✅ ChecklistGuro

Logistics BOM Packaging Checklist

Packaging Material Selection

Ensuring the correct packaging materials are chosen based on product specifications and regulatory requirements.

Primary Packaging Material

☐ Cardboard

☐ Plastic (Polyethylene)

☐ Foam

☐ Wood

☐ Metal

Secondary Packaging Material (e.g., Box)

☐ Corrugated Cardboard

☐ Plastic Wrap

☐ Shrink Wrap

☐ None

Material Thickness (mm)

Enter a number...

Material Specifications (e.g., GSM, Density)

Write something...

Material Safety Data Sheet (MSDS)

⬆ Upload File

Recyclability Status

☐ Fully Recyclable

☐ Partially Recyclable

☐ Not Recyclable

Size and Dimensions Verification

Confirming the packaging dimensions are appropriate for the product and optimized for transportation efficiency.

Product Length (mm)

Enter a number...

Product Width (mm)

Enter a number...

Product Height (mm)

Enter a number...

Packaging Length (mm)

Enter a number...

Packaging Width (mm)

Enter a number...

Packaging Height (mm)

Enter a number...

Unit of Measurement

☐ mm

☐ cm

☐ in

Dimensional Tolerance

☐ +/- 0.1mm

☐ +/- 0.5mm

☐ As per Specification

Weight and Load Capacity

Validating the packaging can safely handle the product's weight and load during transit.

Maximum Gross Weight (kg)

Enter a number...

Maximum Gross Weight (lbs)

Enter a number...

Individual Package Weight Limit (kg)

Enter a number...

Individual Package Weight Limit (lbs)

Enter a number...

Load Distribution Type

☐ Uniform

☐ Concentrated

Notes on Load Distribution

Write something...

Stacking Height Limit (Units)

Enter a number...

Labeling and Marking Compliance

Checking for accurate and compliant labeling, including product identification, handling instructions, and regulatory markings.

Product Name/Description

Write something...

Product Code/SKU

Enter a number...

Hazard Class (if applicable)

☐ Not Applicable

☐ Class 1 - Explosives

☐ Class 2 - Gases

☐ Class 3 - Flammable Liquids

☐ Class 3 - Flammable Solids

Compliance Standards (e.g., UN, DOT, IATA)

☐ UN

☐ DOT

☐ IATA

☐ IMDG

Label Image (Proof)

⬆ Upload File

Net Weight/Volume

Write something...

Date of Label Application

Enter date...

Protective Layer Assessment

Evaluating the effectiveness of cushioning and protective layers to prevent damage during handling and shipping.

Cushioning Thickness (mm)

Enter a number...

Cushioning Material Type

- [ ] Foam
- [ ] Bubble Wrap
- [ ] Molded Pulp
- [ ] Corrugated Cardboard
- [ ] Other

Description of Cushioning Placement

Write something...

Drop Test Height (cm)

Enter a number...

Drop Test Result

- ☐ Pass
- ☐ Fail
- ☐ N/A

Image/Video Evidence of Cushioning

⬆ Upload File

Sustainability Considerations

Assessing the environmental impact of packaging materials and promoting sustainable options where possible.

Primary Packaging Material Type

- ☐ Recycled Content
- ☐ Biodegradable
- ☐ Compostable
- ☐ Conventional

Percentage of Recycled Content (%)

Enter a number...

Sustainability Certifications (e.g., FSC, SFI)

- ☐ FSC
- ☐ SFI
- ☐ Recycled Claim Standard (RCS)
- ☐ None

Description of Sustainability Initiatives

Write something...

Packaging Design for Reusability?

☐ Yes

☐ No

Supporting Documentation (Certificates, Reports)

⬆ Upload File

Cost Optimization

Analyzing packaging costs and identifying opportunities to reduce expenses without compromising product protection.

Current Packaging Cost per Unit

Enter a number...

Target Packaging Cost per Unit

Enter a number...

Material Substitution Opportunities

- [ ] None
- [ ] Lower-cost alternative
- [ ] Recycled content
- [ ] Biodegradable options

Potential Savings from Material Substitution

Enter a number...

Optimized Packaging Design Considerations

- [ ] Reduce material usage
- [ ] Simplify design
- [ ] Standardize components
- [ ] Minimize layers

Estimated Savings from Design Optimization

Enter a number...

Vendor Negotiation Strategy

- [ ] Maintain existing agreement
- [ ] Seek competitive bids
- [ ] Bulk purchasing discount

Palletization and Unit Load Requirements

Verifying correct palletization and unit load configurations for efficient storage and transportation.

Pallet Stack Height (Max)

Enter a number...

Pallet Load Weight (Max)

Enter a number...

Pallet Type

☐ Standard 4-Way

☐ Euro Pallet

☐ Stringer Pallet

☐ Edge Runner

Unit Load Configuration

☐ Single Pallet

☐ Double Stack

☐ Stretch Wrapped

Pallet Orientation

☐ Standard

☐ Rotated 90 degrees

☐ Custom

Units per Pallet Layer

Enter a number...

Regulatory Compliance (e.g., Hazmat)

Ensuring packaging meets specific regulations for hazardous materials or other regulated products.

Hazardous Material Classification?

- ☐ Yes
- ☐ No

Applicable Regulations?

- ☐ DOT
- ☐ IMDG
- ☐ IATA
- ☐ Other

UN Number (if applicable)

Write something...

Proper Shipping Name (if applicable)

Write something...

Packing Group (if applicable)

Enter a number...

SDS/MSDS Document

⬆ Upload File

Authorized Shipper?

☐ Yes
☐ No

Documentation & Traceability

Confirming proper documentation for packaging materials and lot tracking for traceability.

Packaging Documentation Creation Date

Enter date...

Batch/Lot Number of Packaging Materials

Enter a number...

Supplier Name for Packaging Materials

Write something...

Packaging Material Certificate of Analysis

⬆ Upload File

Quantity of Packaging Materials Used

Enter a number...

Document Control Number (if applicable)

Write something...

Packaging Material Traceability Method

☐ Serial Number

☐ Batch Code

☐ QR Code

☐ None