Packaging Line Assembly Control Checklist

Line: [_____]

Date: [_____]

Shift: [_____]

Supervisor: [_____]

Assembly Preparation

Item	Check	Remarks
All components available and verified	☐	
Tools & equipment present and functional	☐	
Packaging materials checked (e.g., boxes, labels, tapes)	☐	
Cleanliness of work area confirmed	☐	

Line Assembly Setup

Item	Check	Remarks
Machine guards & safety devices in place	☐	
Assembly sequence displayed on line	☐	
Work instructions accessible	☐	
PPE compliance checked	☐	

In-Process Controls

Item	Check	Remarks
Start-up sample approved	☐	
Labeling and expiry dates verified	☐	
Packaging integrity confirmed	☐	
Rejected materials segregated	☐	

Completion & Line Clearance

Item	Check	Remarks
All finished products properly labeled	☐	
Unused materials removed from line	☐	

Line cleaned and ready for next batch	☐	

Comments / Actions

Checked By: