

Completed Goods Packaging Verification Sheet

General Information

Product Name		Product Code	
Batch/Lot No.		Date	
Customer		Order No.	
Quantity		Packaging Type	

Packaging Verification Checklist

Item	OK	Not OK	Remarks
Correct product packed			
Proper labeling/identification			
Packaging material quality			
Packaging quantity per unit			
Sealing/taping			
Cleanliness of packaging			
Correct documentation attached			

Additional Notes

Packaging Checked By

Name & Signature

Date:

QC Verified By

Name & Signature

Date:

Supervisor Approval

Name & Signature

Date: