primary packs, labels, closures, inserts, secondary cartons, cases, pallets, transport packaging, or all packaging levels.

PACKAGING QUALITY

Compliant

Partial

Non-compliant

N/A

Execution tip: Confirm the exact packaging level, specification revision, risk rules, sampling plan, and release authority before starting the audit.

4

Review previous packaging defects, customer complaints, returns, line holds, supplier issues, rework, waste, and overdue corrective actions.

PACKAGING QUALITY

Finding / record	Current	Owner	Evidence	Action

Execution tip: Confirm the exact packaging level, specification revision, risk rules, sampling plan, and release authority before starting the audit.

5

Identify critical failures such as wrong artwork, missing allergen or date information, open seals, broken tamper evidence, contamination, foreign material, or mixed product identity.

CRITICAL

PACKAGING QUALITY

Compliant

Partial

Non-compliant

N/A

Execution tip: Confirm the exact packaging level, specification revision, risk rules, sampling plan, and release authority before starting the audit.

6

Confirm ownership and escalation routes for suppliers, warehouse, production, engineering, quality, product release, quarantine, and corrective-action closure.

PACKAGING QUALITY

Finding / record	Current	Owner	Evidence	Action

Execution tip: Confirm the exact packaging level, specification revision, risk rules, sampling plan, and release authority before starting the audit.

2. Supplier approval, material compliance, receiving, and incoming inspection

- 7
- Verify packaging suppliers are approved and current specifications, certificates, declarations, change notifications, and certificates of analysis or conformance are available where required.

PACKAGING QUALITY

Finding / record	Current	Owner	Evidence	Action

Execution tip: Sample across different pallets, cartons, reels, and lot positions so incoming inspection represents the full delivery, not one convenient sample.

- 8
- Confirm each incoming delivery matches the purchase order, approved supplier, material code, lot or batch, quantity, packaging level, and current specification revision.

PACKAGING QUALITY

Compliant Partial Non-compliant N/A

Execution tip: Sample across different pallets, cartons, reels, and lot positions so incoming inspection represents the full delivery, not one convenient sample.

- 9
- Measure representative samples for dimensions, thickness, weight, gauge, colour, print, finish, or other material properties defined in the incoming standard.

PACKAGING QUALITY

ACTUAL | Enter LIMIT | Enter DEVICE ID | Enter

Execution tip: Sample across different pallets, cartons, reels, and lot positions so incoming inspection represents the full delivery, not one convenient sample.

- 10
- Inspect incoming materials for contamination, moisture, unusual odour, pests, foreign material, crushing, tears, dents, mixed lots, and transport damage before acceptance.

CRITICAL

PACKAGING QUALITY

Acceptable Needs action Reject / hold LIVE PHOTO | Add

Execution tip: Sample across different pallets, cartons, reels, and lot positions so incoming inspection represents the full delivery, not one convenient sample.

- 11
- Verify the receiving sampling plan is followed and samples represent different pallets, cartons, reels, batches, or positions rather than only the easiest material to inspect.

PACKAGING QUALITY

Compliant Partial Non-compliant N/A

Execution tip: Sample across different pallets, cartons, reels, and lot positions so incoming inspection represents the full delivery, not one convenient sample.

- 12
- Quarantine or reject nonconforming materials, identify the affected quantity, notify the supplier, and record the decision, evidence, and replacement or corrective-action requirement.

PACKAGING QUALITY

Finding / record	Current	Owner	Evidence	Action

Execution tip: Sample across different pallets, cartons, reels, and lot positions so incoming inspection represents the full delivery, not one convenient sample.

3. Storage, handling, material protection, staging, and line clearance

13

Confirm packaging materials are stored clean, dry, undamaged, off the floor, away from walls, and within any specified temperature, humidity, light, or shelf-life limits.

PACKAGING QUALITY

Compliant

Partial

Non-compliant

N/A

Execution tip: Keep packaging covered, identified, and separated throughout storage and staging, and complete line clearance before every product or artwork

14

Protect food-contact and sensitive packaging from chemicals, allergens, dust, pests, water, direct handling, uncontrolled air exposure, and other contamination risks.

CRITICAL

PACKAGING QUALITY

Acceptable

Needs action

Reject / hold

LIVE PHOTO | Add

Execution tip: Keep packaging covered, identified, and separated throughout storage and staging, and complete line clearance before every product or artwork

15

Verify FIFO or FEFO rotation, lot identification, status labels, stock records, and traceability remain intact from receipt through line issue and return to storage.

PACKAGING QUALITY

Compliant

Partial

Non-compliant

N/A

Execution tip: Keep packaging covered, identified, and separated throughout storage and staging, and complete line clearance before every product or artwork

16

Check opened cartons, bags, reels, sleeves, caps, labels, and inserts are resealed, covered, identified, and protected from mix-up or deterioration.

PACKAGING QUALITY

Finding / record	Current	Owner	Evidence	Action

Execution tip: Keep packaging covered, identified, and separated throughout storage and staging, and complete line clearance before every product or artwork

17

Confirm line-side staging separates approved materials by product, SKU, artwork, batch, and status and prevents excessive exposure, crushing, bending, or contamination.

PACKAGING QUALITY

Compliant

Partial

Non-compliant

N/A

Execution tip: Keep packaging covered, identified, and separated throughout storage and staging, and complete line clearance before every product or artwork

18

Complete documented line clearance before startup or changeover by removing previous materials, labels, components, codes, samples, waste, and obsolete documents from the area.

CRITICAL

PACKAGING QUALITY

Acceptable

Needs action

Reject / hold

LIVE PHOTO | Add

Execution tip: Keep packaging covered, identified, and separated throughout storage and staging, and complete line clearance before every product or artwork

4. Packaging equipment setup, tooling, changeover, calibration, and first-off approval

19 Verify the packaging machine, tooling, moulds, sealing jaws, guides, printers, labelers, fillers, cappers, and conveyors are set to the approved product and pack specification.

PACKAGING QUALITY

ACTUAL | Enter

LIMIT | Enter

DEVICE ID | Enter

Execution tip: Approve a first-off pack only after the material, artwork, code, fill, seal, tooling, sensors, and critical machine settings have all been verified.

20 Check the calibration, service status, cleanliness, and function of scales, torque tools, seal testers, barcode scanners, vision systems, sensors, and test equipment.

PACKAGING QUALITY

Compliant

Partial

Non-compliant

N/A

Execution tip: Approve a first-off pack only after the material, artwork, code, fill, seal, tooling, sensors, and critical machine settings have all been verified.

21 Confirm the correct packaging material, label, closure, liner, ink, adhesive, ribbon, code format, and product recipe are loaded before production begins.

CRITICAL

PACKAGING QUALITY

Acceptable

Needs action

Reject / hold

LIVE PHOTO | Add

Execution tip: Approve a first-off pack only after the material, artwork, code, fill, seal, tooling, sensors, and critical machine settings have all been verified.

22 Complete and approve a first-off pack against the current specification, artwork master, code requirements, seal standard, fill requirement, and retained reference sample.

PACKAGING QUALITY

Finding / record	Current	Owner	Evidence	Action

Execution tip: Approve a first-off pack only after the material, artwork, code, fill, seal, tooling, sensors, and critical machine settings have all been verified.

23 Test sensors, reject devices, interlocks, alarms, code verification, missing-component detection, and line-stop controls before normal production.

PACKAGING QUALITY

Compliant

Partial

Non-compliant

N/A

Execution tip: Approve a first-off pack only after the material, artwork, code, fill, seal, tooling, sensors, and critical machine settings have all been verified.

24 Record seal temperature, pressure, dwell time, cap torque, adhesive settings, forming conditions, or other critical machine parameters and verify they remain within approved limits.

CRITICAL

PACKAGING QUALITY

ACTUAL | Enter

LIMIT | Enter

DEVICE ID | Enter

Execution tip: Approve a first-off pack only after the material, artwork, code, fill, seal, tooling, sensors, and critical machine settings have all been verified.

5. Primary packaging material quality, dimensions, fit, appearance, and defects

25 Inspect food-contact or product-contact surfaces for cleanliness, damage, foreign material, unusual odour, lubricant, ink transfer, dust, fibres, or other contamination.

CRITICAL

PACKAGING QUALITY

Acceptable

Needs action

Reject / hold

LIVE PHOTO | Add

Execution tip: Use calibrated tools and inspect samples across lanes, heads, cavities, reels, or tooling positions to detect localized packaging defects.

26 Measure container, bottle, pouch, tray, cup, lid, film, carton, or wrapper dimensions, wall thickness, gauge, weight, capacity, and fit against the approved tolerance.

