

Electronics Packaging Specification Document

Sample

1. Document Information

Document Number		Date	
Version		Prepared by	

2. Product Description

Product Name: _____

Product Code: _____

Description:

3. Packaging Overview

- Type of Packaging: _____
- Dimensions (L x W x H): _____
- Weight (with packaging): _____
- Material(s): _____

4. Packaging Components

Component	Material	Dimensions	Qty	Remarks
Outer Box				
Inner Tray				
Protective Cushion				
Anti-Static Bag				

5. Labelling & Marking Requirements

- Product label location: _____
- Barcode/Serial number: _____
- Recycling symbols: _____
- Sensitivity warning (e.g., ESD): _____

6. Environmental & Compliance

- RoHS Compliance: _____
- REACH Compliance: _____
- Other Standards: _____

7. Packaging Process Instructions

1. Inspection and cleaning of all components.

- 2. Assembly sequence of packaging layers.
- 3. Labelling and documentation placement.
- 4. Final visual inspection and verification.

8. Quality Requirements

- No visible damage to packaging or product.
- Correct labelling as per Section 5.
- Compliance with specified dimensions.

9. Revision History

Version	Date	Description	Author