



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.



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

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