PACKAGING QUALITY

ACTUAL | Enter

LIMIT | Enter

DEVICE ID | Enter

Execution tip: Use calibrated tools and inspect samples across lanes, heads, cavities, reels, or tooling positions to detect localized packaging defects.

27 Verify shape, colour, clarity, opacity, gloss, finish, print alignment, embossing, texture, and product visibility match the approved packaging standard.

PACKAGING QUALITY

Compliant

Partial

Non-compliant

N/A

Execution tip: Use calibrated tools and inspect samples across lanes, heads, cavities, reels, or tooling positions to detect localized packaging defects.

28 Inspect for cracks, pinholes, dents, warping, delamination, bubbles, sharp edges, weak seams, scuffing, distortion, crushed corners, or other material defects.

CRITICAL

PACKAGING QUALITY

Acceptable

Needs action

Reject / hold

LIVE PHOTO | Add

Execution tip: Use calibrated tools and inspect samples across lanes, heads, cavities, reels, or tooling positions to detect localized packaging defects.

29 Check cap, closure, liner, plug, valve, lid, induction seal, zipper, spout, or dispensing component fits correctly and operates without damage or excessive force.

PACKAGING QUALITY

ACTUAL | Enter

LIMIT | Enter

DEVICE ID | Enter

Execution tip: Use calibrated tools and inspect samples across lanes, heads, cavities, reels, or tooling positions to detect localized packaging defects.

30 Compare samples from the beginning, middle, and end of the run and across different lanes, heads, cavities, reels, or tooling positions for consistent quality.

PACKAGING QUALITY

Compliant

Partial

Non-compliant

N/A

Execution tip: Use calibrated tools and inspect samples across lanes, heads, cavities, reels, or tooling positions to detect localized packaging defects.

6. Seal, closure, leak protection, tamper evidence, and package integrity

31 Perform the approved seal-integrity test, such as leak, burst, vacuum, compression, dye penetration, peel, immersion, or pressure testing, on representative packs.

CRITICAL

PACKAGING QUALITY

Acceptable Needs action Reject / hold LIVE PHOTO | Add

Execution tip: Test package integrity using the approved method and hold the affected lot immediately when a seal, closure, leak, or tamper-control failure is

32 Inspect seal areas for product contamination, wrinkles, channels, folds, incomplete bonding, burns, cold seals, trapped air, misalignment, or damaged sealing surfaces.

PACKAGING QUALITY

Compliant Partial Non-compliant N/A

Execution tip: Test package integrity using the approved method and hold the affected lot immediately when a seal, closure, leak, or tamper-control failure is

33 Measure seal width, seal strength, peel force, closure torque, vacuum, pressure, or another defined integrity value and compare the result with approved limits.

CRITICAL

PACKAGING QUALITY

ACTUAL | Enter LIMIT | Enter DEVICE ID | Enter

Execution tip: Test package integrity using the approved method and hold the affected lot immediately when a seal, closure, leak, or tamper-control failure is

34 Verify tamper-evident bands, tear strips, security seals, induction liners, breakable bridges, shrink sleeves, or other tamper features are present and intact.

PACKAGING QUALITY

Acceptable Needs action Reject / hold LIVE PHOTO | Add

Execution tip: Test package integrity using the approved method and hold the affected lot immediately when a seal, closure, leak, or tamper-control failure is

35 Confirm closures protect the product from leakage, moisture, oxygen, contamination, loss of carbonation, evaporation, and unintended opening through the expected shelf life.

PACKAGING QUALITY

Compliant Partial Non-compliant N/A

Execution tip: Test package integrity using the approved method and hold the affected lot immediately when a seal, closure, leak, or tamper-control failure is

36 Ensure any failed integrity result triggers line stop or containment, lot identification, segregation, investigation, reinspection, and documented release authority.

PACKAGING QUALITY

Finding / record	Current	Owner	Evidence	Action

Execution tip: Test package integrity using the approved method and hold the affected lot immediately when a seal, closure, leak, or tamper-control failure is

7. Labels, artwork, barcode, date coding, claims, and information accuracy

- 37 Verify the product name, variant, net quantity, ingredients, allergens, nutrition, storage, preparation, manufacturer or importer details, warnings, and claims match the approved master. CRITICAL PACKAGING QUALITY

Acceptable Needs action Reject / hold LIVE PHOTO | Add

Execution tip: Compare the physical pack with the current approved artwork master and scan printed codes rather than relying only on visual appearance.

