



E-Commerce Product BOM Assembly & Kitting Checklist 2026

Product Definition & Master Data Verification

Ensure all SKU identifiers, product descriptions, and master BOM hierarchies match the current 2026 product catalog standards.

SKU / Product ID

Write something...

Product Name/Description

Write something...

BOM Last Revision Date

Enter date...

Product Category

- ☐ Electronics
- ☐ Apparel
- ☐ Home Goods
- ☐ Beauty & Personal Care

Total Component Count

Master BOM Spreadsheet



Upload File

Data Verifier Authorization

Component & Sub-assembly Inventory Audit

Verify the availability, quantity, and specification accuracy of all raw materials, sub-assemblies, and individual pieces required for the kit.

Part Number / SKU Identification

Expected Quantity

Actual Quantity Counted

Component Condition Status

- ☐ New/Pristine
- ☐ Damaged/Defective
- ☐ Discrepancy Found

Audit Completion Date

Enter date...

Photos of Component Batch

 Upload File

Auditor Verification

Packaging & Branding Material Inspection

Validate that all primary, secondary, and tertiary packaging components, including branded inserts and instruction manuals, are included and error-free.

Packaging Components Verified

- ☐ Primary Box/Container
- ☐ Protective Padding (Bubble Wrap/Foam)
- ☐ Branded Inserts/Thank You Cards
- ☐ Instruction Manuals/Guides
- ☐ Security Seals/Tamper-Evident Tape

Branding Print Quality Notes

Write something...

Inspection Date

Enter date...

Packaging Photo Evidence

 Upload File

Defective Packaging Count

Enter a number...

Quality Inspector Approval

Kitting Instruction & SOP Review

Confirm that the assembly workflows, picking sequences, and kitting SOPs are up-to-date and clearly documented for warehouse staff.

SOP Version Status

- ☐ Current/Active
- ☐ Under Review
- ☐ Obsolete

Required Instruction Media

- ☐ Visual Diagrams
- ☐ Written Step-by-Step
- ☐ Video Tutorial
- ☐ Safety Warning Labels

Assembly Station ID

Write something...

Standard Operating Procedure (SOP) Document

 Upload File

Last Instruction Review Date

Enter date...

Supervisor Approval Signature

Quality Control & Unit Testing Protocols

Establish checkpoints for functional testing of electronic components or physical inspections of high-value items prior to final kitting.

Inspection Status

- ☐ Passed
- ☐ Failed
- ☐ Pending Re-inspection

Tested Component Areas

- ☐ Structural Integrity
- ☐ Functional Performance
- ☐ Surface Finish & Aesthetics
- ☐ Electrical/Electronic Continuity
- ☐ Seal & Waterproofing

Defect Count Detected

Enter a number...

Detailed Defect Description

Write something...

Quality Inspection Photo/Evidence

 Upload File

Quality Inspector Approval

Supplier & Lead Time Risk Assessment

Review critical component lead times and supplier reliability to prevent stockouts or disruptions in the kitting pipeline.

Identified Risk Categories

- ☐ Raw Material Shortage
- ☐ Logistics/Shipping Delay
- ☐ Supplier Quality Failure
- ☐ Price Fluctuation
- ☐ Geopolitical/Trade Restriction

Expected Material Arrival Date

Enter date...

Estimated Lead Time (Days)

Enter a number...

Supplier Mitigation Plan

Write something...

Supplier Contract/SLA Documentation

 Upload File

Procurement Manager Approval

Labeling, Barcoding & Traceability Compliance

Ensure every kitted unit has accurate GS1/UPC barcodes, lot numbers, and expiration dates (if applicable) for end-to-end traceability.

SKU/UPC Verification Number

Write something...

Batch/Lot Production Date

Enter date...

Barcode Scanner Status

- ☐ Scan Successful
- ☐ Scan Failed/Unreadable
- ☐ Manual Entry Required

Labeling Requirements Verified

- ☐ Shipping Label
- ☐ Product SKU Barcode
- ☐ Batch/Lot Number
- ☐ Country of Origin
- ☐ Safety/Warning Stickers

Label Print Sample Image

 Upload File

Quality Assurance Sign-off

Post-Assembly Weight & Dimension Verification

Audit the final kitted product's weight and dimensions against shipping manifests to ensure accurate logistics and postage calculation.

Final Unit Gross Weight (kg/lb)

Enter a number...

Final Package Dimensions (L x W x H)

Enter a number...

Weight Variance Status

- ☐ Within Tolerance
- ☐ Out of Tolerance - Requires Investigation

Shipping Label/Manifest Photo

 Upload File

Quality Inspector Verification

Waste Management & Excess Material Reconciliation

Track and document any scrap, damaged components, or leftover materials generated during the assembly process for accurate cost accounting.

Date of Waste Identification

Enter date...

Waste/Scrap Item Description

Write something...

Quantity of Excess Material

Enter a number...

Waste Reason Code

- ☐ Damaged during assembly
- ☐ Expired/Out of date
- ☐ Defective from supplier
- ☐ Overstock/Excess
- ☐ Incorrectly picked

Disposal or Reutilization Notes

Write something...

Photo Evidence of Damage/Waste

 Upload File

Warehouse Supervisor Approval

< Previous

> Next

✓ Finish

 Generate Sample Report