

# PACKAGING AUDIT CHECKLIST

*Prepare. Organize. Optimize.*



## Packaging Audit Preparation Checklist

### Get Ready to Optimize: Documentation and Data Required

Having these items ready will ensure a fast, efficient, and successful audit, leading to quicker savings and improvements.

#### Phase 1: Product & Packaging Data

- ☐ **Top 10 High-Volume SKU List:** A list of your ten most frequently packaged products/SKUs.
- ☐ **Packaging Specifications:** Technical drawings, die lines, or spec sheets for your top 5-10 primary packaging items (boxes, trays, inserts, etc.).
- ☐ **Material Grades:** Details on the corrugated board grade (e.g., ECT-32, B-Flute) and any coatings or treatments used.
- ☐ **Current Unit Cost:** The most recent purchase price per unit for your top packaging components.
- ☐ **Annual Consumption:** The total quantity of your main packaging components purchased over the last 12 months.
- ☐ **Sample Packages:** Physical samples of the five most critical or problematic packages you currently use.

#### Phase 2: Supply Chain & Efficiency Data

- ☐ **Shipping Damage Report:** Data on product damage or returns over the last 6-12 months, including the product, cause of damage (if known), and cost of the return/replacement.
- ☐ **Freight Invoices:** Recent invoices from your primary parcel or freight carriers to allow analysis of dimensional (DIM) weight costs.
- ☐ **Labour Process Outline:** A simple step-by-step description or video of your current packing process and the estimated time taken per box.
- ☐ **Warehouse/Stacking Requirements:** Details on how many boxes are typically stacked on a pallet and how high they are stacked in your warehouse.

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## Phase 3: Operational & Strategic Goals

- ☐ Sustainability Targets: Any internal goals or mandated requirements for reducing plastic, increasing recycled content, or improving recyclability.
- ☐ Un met Needs List: A list of specific packaging issues, inefficiencies, or frustrations that your current packaging fails to address.
- ☐ Branding Requirements: Any brand guidelines or printing specifications related to colour consistency (Pantone codes) or logo placement.

Once you have checked off the items above, you are ready for a highly productive Packaging Audit consultation!

Does this checklist cover all the areas you would typically review? Any questions please contact us

**Phone:** 44 (0) 1279 211758  
**Email:** [audit@packmentor.co.uk](mailto:audit@packmentor.co.uk)  
**Website:** <https://www.packmentor.co.uk>