- 38 Confirm artwork revision, language, colour, legal marks, symbols, panel sequence, font size, images, and regulatory statements match the current approved version. PACKAGING QUALITY

Compliant Partial Non-compliant N/A

Execution tip: Compare the physical pack with the current approved artwork master and scan printed codes rather than relying only on visual appearance.

- 39 Scan representative barcodes and QR codes to confirm readability, grade where applicable, encoded data, product identity, price or traceability information, and database match. CRITICAL PACKAGING QUALITY

ACTUAL | Enter LIMIT | Enter DEVICE ID | Enter

Execution tip: Compare the physical pack with the current approved artwork master and scan printed codes rather than relying only on visual appearance.

- 40 Verify lot or batch, production date, time, line, use-by, expiry, or best-before information is correct, complete, legible, durable, and positioned in the approved area. PACKAGING QUALITY

ACTUAL | Enter LIMIT | Enter DEVICE ID | Enter

Execution tip: Compare the physical pack with the current approved artwork master and scan printed codes rather than relying only on visual appearance.

- 41 Inspect label position, orientation, adhesion, edge lift, wrinkles, bubbles, overlap, skew, print quality, smudging, missing text, and panel visibility. PACKAGING QUALITY

Compliant Partial Non-compliant N/A

Execution tip: Compare the physical pack with the current approved artwork master and scan printed codes rather than relying only on visual appearance.

- 42 Confirm controls prevent wrong labels, obsolete artwork, mixed variants, missing allergens, incorrect claims, or missing date codes from reaching released product. CRITICAL PACKAGING QUALITY

Acceptable Needs action Reject / hold LIVE PHOTO | Add

Execution tip: Compare the physical pack with the current approved artwork master and scan printed codes rather than relying only on visual appearance.

8. Fill quantity, component count, headspace, cleanliness, usability, and presentation

43 Measure net weight, volume, count, or length and verify tare, average, minimum, maximum, and individual results remain within the approved target and tolerance.

PACKAGING QUALITY

ACTUAL | Enter

LIMIT | Enter

DEVICE ID | Enter

Execution tip: Record actual fill or count results and evaluate cleanliness, usability, presentation, and component completeness on the same finished pack.

44 Check fill level, headspace, product-to-pack ratio, orientation, settling allowance, and visible quantity for underfill, overfill, leakage, bulging, or poor presentation.

PACKAGING QUALITY

Compliant

Partial

Non-compliant

N/A

Execution tip: Record actual fill or count results and evaluate cleanliness, usability, presentation, and component completeness on the same finished pack.

45 Inspect the seal area, neck, rim, threads, exterior, label surface, base, and pack opening for product residue, oil, dust, adhesive, ink, or other visible contamination.

CRITICAL

PACKAGING QUALITY

Acceptable

Needs action

Reject / hold

LIVE PHOTO | Add

Execution tip: Record actual fill or count results and evaluate cleanliness, usability, presentation, and component completeness on the same finished pack.

46 Verify every required component is present and correct, including inserts, leaflets, utensils, sachets, desiccants, dividers, lids, accessories, promotional items, or safety parts.

PACKAGING QUALITY

Finding / record	Current	Owner	Evidence	Action

Execution tip: Record actual fill or count results and evaluate cleanliness, usability, presentation, and component completeness on the same finished pack.

47 Confirm the package opens, dispenses, pours, reseals, carries, stacks, stores, and closes as intended without sharp edges, excessive force, breakage, or confusing use.

PACKAGING QUALITY

ACTUAL | Enter

LIMIT | Enter

DEVICE ID | Enter

Execution tip: Record actual fill or count results and evaluate cleanliness, usability, presentation, and component completeness on the same finished pack.

48 Assess the finished pack for alignment, front-panel visibility, uniformity, stability, cleanliness, damage, shelf presentation, and consistency with the approved reference.

CRITICAL

PACKAGING QUALITY

Compliant

Partial

Non-compliant

N/A

Execution tip: Record actual fill or count results and evaluate cleanliness, usability, presentation, and component completeness on the same finished pack.

9. Secondary packaging, cases, pallets, storage, transport, and distribution protection

49 Verify unit packs are grouped in the correct count, orientation, arrangement, and protective format within trays, sleeves, cartons, shrink bundles, or cases.

CRITICAL

PACKAGING QUALITY

Acceptable

Needs action

Reject / hold

LIVE PHOTO | Add

Execution tip: Inspect transport packaging as a complete load because case strength, pallet pattern, wrap, handling, and distribution conditions work together.

50 Check case labels, counts, product identity, lot and date information, barcode, handling marks, storage symbols, destination, and traceability details are correct.

PACKAGING QUALITY

Compliant

Partial

Non-compliant

N/A

Execution tip: Inspect transport packaging as a complete load because case strength, pallet pattern, wrap, handling, and distribution conditions work together.

51 Measure case dimensions and weight and inspect board strength, glue, tape, staples, compression, closure, squareness, damage, and stacking performance.

PACKAGING QUALITY

Finding / record	Current	Owner	Evidence	Action

Execution tip: Inspect transport packaging as a complete load because case strength, pallet pattern, wrap, handling, and distribution conditions work together.

52 Confirm dividers, cushioning, liners, bags, wrap, straps, corner boards, caps, and void fill protect the product without creating contamination or damage risk.

PACKAGING QUALITY

ACTUAL | Enter

LIMIT | Enter

DEVICE ID | Enter

Execution tip: Inspect transport packaging as a complete load because case strength, pallet pattern, wrap, handling, and distribution conditions work together.

53 Inspect pallets for cleanliness, condition, correct pattern, height, overhang, underhang, wrap tension, straps, corner protection, load stability, and security.

CRITICAL

PACKAGING QUALITY

Acceptable

Needs action

Reject / hold

LIVE PHOTO | Add

Execution tip: Inspect transport packaging as a complete load because case strength, pallet pattern, wrap, handling, and distribution conditions work together.

54 Perform or review relevant drop, vibration, compression, temperature, humidity, handling, and transport tests and investigate damage found through distribution.

PACKAGING QUALITY

Compliant

Partial

Non-compliant

N/A

Execution tip: Inspect transport packaging as a complete load because case strength, pallet pattern, wrap, handling, and distribution conditions work together.

10. Nonconformance, quarantine, disposition, release, CAPA, trends, and sign-off

55

Record every packaging defect with the requirement, observed condition, affected material or product, quantity, lot, line, time, evidence, and immediate containment.

PACKAGING QUALITY

Finding / record	Current	Owner	Evidence	Action

Execution tip: Keep packaging actions open until the affected boundary is controlled, retesting passes, release is authorized, and repeat risk has been

56

Classify findings as critical, major, minor, or observation using the approved sampling, acceptance, release, escalation, and customer-risk rules.

CRITICAL

PACKAGING QUALITY

Compliant

Partial

Non-compliant

N/A

Execution tip: Keep packaging actions open until the affected boundary is controlled, retesting passes, release is authorized, and repeat risk has been

57

Quarantine affected packaging materials and finished product, block release, identify boundaries, and obtain authorized disposition before use, shipment, rework, or disposal.

CRITICAL

PACKAGING QUALITY

Finding / record	Current	Owner	Evidence	Action

Execution tip: Keep packaging actions open until the affected boundary is controlled, retesting passes, release is authorized, and repeat risk has been

58

Verify correction through rework, repacking, reinspection, retesting, code or label verification, equipment adjustment, supplier evidence, and approved closure proof.

PACKAGING QUALITY

Acceptable

Needs action

Reject / hold

LIVE PHOTO | Add

Execution tip: Keep packaging actions open until the affected boundary is controlled, retesting passes, release is authorized, and repeat risk has been

59

Review trends by supplier, material, SKU, line, tool, cavity, reel, shift, defect type, complaint, return, waste, hold, and corrective-action closure time.

PACKAGING QUALITY

Compliant

Partial

Non-compliant

N/A

Execution tip: Keep packaging actions open until the affected boundary is controlled, retesting passes, release is authorized, and repeat risk has been

60

Record the final release, reject, hold, concession, or rework decision, unresolved risks, CAPA owner, next review date, quality approver, production lead, and signatures.

CRITICAL

PACKAGING QUALITY

NAME | Enter

DATE / TIME | Enter

APPROVAL | Enter

Execution tip: Keep packaging actions open until the affected boundary is controlled, retesting passes, release is authorized, and repeat risk has been

RUN THIS CHECKLIST DIGITALLY

Turn packaging defects into controlled improvement

Use Taqtics to inspect packs, capture measurements, hold defects, assign CAPA, verify closure, and compare trends.

Try This Checklist
in Taqtics